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**VIRTUAL: Nominations Committee  
Meeting Minutes of**

**Thursday, September 14th, 2023**

**12:00 p.m. – 2:00 p.m.**

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

**Present:** Juan Baez (Co-chair), Michael Cappuccilli (Co-chair), Lupe Diaz

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

**Excused:** S. Heaven

**Call to Order:** J. Baez called the meeting to order at 12:20 p.m.

**Introductions:** J. Baez skipped introductions.

**Approval of Agenda:**

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

**Approval of Minutes (August 10th, 2023):**

J. Baez referred to the August 2023 Nominations Committee minutes. **Motion:** L. Diaz motioned; J. Baez seconded to approve the August 2023 Nominations Committee Meeting Minutes. **Motion passed:** all in favor. The August 2023 Minutes were approved.

**Report of Co-chairs:**

None.

**Report of Staff:**

None.

**Action Items:**

***-Open Nominations Process-***

**Motion:** L. Diaz motioned; M. Cappuccilli seconded to vote without quorum with the three members attending the meeting.

**Motion:** all in favor. The motion to vote without quorum was approved.

D. Law stated that she had received an application from a candidate last night, even though the deadline for applications had passed. S. Heaven arrived at the meeting and asked to be excused due to scheduling conflicts. The committee agreed that they could proceed without S. Heaven and wished her well. J. Baez returned to the topic of the late-night applicant. He asked if the

person would be added to the number of applicants they would be reviewing. D. Law said they would review the applicant as applicant #97. D. Law mentioned that applicant #97 was a returning member whose term would expire during the month. L. Diaz asked if applicant #97 was a co-chair in any of the subcommittees. L. Diaz stated they would need to review the other applicants first before deciding whether they had time to review applicant #97. She mentioned they had notified applicant #97 three times, and that should be adequate notice. The committee agreed with L. Diaz and moved forward to reviewing the applications.

J, Baez asked about the process moving forward. D. Law mentioned that she wanted to review the demographics of the applicants first. S. Moletteri brought forward the Fall 2023 demographics document. D. Law reminded the committee that they were aiming to have a minimum of 35 members and a maximum of 55 members. She stated that 18 members had terms expiring, and of those 18, 13 were eligible to reapply. Nine out of the 13 eligible members had reapplied. D. Law calculated that with the addition of the 10 new applicants, they would have a total of 38 members if all the applicants were processed successfully. This number did not include applicant #97.

D. Law displayed the applicant spreadsheet with the scores they had received. Applicants were scored on a scale of 1 to 16 and then averaged by the three reviewers on the panel. M. Cappuccilli noted that applicant #86's score looked unusual. L. Diaz pointed out that applicant #86's score was averaged by 2 reviewers instead of 3. D. Law corrected the scores for applicant #86 and applicant #91. D. Law mentioned that applicant #96 had issues accessing Zoom and did not answer phone calls. She said that if they sent him traditional mail, the applicant would respond. D. Law also mentioned that applicant #96 was able to contact her last time by phone through one of the libraries in Philadelphia. M. Cappuccilli and L. Diaz said they were willing to approve the application.

D. Law asked the committee if they wanted to approve the applicants with scores of 12 and higher, which included applicants #78, 81, 85, 86, 97, 88, 90, 91, 92, 93, 94, and 95. Three individuals had achieved a score of 16. The committee agreed to approve these applicants. M. Cappuccilli asked if any of the returning reapplicants had attendance issues. D. Law mentioned that applicant #96 had issues accessing Zoom and did not answer phone calls. She said that if they sent him traditional mail, the applicant would respond.

M. Cappuccilli reviewed applicant #89's application. The individual was transgender and was a new candidate. L. Diaz said she scored the applicant lower because of their affiliation with the Mazzoni Center. M. Cappuccilli said he had done the same. They both agreed that the applicant's application was excellent otherwise. D. Law noted she attempted to reach out to this applicant and invited them to the August and September meetings. So far, they had not replied. The committee voted to approve applicant #89.

M. Cappuccilli asked if they could review applicant #84. J. Baez said he had no issues with any of the applicants except for applicant #82 due to the incomplete form. M. Cappuccilli said he would vote to approve applicant #84. L. Diaz agreed with M. Cappuccilli and voted to approve the applicant. The committee moved to applicant #83. M. Cappuccilli asked D. Law why the applicant was labeled as incomplete. D. Law answered that the applicant did not answer some of

the questions and added a personal statement. They also did not attend any of the meetings. The committee noted that the applicant was 31 years old and would fit one of the demographics they were looking for. D. Law confirmed that the individual did reply back to her email. The committee all voted to approve the applicant.

The committee moved to review applicant #80's application. M. Cappuccilli said he had the candidate as a returning applicant. D. Law said this was not the case based on the applicant's statement. M. Cappuccilli said the applicant's demographic was one they needed. M. Cappuccilli and J. Baez voted to approve. L. Diaz voted to approve with some hesitancy. J. Baez asked if replying back to the email was important for the application. D. Law said she only recorded the rate of responsiveness to know whether she would have trouble contacting the individual.

The next applicant was applicant #79. D. Law noted the person was affiliated with Public Health Management Corporation (PHMC). J. Baez asked if this applicant was replacing a previous member who was part of PHMC. D. Law said that the previous member was not part of PHMC. D. Law said this person had not responded to her email. J. Baez suggested adding a note to the email emphasizing the importance of replying. D. Law mentioned that this was already included in the emails. L. Diaz questioned if a person who did not reply to the emails would attend the meetings. M. Cappuccilli said that if they scored the individuals the same as those who did reply, they should give them the benefit of the doubt. D. Law said she had sent the emails in July and August. She said that applicant #79 had been to a HIPC meeting. The committee voted to approve the applicant. T. Dominique asked if the mayoral administration transition would impact the speed of the approval process. D. Law said she did not expect it to happen since the applications would be sent by November. D. Law said she would not know if the transition would affect the process.

After reviewing applicant #79, the committee reviewed applicant #82. M. Cappuccilli said that even though the application was incomplete, the demographics of the applicant were what they were looking for. J. Baez said it looked like the applicant opened the application, but something prevented them from finishing the form. J. Baez said the person was notified that the application was incomplete, and the applicant chose to disregard the email. He said he would be voting against approving the applicant. M. Cappuccilli and L. Diaz agreed and voted against approving the applicant.

With time left in the meeting, the committee decided to vote on the last-minute applications. The first application was from applicant #97. M. Cappuccilli asked if the applicants were notified that not having their tax clearance would not impede their application approval. D. Law said that the last time they had open nominations, 4 applicants did not get a tax clearance, and they were still approved. M. Cappuccilli asked if they had received a letter from the city. D. Law confirmed that they did. M. Cappuccilli asked about applicant #97's attendance record. D. Law replied that the applicant attended a HIPC meeting and had 3 excused absences. She said the applicant lived in New Jersey but represented Philadelphia. J. Baez asked if they could change it so that the applicant represented New Jersey. D. Law said that the applicant represented a service in Philadelphia. D. Law asked the committee for a score. M. Cappuccilli both gave the applicant a score of 15. L. Diaz gave a score of 16. She said she was originally going to take a point off for

lateness but decided against it. She felt that she knew who the person was and the circumstances that almost made them leave HIPC. The average score was 15.33.

L. Diaz said she had received an email from Dr. Brady a few days ago asking for people to apply. D. Law said that email was sent on August 15th. L. Diaz said she did not receive that email until it was forwarded to her from M. Ross-Russell on September 12th. She said it was possible the email could have been stuck in transition because of her agency email.

S. Moletteri said she had one final applicant for the committee to review. She redacted the information and presented the application to D. Law. D. Law said the applicant would be applicant #98, and they were from the suburbs. L. Diaz asked if she should vote if she knew who the applicant was. D. Law said she still could vote, but she could also choose to abstain. L. Diaz said she could not afford to abstain since there were too few members on the panel. L. Diaz gave scores of 4, 4, 2, 4. M. Cappuccilli gave scores of 3, 4, 3, 4. J. Baez gave scores of 3, 4, 3, 3. The average score was a total of 14.

D. Law said it looked like they had 10 reapplicants and 10 new candidates for a total of 20 applications. M. Cappuccilli asked when the memberships would start. D. Law answered that the memberships would start on October 1st. She said they would have 39 members if all the applicants were processed. J. Baez asked if he should announce they had 39 members. D. Law said they should wait until they receive a response from the mayor's office before making such an announcement. She suggested saying they were recommending 20 applicants out of 21. Ten applicants were returning members, and the other 10 were new candidates.

**Other Business:**

None.

**Announcements:**

None.

**Adjournment:**

J. Baez called for a motion to adjourn. **Motion: L. Diaz motioned, and J. Baez seconded to adjourn the September 2023 Nominations Committee meeting. Motion passed: Meeting adjourned at 1:17 p.m**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- September 2023 Agenda
- August 2023 Meeting Minutes