

**Philadelphia HIV Integrated Planning Council**  
**Nominations Committee**  
**Meeting Minutes of**  
**Thursday, January 14, 2021**  
**12:00-1:30 p.m.**

Office of HIV Planning, 340 N. 12<sup>th</sup> Street, Suite 320, Philadelphia PA 19107

**Present:** Daniel Angelis, Juan Baez, Michael Cappuccilli, Lupe Diaz, Sharee Heaven, Sam Romero

**Staff:** Beth Celeste, Debbie Law, Julia Henrikson, Nicole Johns, Mari Ross-Russell, Sofia Moletteri

**Call to Order:** M. Cappuccilli called the meeting to order at 12:41 p.m.

**Approval of Agenda:** M. Cappuccilli presented the January 2021 Nominations Committee agenda for approval. **Motion: L. Diaz motioned, S. Heaven seconded to approve the January 2021 agenda. Motion passed: All in favor.**

**Approval of Minutes** (*December 14, 2020*): M. Cappuccilli presented the previous meeting's minutes for approval. L. Diaz asked for a brief summary. M. Cappuccilli explained that they decided to focus more on retention within HIPC, D. Law agreed to distribute numbers/contact information of members who were out of contact with HIPC and the office, and J. Baez agreed to help applicants having difficulty with tax certifications. **Motion: S. Romero motioned, M. Cappuccilli seconded to approve the December 2020 meeting minutes. Motion passed: All in favor.**

**Report of Chair:**

None.

**Report of Staff:**

M. Ross-Russell reported that C. Terrell now had a standing conflict and was meeting with the Mayor's Office/Health Commissioner on HIPC meeting dates and times. Therefore, a governmental co-chair—appointed by the Mayor's Office—had been selected to replace C. Terrell. This new governmental co-chair was E. Thornburg, Health Equity Advisor and previously a part of the Mayor's LGBTQA+ Office. A possible issue, M. Ross-Russell explained, was that the HIPC bylaws have a requirement that at least one co-chair of the Planning Body be HIV positive. Currently, the balance is unknown and may become a topic of conversation moving forward. She mentioned this in order for the committee to be aware.

M. Ross-Russell reported that yesterday, OHP had a staff meeting and heavily discussed recruitment, which she noted also was also a topic of conversation within Nominations Committee's previous meeting. OHP discussed working on a recruitment plan. The hope was to create an ad-hoc workgroup that would work on recruitment alongside Positive Committee and OHP staff. This proposal for an ad-hoc workgroup would need to go to the Planning Council for final decision. OHP considered a group of trainings to bring others into the workgroup, especially consumers. M. Cappuccilli asked if OHP received guidance from HRSA around the workgroup idea or if this was internally driven. M. Ross-Russell responded that this was mostly internally driven, and there would be a call with the Project Officers on Tuesday for further discussion. M. Ross-Russell noted that 1/3 of membership for HIPC was PLWH, though the percentage of unaligned consumers had dropped. OHP figured that trainings could work to demystify the role of the Planning Council within the community to increase participation and understanding of the work. This way, people may feel more inclined to participate

in the workgroup, Positive Committee, HIPC, etc. M. Ross-Russell said that they participated in a LEAP (Learning, Empowerment, Advocacy, Participation) training years ago and were looking at ways to modify it to serve as the framework for the open OHP trainings.

D. Law reported that regarding the 12 individuals recommended for membership, J. Baez reached out to both individuals without tax clearances. J. Baez reported that he heard back from only one of the recommended members and obtained the tax clearance certificate from them. D. Law said that out of 12, only 11 individuals were able to be processed. She forwarded the onboarding letter to M. Ross-Russell—it would then be forwarded to AACO and then the Mayor's Office for signature. D. Law explained that all recommended members were invited to the HIPC general meeting today.

### **Discussion Items:**

#### ***—HIPC Attendance—***

D. Law explained that she would be reviewing HIPC attendance starting from February 2020, noting that there were also a few months HIPC did not meet. They were to review attendance to gauge how flexible the committee wanted to be with attendance protocol. M. Cappuccilli agreed that they would have to discuss whether they wanted to hold to their previous attendance standards.

D. Law reviewed names and attendance one by one. For confidentiality purposes, these names are redacted. In all, there were 14 members with over 5 absences, both excused and unexcused. There were 8 individuals who had missed all virtual meetings.

M. Cappuccilli suggested the committee proceed how they normally would. This meant that they should divide up the individuals who were not attending between committee members for each of them to contact. L. Diaz agreed. D. Law asked if the committee also wanted to review their attendance policy. M. Cappuccilli suggested that reaching out to people may guide how and why they should change their policy. L. Diaz added that some people may have issues with technology while other people have no issue but still do not attend meetings. J. Baez suggested that email may not be the most effective way to reach people and that they should consider new ways to reach out to people about meetings. He also said that after they contact individuals who have not been attending, they can isolate the barriers and work to eradicate them.

D. Law asked if the group wanted to create standardized questions for the calls. M. Cappuccilli suggested the following questions: Are you getting email announcements for meetings? Second, do you have the technology for virtual meetings? S. Romero suggested asking people if they would like a phone call the day before meetings. J. Baez suggested sending out mass texts similar to emails. L. Diaz suggested that ask individuals if they have flip phones or limited minutes. M. Cappuccilli suggested a question asking about any general barriers. J. Baez said that the committee should also document which method of communication was successful for reaching each person. S. Romero suggested they could also ask individuals where they were still interested in being a part of the Planning Council.

D. Law read out the names of each person with an attendance violation, and the group took turns volunteering to contact them.

M. Cappuccilli asked if D. Law would email everyone individually with each person's contact information for which they volunteered. D. Law said she would and would also include the questions the group came up with.

*—OHP Website and Retention—*

S. Moletteri reported on the new website update. OHP created a new "About HIPC" page under the "About" pulldown tab. This, she explained, could avoid confusion between OHP and HIPC. The "About HIPC" page had information about why the council exists as well as its demographic information. The page also contained legislative requirements from the 2018 Updated Planning Council Primer about demographics, she explained, for transparency purposes as well as to let individuals interested in joining know who is needed within the council. The description in the website also highlighted the effectiveness and unique nature of the council. M. Cappuccilli asked S. Moletteri if anybody reported issues with accessing the website due to browser incompatibility. S. Moletteri responded that she had not heard of any complications with this.

S. Moletteri continued to go through the website, highlighting the section that listed HIPC's current demographic information. The demographic information was broken into easy-to-read pie charts and had an "ideal membership" set of pie charts to compare to current membership. She briefly reviewed the rest of the page, noting that there was an italicized portion that mentioned the tax certification and why it was needed for HIPC application. OHP decided to add this since the tax certification was a topic of conversation within Nominations Committee. She also noted that under the Planning Council tab, when clicking on "Apply," there was a more in-depth explanation of the tax certification. This explanation was in bold and italics and stated that if anyone had issues with the tax certification process, they could contact the office. S. Moletteri noted that OHP could either help the individual or even point them in J. Baez's direction.

M. Cappuccilli noted that when people contact the main office number, OHP was still using the old outgoing message. He suggested that OHP update the message to say that the physical office location was closed, all meetings were virtual, and someone would get back to the caller within a specific timeframe. S. Moletteri said that they were talking about this internally as staff and were considering using Google numbers more often so people could contact the office when needed. N. Johns said that her office phone was also already forwarding to her cellphone.

M. Cappuccilli noted that the meeting minutes and packets extend back to 2017 on the website—he asked if OHP was ever going to purge the older minutes. S. Moletteri asked everyone's suggestions on that. M. Cappuccilli suggested keeping the minutes for a year but not for any longer than that. S. Moletteri said this was doable. M. Ross-Russell said that meeting minutes must be made available to the public as a requirement. Once HIPC is in person and OHP staff has ability to make hardcopies of documents, then information on the website and minutes could be purged.

S. Moletteri last mentioned the "Member Resources" tab which was most closely related to retention. She explained that it was common for people to not want to participate in processes they feel intimidated by. Therefore, this page allowed individuals to get a fuller understanding of the HIPC process and access documents needed before they participate. This would also be useful to current members who need a refresher. Therefore, this was a starting point for both recruitment and retention on the website.

D. Law said that between this meeting and the next HIPC meeting, they could think about having orientation and inviting Nominations members. M. Cappuccilli asked if 12:30 p.m. was Nominations Committee's set meeting time. D. Law asked if there was a date or time they preferred as a council. L. Diaz said 12:00 p.m. before HIPC meeting dates would be good. Everyone agreed.

**Any Other Business:**

N. Johns reported that she set up an interactive Q&A called Slido for the HIPC meeting. The Q&A consisted of three questions that attendees were to answer. First, she asked (1) why people are HIPC members/attending meetings, (2) what the council/OHP did well last year, and (3) what they could improve upon this year. She suggested that this may also be good information for retention and recruitment data.

S. Moletteri reminded the committee of their decision to add an introduction period in the beginning of the HIPC meeting to ask questions. S. Heaven and L. Diaz would be in charge of this. S. Heaven asked for clarification around these questions. S. Romero responded that this would be for new members or first-time attendees, so they would feel free to identify themselves and ask questions. The co-chairs could also point to someone on the council willing to help if needed, but the purpose was mostly to welcome them. He added that, with the new applicant scenario mentioned in their last meeting, this applicant did not know if they were actually a member. He felt the transitional period needed more attention and that the council needed to welcome those within the transitional period to help orient them to the process.

M. Ross-Russell said that the "Welcome and Introductions" portion of the meeting would also include the new governmental co-chair's introduction.

**Announcements:**

None.

**Adjournment:** M. Cappuccilli called for a motion to adjourn. **Motion:** L. Diaz motioned, S. Heaven seconded to adjourn the January 14, 2021 Nominations Committee meeting. Motion passed: All in favor. Meeting adjourned at 1:46 p.m.

Respectfully submitted:

Sofia M. Moletteri, staff

Handouts distributed:

- January 2021 Nominations Meeting Agenda
- December 2020 Nominations Meeting Minutes