

MEETING AGENDA

VIRTUAL:

Thursday, November 14th, 2024

12:00 p.m. – 2:00 p.m.

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (October 10th, 2024)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion item
 - Recruitment Presentation
- ◆ 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
(215) 574-6760 • FAX (215) 574-6761 • www.hivphilly.org

The next Nominations Committee meeting is
VIRTUAL: December 12th, 2024 12:00pm - 2pm
Please contact the office at least 5 days in advance
if you require special assistance.

VIRTUAL: Nominations Committee

**Meeting Minutes of
Thursday, October 10th, 2024**

12:00 p.m. – 2:00 p.m.

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

Present: Juan Baez, Michael Cappuccilli (Co-Chair), Sharee Heaven

Excused: Lupe Diaz

Staff: Tiffany Dominique, Sofia Moletteri, Kevin Trinh

Call to Order: M. Cappuccilli called the meeting to order at 12:09 p.m.

Introductions: M. Cappuccilli skipped introductions.

Approval of Agenda:

M. Cappuccilli referred to the October 2024 Nominations Committee agenda and asked for a motion to approve. **Motion:** J. Baez motioned, M. Cappuccilli seconded to approve the October 2024 agenda. **Motion passed: All in favor.** The October 2024 Nominations Committee agenda was approved.

Approval of Minutes (September 12th, 2024):

M. Cappuccilli referred to the September 2024 Nominations Committee minutes. **Motion:** J. Baez motioned; M. Cappuccilli seconded to approve the September 2024 Nominations Committee Meeting Minutes. **Motion passed: All in favor.** The September 2024 Nominations Committee minutes were approved.

Report of Co-chairs:

Since M. Ross-Russell was not present, M. Cappuccilli asked S. Moletteri to provide further detail on a comment from the last Nominations Committee meeting where she said organizations receiving Ryan White Part C funding were required to participate in HIPC. S. Moletteri said they did not have much more information on the matter. However, if the committee recalled, required Part C participation was part of the reason that the HIPC created their Letter of Acknowledgement policy. There was a contractual obligation of some sort where Ryan White Part C providers were required to show proof (the signed letter of acknowledgment from HIPC) that they were part of/participating on the HIPC. The letter acknowledged that the organization had at least one member representing them in HIPC. S. Moletteri said they would ask M. Ross-Russell for any further explanation.

Report of Staff:

S. Moletteri explained that D. Law was not here for the meeting today, so they would assist the Nominations Committee today. They were not at the last meeting but they had read the meeting minutes and met with D. Law to prepare an attendance report for this meeting.

Discussion Items:

-Member Involvement in Subcommittee-

In the previous Nominations Committee meeting, M. Cappuccilli had requested a list of members who were in good standing with the HIPC but not attending subcommittee meetings. The idea was to contact these members and have a discussion with them with the hopes that it would lead to participation in at least one subcommittee. S. Moletteri had created a spreadsheet of the 41 HIPC members' attendance records from September 2023 to September 2024. To assist visually, S. Moletteri had conditionally formatted the spreadsheet with a traffic light color scheme to indicate great standing (green), good/okay standing (yellow), and bad standing (red). New or recommended members from Fall 2024 and Spring 2024 were highlighted. Since September 2023, there had been 12 HIPC meetings. M. Cappuccilli requested a copy of the attendance sheet so they could review in greater detail. S. Moletteri replied that they would have to consider this decision before they could distribute the sheet to the members since it contained the HIPC members' personal information. They noted that persons who were attending the Positive Committee were anonymized.

The attendance sheet not only captured the members' attendance record for HIPC meetings, it had also recorded information for subcommittee attendance. If a member did not attend a subcommittee meeting yet, this was highlighted. S. Moletteri briefly reviewed the spreadsheet and noted each member whose attendance was in bad standing. They then counted the number of active members in each subcommittee. If a member had attended one or more meetings in the subcommittee, they would be considered an active member. Nominations Committee and Finance Committee each had 4 active members. The Prevention Committee had 11 active members. The Comprehensive Planning Committee (CPC) had 12 active members but many members in the subcommittee were in bad standing. M. Cappuccilli asked if S. Moletteri could identify HIPC members who were in excellent standing, did not attend a subcommittee meeting, and were not approaching their term limit. S. Moletteri highlighted member #16 as the only member who met the criteria. M. Cappuccilli asked how many members would they find if they lowered the criteria to include members with good/okay standing. S. Moletteri said members #6 and #10 were those who met the criteria and they would contact them since the members were from the Positive Committee. Members #14 and #17 were highlighted as members who met the new criteria. Members #21 and #25 had low attendance and were deemed likely to not attend future meetings.

M. Cappuccilli said he had remembered contacting member #17 but could not remember if the member was going to stay or what their situation was. He said he would like D. Law to clarify the situation with the member when she returned in the next meeting. T. Dominique said he sent them an email where he had reported being unable to contact #17 due to an invalid phone number. S. Moletteri asked if member #36, who was a new member, had attended a Prevention Committee meeting. T. Dominique said the member had stated they would attend a Prevention Committee meeting at the last HIPC meeting but they had yet to attend a meeting. S. Moletteri said they would assume member #36 would attend a Prevention Committee meeting in the

future. They highlighted member #35 who was also a new member and had not attended a subcommittee meeting.

S. Moletteri went through the list. M. Cappuccilli wanted to ask about member #18 who had not attended a HIPC meeting. M. Cappuccilli wanted to know if the member was rolling off or not. T. Dominique suggested sending a calendar invite to people to push towards joining a subcommittee. The committee agreed to concentrate recruitment amongst the new members for Nominations and Finance since, due to term limits, almost all members were to be gone soon. M. Cappuccilli said they should make sure that the newly recommended members would attend HIPC before they are introduced to subcommittee meetings. S. Moletteri wondered if it was a good idea to email members without a subcommittee to encourage them to choose a committee to join until these members had made their selection. T. Dominique suggested sending a calendar invite to members so they could invite more people. The calendar invite would only be sent once and would remind the person about upcoming meetings.

S. Moletteri said even though they had found 4 people with good standing to reach out to, they should consider reaching out to members with okay standing as well. They expressed concern that if they did reach out to these members, they would still have no members in the Finance Committee and Nominations Committee. The alternative solution was to push the recommended members towards the subcommittees with lower member count. The committee decided they would concentrate on persuading the recommended members to the Finance Committee and Nominations Committee while also reaching out to CPC and Prevention Committee members who were in okay/bad standing. T. Dominique advised not sending the recommended members to the Nominations Committee meetings until they had signed confidentiality agreements because the committee would be discussing member information.

Reviewing the attendance of the recommended members, M. Cappuccilli found there were seven recommended members who attended at least one HIPC meeting. He wondered whether these members who only attended a meeting would be interested in joining the Finance Committee. S. Moletteri said they should at least secure strong HIPC attendance from recommended members first. T. Dominique asked if they wanted to have a different approach to inviting the recommended members to committees than members who had bad standing. Since some recommended had connections to current HIPC members, she suggested that they would have those HIPC members welcome the recommended members to their respective subcommittees.

J. Baez suggested that each committee have a presentation to reintroduce the committees to HIPC. The committees would then check to see if their membership had grown before having a more targeted approach. The OHP staff would create a template presentation that each co-chair could use and these would be emailed to the Nominations Committee beforehand. M. Cappuccilli asked how they would engage the reception of the presentation. J. Baez said they could do a poll to gauge the receptiveness of each committee. The committee agreed that each presentation would be five minutes each. S. Moletteri said the Positive Committee would not have a presentation due to their unique situation. They said that the committee did an internal attendance track and the committee members did not necessarily have to be HIPC members. Since each committee would need at least one meeting to draft their presentation, the committee decided that they would host the presentations. The committee agreed that they would wait at

least one month before having the presentations. S. Moletteri said this would allow the recommended members to accommodate to being members and give the committees time to finalize their presentations.

T. Dominique suggested that they should emphasize how the committees could develop personal growth in their presentations. S. Moletteri asked if the committee had wanted to continue updating the attendance spreadsheet beyond one year instead of starting over. M. Cappuccilli said they should do so for continuity reasons.

T. Dominique suggested they should learn about the barriers that prevent members in bad standing from attending subcommittee. The Nominations Committee members volunteered to reach out to the members. If the conversation had gone well, the Nominations Committee would send information about the subcommittees. M. Cappuccilli was assigned to contact member #14. J. Baez was assigned member #16. S. Heaven was assigned member #35.

S. Moletteri asked if they had wanted more discussion on the term limits because a member needed to be in good standing for a year before becoming co-chair. The committee decided they would table the discussion as they focused on recruiting new members and adding them to the subcommittees.

Other Business:

None.

Announcements:

T. Dominique said they would be tabling the Stimulant Conference at the DoubleTree Hotel on the next Friday and AIDS walk on the 20th.

Adjournment:

M. Cappuccilli called for a motion to adjourn. **Motion: M. Cappuccilli motioned; S. Heaven seconded to adjourn the October 2024 Nominations Committee meeting. Motion passed: Meeting adjourned at 1:08 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- October 2024 Nominations Committee Agenda
- September 2024 Nominations Committee Minutes