

MEETING AGENDA

VIRTUAL:

Thursday, June 13th, 2024

12:00 p.m. – 2:00 p.m.

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (April 11 and April 17, 2024)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion item
 - New Member Letters
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

Please contact the office at least 5 days in advance
if you require special assistance.

Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107

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The next Nominations Committee meeting is
TBD

**Please contact the office at least 5 days in advance
if you require special assistance.**

VIRTUAL: Nominations Committee

Meeting Minutes of

Thursday, April 11th, 2024

12:00 p.m. – 2:00 p.m.

Office of HIV Planning, 340 N. 12th St., Suite 320, Philadelphia PA 19107

Present: Lupe Diaz, Michael Cappuccilli, Sharee Heaven, Shane Nieves

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh

Call to Order: M. Cappuccilli called the meeting to order at 12:07 p.m.

Introductions: M. Cappuccilli skipped introductions.

Approval of Agenda:

M. Cappuccilli referred to the March 2024 Nominations Committee agenda and asked for a motion to approve. **Motion:** L. Diaz motioned; M. Cappuccilli seconded to approve the March 2024 agenda. **Motion passed:** All in favor. The April 2024 Nominations Committee agenda was approved.

Approval of Minutes (March 14th, 2024):

M. Cappuccilli referred to the March Nominations Committee minutes. L. Diaz asked to remove the word “problematic.” S. Heaven said she was not marked as excused in the previous meeting. **Motion:** M. Cappuccilli motioned; L. Diaz seconded to approve the amended March 2024 Nominations Committee Meeting Minutes. **Motion passed:** 4 in favor, 2 abstaining. The amended March 2024 Nominations Committee minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

S. Moletteri mentioned they would be presenting their epidemiological infographics at the next HIPC meeting. They said the committee members can view them on their website.

Discussion Items:

-Result of Member Outreach-

M. Cappuccilli had volunteered to contact 4 individuals. One member had decided to let their membership expire since they were too busy to attend meetings. For the other three people, M. Cappuccilli said he had attempted to contact them through email and by phone but he did not receive a response. D. Law said she saw that one of the members had attended meetings every so often. She asked M. Cappuccilli to send the member a private message when he sees them at a meeting.

S. Nieves was able to successfully reach one member. The member had not attended meetings recently and S. Nieves said it was likely because they felt they didn’t contribute anything to

HIPC. S. Nieves then reassured them that they were important and encouraged them to continue attending. D. Law suggested introducing the member to the Positive Committee if the member was feeling intimidated. She said the Positive Committee had a more informal atmosphere. After reporting on their member outreach, S. Nieves announced that they had found a new position and were likely to end their term early as a HIPC member. The committee congratulated S. Nieves on the new position.

S. Moletteri said they reached out to one member. The member said they had standing appointments and could not always attend HIPC meetings. The member said they would continue to attend Positive Committee meetings.

D. Law asked if the committee wanted to continue their outreach. M. Cappuccilli said they should continue with their outreach.

-Open Nominations Review Panel Schedule-

L. Diaz asked to meet at another time to have Open Nominations since they had a better chance to have a larger review panel. The committee decided that Wednesdays and Thursdays were both days that fit with the committee's schedules. The committee hoped to convene the review panel before April 30th when member terms ended. D. Law said the Office of HIV Planning staff would discuss the date internally and then send an email with a poll to decide the date.

Other Business:

None.

Announcements:

None.

Adjournment:

M. Cappuccilli called for a motion to adjourn. **Motion:** L. Diaz motioned; M. Cappuccilli seconded to adjourn the April 2024 Nominations Committee meeting. **Motion passed:** Meeting adjourned at 12:39 p.m

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- April 2024 Nominations Committee Agenda
- March 2024 Nominations Committee Minutes

VIRTUAL: Nominations Committee

Meeting Minutes of

Thursday, April 17th, 2024

12:00 p.m. – 2:00 p.m.

Office of HIV Planning, 340 N. 12th St., Suite 320, Philadelphia PA 19107

Present: Keith Carter, Lupe Diaz, Michael Cappuccilli, Shane Nieves, Clint Steib, Desiree Surplus

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Mari Ross-Russell, Kevin Trinh

Call to Order: M. Cappuccilli called the meeting to order at 12:25 p.m.

Introductions: M. Cappuccilli skipped introductions.

Report of Co-chairs:

None.

Report of Staff:

S. Moletteri reported that in the upcoming HIPC meeting, they would be voting on the materials that the Nominations Committee had been working on and reviewing.

Discussion Items:

-Applicant Review-

D. Law said they currently had 41 members in HIPC with 5 members whose terms were expiring. Of the 5 members whose terms were expiring, she only received 3 reapplicants. D. Law said that to move forward with the application review, they would need to express that they wanted to move on without a quorum because they only had 5 members present at the moment instead of the 6 members needed.

Motion: L. Diaz motioned; M. Cappuccilli seconded to move forward with the application review without a quorum. **Motion passed: all in favor.** The review would move forward with the application review without a quorum.

D. Law said there were 8 applications in total that she had received. One application was withdrawn and the review panel was to vote on the remaining 7 applications.

L. Diaz remembered discussing Applicant 108 at the last Nominations Committee meeting. Applicant 108 had said they had not been attending the meetings because they felt they did not have anything to contribute. S. Nieves had reached out to the applicant and convinced them to continue attending meetings. D. Law said applicant 108 has changed their organization and the review panel was concerned that this would exceed the 2 person per organization limit. The review panel discussed who was in the applicant's organization and found there was only one other person in HIPC who worked at the same organization.

M. Cappuccilli asked if there was any reason they wouldn't accept the three returning applicants. The review panel would vote on applicants 106, 109, and 108. They conducted a roll call vote. There were 5 in favor and 1 abstaining. The applicants were to be recommended to the Mayor's Office.

The review panel moved to review applicant 103. Applicant 103 contained a misconduct form with information about their past term with HIPC. M. Ross-Russell said the disruptive behavior had occurred in 2019 to 2021. The applicant had made threats and had documented intimidation of fellow HIPC members, Office of HIV Planning staff, and Division of HIV Health (DHH) staff. Specifically, the applicant had harassed a DHH staff member online. The applicant had also threatened to sue one of the HIPC members and stalked them. The review would vote on the applicant. For roll call, 5 members voted not to recommend this member to the Mayor and 1 member abstained. Applicant 103 was not recommended to the Mayor's Office.

Applicant 107 was the next to be reviewed. This person had not attended a meeting yet, but the review panel thought the application was well thought out. The review panel voted and were all in favor of recommending the applicant.

Applicant 104 had applied previously but was not accepted because they were not a consumer. The review panel felt the applicant looked promising because they demonstrated that they were willing to contribute and attend meetings. The review panel unanimously voted in favor of recommending the applicant.

Applicant 102 was the other individual with a misconduct form. M. Ross-Russell said, in the past, the applicant had a history of harassing OHP staff or HIPC members who they disagreed with. The applicant would often bring up another person's religion, race, or HIV status. M. Ross-Russell said they would often have the police present at the meetings to minimize the disruptive behavior. The review panel voted on the applicant. 6 members of the review panel voted against recommending the applicant to HIPC.

With 5 of the 7 applicants recommended, D. Law said they would have a total of 41 members. S. Nieves inquired about how they were to address the members who were rejected. M. Ross-Russell said the applicants would receive notice that they were not accepted to the HIPC through the Mayor's Office. She reminded the review panel that equal employment rules did not apply since the members were volunteers. C. Steib said rejected applicants could still attend meetings but they would not have the ability to vote. K. Carter agreed but said that Zoom had a code of conduct that allowed them to ban or blacklist people who were disruptive.

D. Law said she would review the membership statistics and would present them at the next meeting in May.

Other Business:

None.

Announcements:

None.

Adjournment:

L. Diaz called for a motion to adjourn. **Motion: K. Carter motioned; C. Steib seconded to adjourn the April 2024 Nominations Committee meeting. Motion passed: Meeting adjourned at 1:30 p.m**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- Open Nominations Scoresheet
- Spring 2024 Demographics
- Redacted Spring 2024 Applications

DRAFT