

MEETING AGENDA

Thursday, January 9, 2020

12:00 p.m. – 2:00 p.m.

- ❖ Call to Order
- ❖ Welcome and Introductions
- ❖ Approval of Agenda
- ❖ Approval of Minutes (*December 12, 2019*)
- ❖ Report of Chair
- ❖ Report of Staff
- ❖ Discussion Items
 - New Membership Feedback
 - Review Subcommittee Attendance
 - Presentation to HIPC on Membership/Nominations Process
- ❖ Old Business
- ❖ New Business
- ❖ Announcements
- ❖ Adjournment

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

The next Nominations Committee meeting is scheduled for
Thursday, February 13, 2020 from 12:00 – 2:00 p.m. at the
Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107
(215) 574-6760 • FAX (215) 574-6761 • www.hivphilly.org

Discussion Item:

—Debrief of Planning Cycle—

D. Law explained that the committee would now summarize the past year to analyze successes and missed opportunities. She added that the new Planning Cycle started in Sept 2019 and would run to August 2020. She noted that they rewrote the application last year, November, 2018, but this year they rewrote the application a bit to put online. For the upcoming Planning Cycle, there were already 6 new applications and 2 interested applicants coming to the December HIPC meeting. Though new applicants would not be processed yet, they were still encouraged to attend meetings as guests.

D. Law asked if the online applications affected how the committee did application scoring. J. Baez said that online applicants were consistently less detailed. L. Diaz agreed that using technology to complete forms allowed for people to multitask more and give the item at hand less thought. M. Cappuccilli suggested working on a way to improve the online process.

D. Law noted that tax clearance completion were a huge issue for processing applications. J. Baez asked if the Nominations Committee could instead ask for the needed information from the individuals and submit the tax clearances themselves. D. Law said that people have to give out their social security numbers for this, and people are often unwilling to do so.

D. Law responded that she assists individuals having trouble with the tax clearance form when they come to meetings. L. Diaz said it is more comfortable to do the process in the OHP office with staff helping. D. Law noted that the online forum allows applicants to skip the clearance question, and it was sometimes difficult to get in contact with the applicants in time. They ultimately have to wait for the people who had not yet cleared to submit all the applications at once.

M. Cappuccilli asked which population had the most turnover in HIPC. D. Law said consumers and providers are equally as likely to step off the council. Providers may step off because they have left their position, their workload becomes too cumbersome, etc. She added that consumers may step off the council for varying reasons.

D. Law noted that a common issue with providers is that they have to apply to the council if they are replacing someone. Many people assume that they can simply replace the person who previously represented their position and provider. M. Cappuccilli asked about people who retired and no longer represent any area because they are not actively working. D. Law said their contribution to the committee is still experience and expertise based, especially since these people often stay connected through volunteering and established networks. She added that no matter where people live, their area of representation is about where their experience lies.

D. Law asked if the removal process was okay with everyone. M. Cappuccilli mentioned attendance issues involving medical reasons that members do not inform OHP about. S. Heaven explained that members do not have to announce to the whole council, but they should tell the office and explain "enough" of a reason why they would not make meetings in advance.

L. Diaz asked if the committee should send out an email to the council to review the protocol around absences. M. Cappuccilli reminded the committee of the presentation they want to give HIPC in early 2020. He asked if the committee wanted to add the presentation to the calendar for the HIPC February meeting.

S. Romero suggested that recruitment could have a more online presence and the council should work on recruiting younger people. He also suggested contacting J. Williams to have a part in the Nominations Committee to gain an understanding on HIPC's outreach/recruitment efforts. He may be a good contact for recommending new members. D. Law responded that she was unsure about his workload and how involved he is allowed to be, but she would check. They would have to follow protocol to continue.

D. Law asked how they liked the HIPC Social that Nominations Committee held in June 2019. S. Romero thought it was great, especially since they retained a few attendees as members. L. Diaz agreed that it was great for recruitment, but it was also important for establishing comradery between members. It also added a sense of lightheartedness to the council where members could get to know each other outside of business meetings. M. Cappuccilli asked everyone if they wanted to make the social annual—the whole committee agreed on an annual social. D. Law mentioned that the Nominations Committee did not have to host it every year and other committees could take turns hosting.

M. Cappuccilli asked how far in advance they should start advertising the social. D. Law said that the longer it was advertised, the more attendees would show. L. Diaz asked if they wanted to designate a certain month to always have the social. She suggested June since they could advertise for the social at the Prevention Summit.

D. Law asked if the committee liked the membership attendance review. L. Diaz and M. Cappuccilli suggested looking at subcommittee attendance as well. L. Diaz explained that most of the work is done in the subcommittees and subsequently brought to the full council. Therefore, subcommittee attendance is sometimes more important.

D. Law reviewed everything that the committee spoke on: notify office prior to absences/medical leave/leave of absence, and sign up for subcommittee through S. Moletteri. After people had signed up, the Nominations Committee could look into who had not joined and attended a subcommittee. L. Diaz said she would make an announcement about subcommittees at the December 2019 HIPC meeting.

M. Cappuccilli asked S. Moletteri about absences versus excuses. S. Moletteri responded that more and more people were informing the office about absences. However, there were still many people not attending or contacting the office.

D. Law asked about how everyone felt about the process for attendance violation appeals. Everyone agreed that the process was fine as is. J. Baez suggested doing attendance reviews quarterly as opposed to two times a year. D. Law noted that adding two more reviews of attendance would book up nearly all of the Nominations meetings. J. Baez suggested three times a year instead, and the committee agreed. D. Law said she would add an attendance review to the January 2020 meeting. L. Diaz clarified that the next meeting would be January 9th, 2020.

—Planning for Upcoming Planning Cycle—

D. Law said that while reviewing last year's Planning Cycle, they've also planned for next year.

M. Cappuccilli reviewed: host one annual social for (tentatively) June, review attendance 3 times per year, and keep the application process the same. D. Law added that the committee wanted to present

to HIPC as well as go through the process/follow protocol for getting J. Williams to partake in Nominations Committee meetings.

J. Baez asked if the committee wanted feedback from the new applicants. M. Cappuccilli said yes and to get feedback via survey. J. Baez volunteered to do the survey in person. He would ask standard questions such as: did they apply online or paper copy, was there anything that was difficult, and what are the thoughts on obtaining tax clearance? S. Heaven added that there is an "other" box on the application for people to offer their thoughts, but it is unusual for anyone to fill out.

D. Law asked if the survey would be anonymous. The group agreed that it would be. J. Baez said it could be optional. D. Law asked when they wanted to administer the survey. She said that it could be informal (not on the HIPC agenda) and only for new members.

D. Law asked if it would be a handout or in-person. J. Baez said that it could be a handout, but at the bottom of the form they could put—"if you are okay with us contacting you for further feedback, please provide your information." M. Cappuccilli asked that they administer the survey for the December 2019 HIPC meeting, and D. Law said she would type it up.

Old Business:

None.

New Business:

None.

Announcements:

None.

Adjournment:

M. Cappuccilli called for a motion to adjourn. Motion: S. Romero moved, S. Heaven seconded to adjourn the meeting at 1:21 PM. Motion passed: general consensus.

Respectfully submitted,

S. Moletteri M. Moletteri, staff

Handouts distributed at the meeting:

- Nominations December 12, 2019 Agenda
- Nominations September 12, 2019 Meeting Minutes
- Planning Cycle Debrief

HIPC Membership

Attendance Policy

Nominations Committee

- ▶ The Nominations Committee assembles a review panel of Planning Council members to discuss applications for membership. Using objective criteria, each panel member completes an independent review of every application, including whether or not an applicant reflects the demographics of the local epidemic. Final review and appointment is determined by the City of Philadelphia. This committee also reviews attendance of current members and enforces attendance policies.
 - ▶ Recruitment & Retention
 - ▶ Application review
 - ▶ Attendance review

Membership Attendance Requirement

- ▶ Members are required to:
 - ▶ Attend and participate in the regularly scheduled monthly HIPC meetings
 - ▶ Attend and participate in at least one committee (encouraged to join more)
- ▶ Members must sign the sign-in sheet for ALL meetings, in order to document attendance.
- ▶ Nominations Process:
 - ▶ Nominations Committee reviews attendance 2-3 times a year and identifies members with attendance issues
 - ▶ The committee would then reach out to individuals with attendance issues and assess if further action is needed

Bylaws, Article III: Excusal & LOA

- ▶ Section 9. Excusal or Leave of Absence
 - ▶ A Planning Council member will be considered excused for a regularly scheduled Planning Council meeting if:
 - ▶ He/she contacts the Office of HIV Planning (staff) sometime before the meeting,
 - ▶ or contacts staff within three (3) business days following the Planning Council meeting if they have a health-related reason for not being able to attend.
 - ▶ Leaves of absence should be submitted in writing to the Office of HIV Planning regardless of reason.
 - ▶ Leave of absence would not exceed 90 days with only one leave of absence per one term (term=2 years). Any absence over 90 days would remove the individual from the Planning Council, to which they could reapply.

Bylaws: Article III: Membership Resign/Removal

- ▶ **Section 6.** Any member may resign from membership by written or other form of notice to the Office of HIV Planning.
 - ▶ *Any resignation from members shall be reported to the Nominations Committee for formal documentation.*
- ▶ **Section 7. Termination of Membership.**
 - ▶ A Planning Council member will be removed for being absent without being excused from three consecutive, regularly scheduled meetings or five total absences from such meetings within a *planning* calendar year. Exception may be given to individuals in violation of this policy that address their situation to the Nominations Committee in person.

Article VII: Committee Attendance

- ▶ **Section 5.** A committee member will be removed from **Planning Council membership** for being absent without being excused prior to the meeting from three consecutive, regularly scheduled committee meetings or five total absences from such meetings within a planning calendar year. Exception may be given to individuals in violation of this policy that address their situation to the Nominations Committee in person.
 - ▶ The Nominations Committee shall oversee and track the committee attendance record noting members' attendance status and forwarding the notation to the respective committee for further action. Co-chairs of the respective committee will determine the individual's participation/contribution level and take appropriate action(s), with the removal of member carried out by the Nominations Committee.

Appeals Process:

▶ *Attendance removal appeal:*

- ▶ *Based on the attendance policy, members in violation will be removed. However, member may be given an opportunity to schedule for an appeal in front of the Nominations Committee. The committee will require members who qualify for the appeal to commit and attend the next consecutive 5 council and committee meetings in order to re-instate their membership (if the appeal is approved). (December 2017)*