

VIRTUAL: Nominations Committee

Meeting Minutes of

Thursday, December 14th, 2023

12:00 p.m. – 2:00 p.m.

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

Present: Michael Cappuccilli (Co-Chair), Lupe Diaz, Shane Nieves, Lupe Diaz, Juan Baez (Co-Chair), Sharee Heaven

Staff: Tiffany Dominique, Sofia Moleter, Kevin, Debbie Law, Beth Celeste, Mari-Ross-Russell

Call to Order: M. Cappuccilli called the meeting to order at 12:06 p.m.

Introductions: M. Cappuccilli skipped introductions.

Approval of Agenda:

M. Cappuccilli referred to the December 2023 Nominations Committee agenda and asked for a motion to approve. **Motion:** S. Heaven motioned; L. Diaz seconded to approve the December 2023 agenda. Motion passed: 4 in favor. The December Nominations Committee agenda was approved.

Approval of Minutes (November 9th, 2023):

M. Cappuccilli referred to the November Nominations Committee minutes. **Motion:** M. Cappuccilli motioned; S. Heaven seconded to approve the November 2023 Nominations Committee Meeting Minutes. Motion passed: all in favor. The November minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

D. Law notified the committee that she was keeping in touch with new members to ensure they had all the information they needed. M. Cappuccilli asked how many new members there were. D. Law answered that there were 13 new members.

D. Law reported that she had sent the letters of recommendation to Dr. Brady's office. M. Ross-Russell said the letters were sent to the Mayor's Office. She said the letters' approval was delayed due to the mayoral transition. She also reported the Wolf Building was experiencing electrical problems.

Discussion Items:

-Orientation Preparation-

D. Law said she had emailed the presentation slides to the committee after the last meeting. M. Cappuccilli offered to present the same slides he had done in the previous orientation. L. Diaz

then volunteered to present slides from the presentation. She said she would read over the slides after the meeting and give the committee feedback.

M. Ross-Russell asked S. Moletteri to turn to slide 45, the demographics section. She said she may have different slides from the presentation. S. Moletteri said she had changed the slide yesterday and would provide M. Ross-Russell with the updated materials. M. Cappuccilli asked the time frame of the Orientation on January 10th. D. Law said she was thinking of hosting Orientation at around 1 pm because she knew some people would be having lunch at noon.

M. Ross-Russell said she would be presenting the Roles and Responsibilities section. She believed it was important that the HIPC members were well-versed in their role. It was better to learn this information sooner than later since the HIPC members had a myriad of responsibilities to complete before the funding cycle ended such as reviewing the year-end spending, monitoring the administrative mechanism, and reviewing the service standards.

D. Law stated that they were to have the Orientation on Wednesday since she did not want to have the Orientation on the same day as a HIPC meeting to prevent the new members from being overwhelmed by new information. M. Ross-Russell said she would present the slides about the integration in addition to slides about the roles and responsibilities.

The committee reviewed the slides on Ryan White funding. L. Diaz agreed that she would be presenting this section. M. Cappuccilli asked if they knew anyone who wanted to speak during the presentation such as J. Baez or S. Nieves. J. Baez said he was not available during that day. S. Nieves said they would be able to present their HIPC experiences. They notified the committee that they may leave the Orientation early due to an appointment.

D. Law said they had until the end of the month to finalize the presentation slides. The committee then agreed that 1 pm would be an appropriate time to host the Orientation since they wanted to be mindful of the lunch period most people would be having.

Other Business:

None.

Announcements:

None.

Adjournment:

M. Cappuccilli called for a motion to adjourn. **Motion: L. Diaz motioned; S. Heaven seconded to adjourn the December 2023 Nominations Committee meeting. Motion passed: Meeting adjourned at 1:07 p.m**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- December 2023 Agenda
- November 2023 Meeting Minutes
- Orientation Presentation Slideshow