

MEETING AGENDA

VIRTUAL:

Tuesday, August 11, 2022

12:00 p.m. – 2:00 p.m.

- ◆ Call to Order

- ◆ Welcome/Introductions

- ◆ Approval of Agenda

- ◆ Approval of Minutes (*June 9, 2022*)

- ◆ Report of Co-Chairs

- ◆ Report of Staff

- ◆ Discussion Item
 - Report Back on HIPC Member Check-ins

- ◆ Other Business

- ◆ Announcements

- ◆ Adjournment

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

The next Nominations Committee meeting is

VIRTUAL: September 8, 2022 from 12:00 – 2:00 p.m.

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

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**VIRTUAL: Nominations Committee
Meeting Minutes of
Thursday, June 9, 2022
12:00 p.m. – 2:00 p.m.**

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

Present: Juan Baez (Co-chair), Lupe Diaz, Sharee Heaven, Shane Nieves, Sam Romero

Excused: Michael Cappuccilli (Co-chair)

Staff: Debbie Law, Sofia Moletteri, Elijah Sumners

Call to Order: L. Diaz called the meeting to order at 2:06 p.m.

Introductions: L. Diaz decided not to do introductions since everyone was familiar with each other.

Approval of Agenda:

L. Diaz referred to the June 2022 Nominations agenda and asked for a motion to approve. D. Law noted that they needed to discuss attendance again. The attendance sheet was prepared if they wanted to include it on the agenda. L. Diaz and S. Heaven agreed that they should review attendance today since they would be busy with allocations next month. **Motion: S. Heaven motioned, L. Diaz seconded to approve the amended June 2022 Nominations agenda. Motion passed: 4 in favor, 1 abstaining.** The June 2022 agenda was approved.

Approval of Minutes (May 12, 2022):

L. Diaz referred to the May 2022 Nominations minutes. **Motion: S. Heaven motioned, J. Baez seconded to approve the May 2022 meeting minutes via a Zoom poll. Motion passed: 3 in favor, 1 abstaining.** The May 2022 minutes were approved.

Report of Co-Chairs:

No report.

Report of Staff:

S. Moletteri reported that allocations would occur next month, July 2022, over the course of three weeks. Each region took place over the course of a week, each region having two mandatory meetings and one optional. The first meeting would be information (Tuesday), the second would be optional and a Q&A (Wednesday), and the third would be for decision making (Thursday). S. Moletteri said it was unlikely that they would have other committee meetings

during this time. L. Diaz asked if the dates were finalized. S. Moletteri said they would likely start on July 12th, but it was not finalized.

D. Law reported that she received notice from the mayor that the 5 new applicants were accepted to the council. It was unlikely that they could do orientation July or August. She suggested doing orientation in September along with next batch of applicants. As of now, she could direct new members to the website and other training links in lieu of an in-person orientation for the time being. S. Heaven asked for more information about the trainings. D. Law said there was a training tab on the hivphilly.org website that contained information on Ryan White Part A, community planning, etc. S. Heaven said this was a good idea since people could watch it on their own time.

D. Law said new members should already be attending meetings. J. Baez asked if the 5 applicants were now officially on the council. D. Law said yes, they were officially accepted on June 1st, and today's HIPC meeting would be their first official voting meeting. However, they had technically been members since April 2022. J. Baez asked if this impacted their attendance. D. Law said yes and that she was taking attendance since April.

Discussion Items:

—Finalize New Member Check-in—

J. Baez asked for an update on this discussion item, since D. Law was supposed to check with M. Ross-Russell. D. Law explained that M. Ross-Russell suggested they not create breakout rooms and that staff and Nominations members stay in the same room after the HIPC meeting. J. Baez figured that the post-meeting check-in would not take much time – if there were more questions and concerns than anticipated, Nominations could reevaluate at a later date. S. Heaven agreed with this plan of action.

J. Baez suggested they start the check-ins this month, telling new members interested in staying that the check-in would only be 10-15 minutes long. He would announce the new member check-in at the beginning of the HIPC meeting. D. Law and L. Diaz suggested announcing during the Report of Co-Chairs portion of the agenda.

L. Diaz and J. Baez agreed that this would be a good opportunity for new members to ask questions they felt hesitant to ask during the actual meeting.

—September 2021-May 2022 Attendance—

L. Diaz noted that there were quite a few members who had issues with attendance.

D. Law commented on the first person, saying she had emailed them and they said they would start attending. They did not increase attendance after this conversation. J. Baez noted that they had never come to a meeting.

The second person, D. Law explained, had been to meetings previously. E. Summers said he was receiving kickback emails from this person, so they might not work at their job anymore.

D. Law said the next person had technological difficulties. L. Diaz said that this person really tried to attend meetings. She suggested not putting him on the list to contact.

The next individual, D. Law said, had attendance violations even prior to virtual meetings. J. Baez said he contacted this person, and they had expressed interest in attending but still did not attend meetings.

L. Diaz asked if any of these people were on the text reminder list. D. Law was unsure. L. Diaz asked about updates on the text reminder list. S. Moletteri said they were trying to compile a list with the correct contact numbers and figure out who would send the reminders.

The next person, L. Diaz said, had issues with internet accessibility—she said she could give this individual a call.

The next individual, D. Law said, had been okay and was not yet in violation.

D. Law said that the other new member was not attending meetings, though they did attend orientation. S. Nieves said that if this was the person they were thinking of, this person was no longer with the organization. S. Heaven volunteered as the person to reach out.

The next person, D. Law said, did not renew membership.

Moving along, D. Law said this person was hard to reach via phone and also had technological issues generally. This person was receptive to mail, but not phone calls or emails as much.

The next, D. Law said, had three consecutive absences.

The committee divided the 8 names up among the 6 Nominations members. Each of the committee members would contact the individuals with attendance violations and report back. D. Law asked everyone to forward her the notes after contacting them.

Any Other Business:

None.

Announcements:

None.

Adjournment:

J. Baez called for a motion to adjourn. **Motion:** L. Diaz motioned, S. Heaven seconded to adjourn the June 2022 Nominations meeting. **Motion passed:** Meeting adjourned at 4:18 p.m.

Respectfully submitted,

Sofia M. Moletteri, staff

Handouts distributed at the meeting:

- June 2022 Nominations Meeting Agenda
- May 2022 Nominations Meeting Minutes
- September 2021-May 2022 Attendance Sheet

DRAFT