

MEETING AGENDA

VIRTUAL:

Thursday, December 14th, 2023

12:00 p.m. – 2:00 p.m.

- ◆ Call to Order

- ◆ Welcome/Introductions

- ◆ Approval of Agenda

- ◆ Approval of Minutes (November 9th, 2023)

- ◆ Report of Co-Chairs

- ◆ Report of Staff

- ◆ Discussion item
 - Orientation Preparation

- ◆ Other Business

- ◆ Announcements

- ◆ Adjournment

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VIRTUAL: Nominations Committee

Meeting Minutes of

Thursday, November 9th, 2023

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), Michael Cappuccilli (Co-Chair), Sharee Heaven, Shane Nieves

Staff: Tiffany Dominique, Sofia Moletteri, Kevin, Debbie Law, Beth Celeste

Excused: Lupe Diaz

Call to Order: M. Cappuccilli called the meeting to order at 12:19 p.m.

Introductions: M. Cappuccilli skipped introductions.

Approval of Agenda:

M. Cappuccilli referred to the November 2023 Nominations Committee agenda and asked for a motion to approve. **Motion:** M. Cappuccilli motioned; J. Baez seconded to approve the November 2023 Nominations agenda. **Motion passed:** all in favor. The November Nominations Committee agenda was approved.

Approval of Minutes (September 14th, 2023 and September 25th, 2023):

M. Cappuccilli referred to the September 14, 2023 Nominations Committee minutes. **Motion:** J. Baez motioned; M. Cappuccilli seconded to approve the September 2023 Nominations Committee Meeting Minutes. **Motion passed:** all in favor. The September 14th minutes were approved.

M. Cappuccilli referred to the September 25th, 2023 Nominations Committee minutes. **Motion:** J. Baez motioned; S. Heaven seconded to approve the September 2023 Nominations Committee Meeting Minutes. **Motion passed:** 3 in favor 1 abstaining. The September 25th minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

D. Law said they had sent the applications to the Mayor's Office and were awaiting approval. M. Cappuccilli inquired if the new members could vote as they waited for the mayoral approval. D. Law said they did not have a law in place since the process did not usually take this much time. She believed that the new members were not allowed to vote in the last few meetings. D. Dominique reminded the committee that there was one new member at the last HIV Integrated Planning Council (HIPC) who could not vote at the time. M. Ross-Russell had said in that meeting that voting was reserved for those who had received their letters from the mayor. D. Law said she had been preparing the new members for membership by sending them reminder

emails for orientation and links to educational content on the Office of HIV Planning (OHP) website. D. Law reminded the committee that M. Ross-Russell would not return from her vacation until December.

Discussion Items:

-Orientation Preparation-

D. Law said they were looking to innovate the orientation process. Based on the current timeline, orientation would likely happen in January. M. Cappuccilli agreed with the month. D. Law said that since the orientation was three hours long, they should not schedule the orientation meeting on the same day as the HIPC meeting. She remembered that the last orientation took place the day before a HIPC meeting. M. Cappuccilli agreed with the idea to place orientation a day before the HIPC meeting and volunteered to speak at orientation. He then asked who the other speakers were at the last orientation. D. Law replied that the speakers were M. Cappuccilli, L. Diaz, and S. Nieves.

She asked the committee if they had wanted to decide the content for orientation first or if they wanted to choose the orientation date. M. Cappuccilli said they should pick a date and then determine how many people would be attending the orientation. D. Law said she was going to suggest the day before the HIPC meeting on January 10th. D. Law said it had been some time since the last orientation and asked the committee how they would structure the meeting. M. Cappuccilli stated that he felt the committee-run format of the last orientation was effective. He said having 3 or 4 people speaking at orientation added to the experience especially since it was virtual. M. Cappuccilli suggested reaching out to M. Ross-Russell to let her know about the orientation date. D. Law said she had told M. Ross-Russell that the orientation date was going to be sometime in January. She said she did not give M. Ross-Russell a concrete date because she had wanted to meet with the committee to receive their input first. S. Nieves said January 10th was a good date for them.

J. Baez asked what the time commitments were for the orientation. M. Cappuccilli asked D. Law if they had committed 3 hours to the last orientation. D. Law said the last orientation had a presentation that took 2 hours and they had a relaxed conversation for 30 minutes with the new members. She said they usually asked for a 3 hour commitment from attendees. M. Cappuccilli remembered they had the orientation in the afternoon. D. Law agreed, noting that it took place from 1 p.m. to 4 p.m. She then asked if the Nominations Committee would like to continue with the format used in the previous orientation. She then asked S. Moletteri to pull up the slide show presentation from the previous orientation. She said in the previous orientation, the Nominations Committee members volunteered to participate in presenting some of the slides. The staff members then took the remainder of the slides and split the responsibility of presenting them amongst themselves.

S. Moletteri brought the slides up to the meeting. D. Law said she still needed to update the slides and prefaced that the slides could change depending on what the committee had wanted to do for orientation. S. Moletteri turned to slide 2 of the presentation where the names of the new members were listed. D. Law counted that there were 13 new members altogether. She mentioned that she had already emailed the new members and that some of them have

responded. She then welcomed the Nominations Committee to volunteer to present the slides they were comfortable with.

Slide 6 of the presentation contained information about the integration of care and prevention. D. Law explained that this slide described how integration had occurred. D. Law then moved to the overview of the Ryan White Care Act on slide 11. The slide was presented by L. Diaz in the last orientation. D. Law reminded the committee that they could edit the slides to suit the person who was presenting. She had embedded some videos in the slides so that the new members could watch them when she sent them a copy of the presentation. She believed that she did not play any of the videos during the last orientation. D. Law asked M. Cappuccilli if he had sent her any notes to request changes to the presentation. M. Cappuccilli said he did not and that they had elected to discuss any changes during the meetings. D. Law turned to the HIPC's membership requirements slide on slide 23. She said M. Ross-Russell had updated the information on this slide. The committee moved forward to slide 26 which contained a visual depiction of the HIPC membership demographics. S. Moletteri said she had updated this slide. She said she had compared the data from their 2020 demographics to their present-day demographics. Slide 27 described the roles and responsibilities of HIPC. D. Law said M. Ross-Russell had added this slide. M. Cappuccilli said he was happy to present the same slides as he did in the last orientation.

D. Law said she would send the committee members the slides so they could decide which part they would present. She then turned to slide 30 on the HIPC Planning Cycle. The slides contained a visual of the annual Ryan White HIV AIDS Program Part A planning cycle. She said the visual was changed slightly from the last orientation but largely remained the same. D. Law continued to slide 42 and said this was a new visual of the roles the grantee and recipient and HIPC. Slide 44 contained S. Nieves' testimony as a member of HIPC. D. Law said this was an option if a member simply wanted to speak about their experience. D. Law turned to slide 49 which was the slide on conflict of interest. She said M. Ross-Russell presented this in the last orientation but other members were welcome to present on this topic. Slide 52 contained the portion of the presentation and it was where the presenters opened the orientation to questions from the new members. Slide 53 was the last slide in the presentation and it covered the questions on the questionnaire that members were most confused about.

S. Moletteri said she would show the committee the updated demographics slides. She said they compared the 2020 demographics data with the 2023 data regarding race, ethnicity, gender and age. M. Cappuccilli asked why the dates were formatted as October 2023 and 2020. S. Moletteri said 2020 data was chosen because it was their most recent data. She said she could change the date from October 2023 to November 2023 so that it would make more sense for the new members who were appointed in November. M. Cappuccilli said he was surprised that they did not have more recent epidemiological data. S. Moletteri said that epidemiological data was always a few years behind. They had some 2021 data, but in some instances it was not their most complete set. T. Dominique said new surveillance was going to be released in December around World AIDS day but it would not be the complete 2023 data. D. Law said she did not want this section to be too complicated since orientation was not a data driven meeting. She said M. Cappuccilli presented the demographics slides in the previous orientation. M. Cappuccilli agreed with D. Law and said the demographics section of the presentation was there to show the

members that they were following the epidemic and were willing to match the demographic of those affected by it. D. Law said they had a very diverse group of members this year and she was unsure how familiar they were with the Ryan White HIV AIDS Program. She said they would find out when the members take the quiz.

D. Law said she would send the slides to the Nominations Committee and they could decide what sections they wanted to present at the next meeting. M. Cappuccilli asked if D. Law would contact L. Diaz to update her on orientation. D. Law said she would send a mass email to all the Nominations Committee members and they could choose to participate. D. Law opened a document called 'Fall 2023 Demographics.' She had sent this document with the letters to the Mayor's Office. M. Cappuccilli asked if they would like him to report the new numbers at orientation. D. Law said that he could. M. Cappuccilli confirmed with D. Law that with the new members, the total number of members would be 42. He asked about the percentage of unaligned consumers on the council. D. Law said 31% were unaligned consumers and 36% were people living with HIV/AIDS who were either aligned or unaligned. D. Law asked if he wanted regional numbers. M. Cappuccilli said they could use those numbers to show the challenges they were facing. D. Law said they needed two more representatives from New Jersey and 2 from the PA counties. M. Cappuccilli said he could report this so the members could be on the lookout for new members from those regions.

D. Law asked the committee if they had any more questions or comments about the orientation format. M. Cappuccilli said he felt the previous format was very successful. He said they should keep asking the members questions throughout the meeting to keep them engaged.

D. Law summarized the meeting decisions. She then said she would see which of the new members would attend the next HIPC meeting and gauge how many would attend orientation. Then they would finalize the decisions in December. M. Cappuccilli asked if they were extending the invitation to present to the whole HIPC or just to those who were in the Nominations Committee. D. Law said they had decided to keep the invitation to those in the Nominations Committee to keep things simple. M. Cappuccilli said he preferred in-person meetings because they were able to hear members from all regions speak about their experience. He said that he understood why this would be difficult to replicate in a virtual meeting.

Other Business:

None.

Announcements:

None.

Adjournment:

M. Cappuccilli called for a motion to adjourn. **Motion: J. Baez motioned; M. Capuccilli seconded to adjourn the November 2023 Nominations Committee meeting. Motion passed: Meeting adjourned at 1:07 p.m**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- November 2023 Agenda
- September 14, 2023
- September 25, 2023 Meeting Minutes

DRAFT