

**VIRTUAL: Nominations Committee
Meeting Minutes of
Thursday, August 11, 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, Lupe Diaz, Sharee Heaven

Staff: Debbie Law, Sofia Moletteri

Call to Order: S. Heaven offered to chair and called the meeting to order at 12:16 p.m.

Introductions: S. Heaven asked everyone to introduce themselves.

Approval of Agenda:

S. Heaven referred to the August 2022 Nominations agenda and asked for a motion to approve.

Motion: L. Diaz motioned; S. Heaven seconded to approve the August 2022 Nominations agenda. **Motion passed:** all in favor. The August 2022 agenda was approved.

Approval of Minutes (June 9, 2022):

S. Heaven referred to the June 2022 Nominations minutes. **Motion:** L. Diaz motioned; S. Heaven seconded to approve the June 2022 meeting minutes via a Zoom poll. **Motion passed:** all in favor. The June 2022 minutes were approved.

Report of Co-Chairs:

The co-chairs were not present so there was no report.

Report of Staff:

S. Moletteri asked if they would once again have the new members stay on for questions and comments after the HIPC meeting today. They did this for the first time in June as suggested by the Nominations Committee. L. Diaz suggested they do this again. S. Heaven agreed, noting that they should offer this bimonthly.

D. Law reported that the Community Planning Support Coordinator position was now vacant and there were only four individuals on staff for OHP. S. Heaven asked if there was a posting for the position yet. D. Law responded that the office was understaffed, so they had not yet gotten to it.

Discussion Items:

—Report Back on HIPC Member Check-ins—

S. Heaven noted that D. Law had the list of assigned members and reports back emailed to her. She asked if D. Law would be comfortable sharing the feedback she received from Nominations members. D. Law said she would read the reports from the members that she received.

D. Law noted that S. Romero contacted a member that had not responded via email or phone. D. Law said this person's membership would expire this fall. If this person did not respond, they would likely roll off and there was no action needed.

For the person S. Nieves contacted, D. Law noted that this person's organization may or may not be active anymore.

For M. Cappuccilli's contact, D. Law said that the one contact did not respond, and the other contact had moved out of the area. She explained that both members' terms were also up in the fall, so there would be no action needed.

D. Law mentioned that all members with expiring terms were emailed notice and prompted to reapply to the council.

S. Heaven reported that her contact emailed her back and apologized for not attending meetings. This person was still interested in being a part of the HIPC. She would email them again today to inform them about upcoming meetings. D. Law asked if this person had switched organizations. S. Heaven said this was true and they now seemed to have a heavier workload, so she was unsure how this would impact their attendance moving forward.

L. Diaz said that her contact had taken maternity leave and would return in July. L. Diaz was unsure if this person was at the July HIPC meeting, but they seemed to be busy with work. If this person was not at the meeting today, L. Diaz would contact them. D. Law said this person's term was up as well this fall. L. Diaz said if they did not respond, they would likely fall off the council.

As for L. Diaz's other contact, she reported that this person seemed to have a recurring conflict during HIPC meeting times. D. Law said this person's term was also coming up. L. Diaz said if they were not able to prioritize the meetings, it may be best to let them roll off. D. Law said they could talk further about this when they reviewed applications and demographic information. Sometimes the Nominations Committee was more lenient with those having personal or work conflicts, especially when individuals were active in meetings and a community member. D. Law mentioned that this person had attended meetings in the recent past.

L. Diaz noted that it looked like they did not have to vote anyone off thus far.

J. Baez reported that his contact was still interested but was experiencing conflicts within their personal life. This person was still interested and would prefer calls as meeting reminders— additionally, they tried to attend allocations meetings but could not find a working link. If they did not attend today's HIPC meeting, J. Baez would contact them.

D. Law said that they currently had 18 members whose terms were expiring this fall. That was about half of HIPC's entire membership. She had so far received two new applications since the last Open Nominations round. One of the applications was incomplete and the other application was in the youth demographic.

As for expiring memberships, they were mostly veterans. D. Law read the list of members whose terms were about to expire. One of the individuals would likely roll off because they either moved or were no longer working at their organization.

D. Law said they currently had 41 members – if all 18 members rolled off, they would be under quorum. They had about 10 individuals that would possibly roll off with attendance issues. This was worrisome. L. Diaz suggested they need to find new members who might be interested. They would also need to keep in touch with individuals with attendance issues that were still interested in HIPC.

L. Diaz asked if they could contact the one member on a leave of absence. S. Moletteri felt it was okay to contact this individual. L. Diaz said she would consider contacting them.

If they had many individuals rolling off, D. Law suggested they do some personal recruitment. S. Heaven added that Nominations Committee could announce at the HIPC meeting that many members had upcoming expiring terms. S. Moletteri said there were 17 registrants for today's HIPC meeting and that some people later emailed her that they could not make the meeting.

S. Heaven said she would still make the announcement no matter the size of the group. Since the meeting would be small, she would suggest those in attendance reach out to other members not at the meeting.

Any Other Business:

None.

Announcements:

None.

Adjournment:

S. Heaven called for a motion to adjourn. **Motion:** L. Diaz motioned, J. Baez seconded to adjourn the August 2022 Nominations meeting. Motion passed: Meeting adjourned at 12:44 p.m.

Respectfully submitted,

Sofia M. Moletteri, staff

Handouts distributed at the meeting:

- August 2022 Nominations Meeting Agenda
- June 2022 Nominations Meeting Minutes