

**Philadelphia HIV Prevention Community Planning Group
Nominations Committee
Meeting Minutes
Wednesday, March 10th, 2010
1:00 pm – 3:00 pm
Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia, PA 19107**

Present: Chris Collins, Tony Daniel, Tricia Dressel (Co-Chair), Andrea Johnson

Staff: Joseph Ellis, Nicole Johns, Debbie Law

Absent: Khadeja Barnes, Robin Brennan (Co-Chair)

Call to Order

T. Dressel called the meeting to order at 1:11 pm.

Approval of Agenda

After the group took a moment to review the agenda for the meeting, they approved the document by general consensus.

Approval of Minutes (*February 17th, 2010*)

The members of the Nominations Committee spent some time reviewing a draft of the minutes from their last meeting. Afterwards, they approved the document by general consensus.

Report of Co-Chairs

T. Dressel reported that she had not had an opportunity to speak with Robin Brennan concerning her CPG membership. However, she said that R. Brennan had been having personal issues that prevented her from attending meetings. D. Law replied that there was no longer a need for the committee to discuss R. Brennan's membership status because it would expire at the end of the month.

C. Collins informed the group that he had spoken with Yexsy Alicia about her attendance issues. He reported that, according to Y. Alicia, she had sent an email to the Office of HIV Planning to resign from her position on the CPG. D. Law stated that the OHP had not received any such correspondence from Y. Alicia.

Report of Staff

D. Law reported that the OHP now had accounts with Facebook, Twitter, and Myspace. As a result, she asked the committee members who also had accounts with the social media sites to send friend requests to the office.

Additionally, D. Law informed the group that the Empowerment Workshop, which had been discussed at the last Nominations meeting, had been a success. She said that turnout for the event had been high and that one individual in attendance had submitted an

application to the CPG. She also reported that many individuals had expressed an interest in attending more community planning meetings at the office.

Discussion Items:

- **Review Members with Attendance Issues**

D. Law stated that, because the office had not received any written notification from Y. Alicia concerning her resignation from the CPG, the Nominations Committee would still have to vote to recommend her for removal. **Motion:** C. Collins moved and T. Dressel seconded to recommend Y. Alicia for removal from the CPG. **Motion passed:** All in favor.

D. Law reminded the group that, at their last meeting, they had reviewed attendance at CPG meetings and recommended three individuals for removal because of serious violations. The group then took a moment to review CPG attendance again. T. Dressel stated that she did not feel as though A. Johnson should be removed from the CPG, even though she had a high number of absences, because she was a highly active member and had recently been attending meetings regularly. D. Law reminded the group that K. McGarvey was a state representative who had to travel from Harrisburg for meetings and, therefore, was often unable to attend. T. Daniel stated that V. Sowell had a conflict at her work that occasionally prevented her from attending CPG meetings. However, he felt that she should not be considered for removal because she was an active participant in the meetings when she was present and nearly all of her absences were excused. J. Ellis informed the group that M. Teti also had a work conflict that often prevented her from attending CPG meetings. He then reported that she had recently contacted the OHP because she was considering resigning from the CPG due to her scheduling conflict. T. Dressel felt that M. Teti should not yet be removed from the CPG since she maintained contact with the office about her scheduling difficulties. The rest of the group agreed.

- **Membership Application Review Process**

D. Law directed the group's attention to the *CPG Membership Reflectiveness Chart*. She reminded them that their goal was to make the CPG membership match by representation the blue column on the handout, which listed the current state of the epidemic in Philadelphia. She then pointed out that the peach column listed the current representation on the CPG, with the removal of the five members with attendance issues included.

Before the committee members began scoring the applications, T. Dressel reminded them that the new application made it difficult for candidates to relay their understanding of the CPG. C. Collins agreed and added that the new application also made it difficult to ascertain the clarity of applicants' contributions to the CPG. T. Dressel also pointed out that, for representation, the CPG lacked youth, epidemiologists, the school district, the corrections system, and non-HIV providers. The committee then spent some time scoring the applications.

After D. Law had processed the committee's scores, she noted that, although there were seven open seats on the CPG, four of the applications were from current members who were reapplying. Therefore, she clarified, the committee could actually recommend eleven

of the thirteen applicants for CPG membership. However, she noted that the committee did not have to fill all eleven of the slots.

T. Dressel pointed out that the two worst-scoring candidates (102 & 103) received scores that were notably higher than the rest. As a result, she said that the committee could decide to simply accept the top eleven candidates without discussing each applicant. She noted that, by following such a procedure, the committee would give more weight to the scoring process and, thereby, remove some bias from the application review. A. Johnson supported the proposal and pointed out that applicant 103 had not even completed the application. C. Collins replied that his only concern with the suggestion was that most of the top eleven candidates were affiliated with provider agencies while applicants 102 & 103 were more likely to be community members. T. Dressel replied that, according to their applications, candidates 102 & 103 were both affiliated with providers of non-HIV prevention and non-governmental services. D. Law replied that she believed that the two candidates had misunderstood the affiliation choice they had selected because she knew who the individuals were and neither were affiliated with providers.

A. Johnson informed the group that she had just attended the previously mentioned Empowerment Training. She felt that the event was very informative and suggested making the training a requirement for future CPG membership. She said that, if candidates 102 & 103 had been at the event, they would have a much better understanding of the CPG's roles and responsibilities. D. Law noted that orientation for new CPG members was already three hours long.

T. Daniel reiterated his support for accepting the eleven top-scoring candidates without further reviewing the applications. However, he suggested maintaining the application for candidate 102 for the next review in case a seat on the CPG opened up by that time. T. Dressel pointed out that applicant 102 had not said whether she was able to devote four to eight hours a month to the CPG. D. Law said that applicant 102 had never attended a CPG meeting since submitting her application in October despite the fact that she had received numerous reminders from the OHP. T. Daniel stated that everyone had different circumstances that could prevent them from coming to meetings. T. Dressel asked whether applicants 102 and 103 could be asked to fully complete their applications in time for the next review. D. Law said that she had tried unsuccessfully to contact both individuals to get them to complete their applications.

D. Law stated that, since the group was considering accepting the top eleven applicants without further review, she had to disclose to them that applicant 113 would require translation services. A. Johnson replied that such an individual would be required if the CPG wanted appropriate representation from the Latino community. The rest of the committee supported the statement and T. Dressel noted that application 113 had also scored very well. D. Law clarified that she had only disclosed the need because the issue was sometimes problematic on the care side, which included a question about whether candidates would require translation services in its application. T. Daniel responded that the committee might need to revisit the CPG application at a future meeting. He said that,

based on their application reviews, it seemed as though a question about whether applicants had ever attended a CPG meeting would also be appropriate.

Motion: T. Daniel moved and T. Dressel seconded that the committee recommend the eleven top-scoring candidates for seating on the CPG. **Motion Passed:** All in favor.

- **Next Steps/Next Meeting Date**

- **Orientation/New Member Seating**

- D. Law informed the group that orientation for the new CPG members would be held on Wednesday, April 21st, which was the committee's usual meeting time. She then invited the committee members to attend the meeting.

- J. Ellis noted that the committee would have to select a new Co-Chair after R. Brennan's membership had expired. T. Dressel suggested that the committee meet briefly after the April CPG meeting to elect a new Co-Chair and the rest of the group agreed.

Old Business

None

New Business

A. Johnson informed the group that she was working during the days again and would likely be late to some future meetings as a result.

Announcements

None

Adjournment

The meeting was adjourned by general consensus at 2:44 pm.

Respectfully submitted,

Joseph Ellis, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes (*February 17th, 2010*)
- CPG Attendance Chart
- CPG Membership Reflectiveness Chart
- OHP Meeting Calendar

COMMUNITY PLANNING GROUP (CPG)

Nominations Committee

Meeting Agenda

Wednesday, March 10, 2010

1:00 p.m. - 3:00 p.m.

The Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia

Call to Order/Introductions

Approval of Agenda

Approval of Minutes (*February 17, 2010*)

Report of Co-Chairs

Report of Staff

Discussion Items

- **Review Members with Attendance Issues and No-Shows**
- **Membership Application Review Process**
- **Next Steps/Next Meeting Date**
 - **Orientation/New Member Seating**

Old Business

New Business

Review/Next Steps

Announcements

Adjournment

*The next Nominations Committee meeting is **TBA**. It will take place at the Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia, PA. 19107. Please refer to the Office of HIV Planning's attached Calendar of Events or its website, www.hivphilly.org, for updated committee meeting information.*

**Philadelphia HIV Prevention Community Planning Group
Nominations Committee
Meeting Minutes
Wednesday, February 17th, 2010
1:00 pm – 3:00 pm
Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia, PA 19107**

Present: Chris Collins, Tricia Dressel (Co-Chair), Andrea Johnson

Staff: Joseph Ellis, Nicole Johns, Debbie Law

Absent: Khadeja Barnes, Robin Brennan (Co-Chair), Tony Daniel

Call to Order

T. Dressel called the meeting to order at 1:19 pm.

Approval of Agenda

After the group took a moment to review the agenda for the meeting, they approved the document by general consensus.

Approval of Minutes (*September 16th, 2009*)

The members of the Nominations Committee spent some time reviewing a draft of the minutes from their last meeting. Afterwards, they approved the document by general consensus.

Report of Co-Chairs

None

Report of Staff

None

Discussion Items:

• **Review Current Memberships and Gaps**

D. Law directed the group's attention to the handout entitled *CPG Membership and Gaps (January 2010)*. She pointed out that the CPG currently had thirty-three members, which meant that there were only two slots available for potential new members. However, she noted that, in order to make some more space for new applicants, the group could decide to remove three members who had attended neither orientation nor any meetings since being seated in October. The group then took a moment to review the handout (see document for more details). While reading over the gaps in CPG membership listed at the bottom of the handout, D. Law noted that the group had opted not to seat a corrections agency representative because the individual had worked for the Health Department.

• **Review Members with Attendance Issues and No-Shows**

D. Law directed the group's attention to the handout that reviewed CPG attendance since October of 2008. As the group looked over the document, she reiterated that three current

CPG members – Kai Chandler, Tyrone McQueen, and Nicole Quinn – had attended neither orientation nor any meetings since being seated in October. Additionally, she noted that OHP staff had tried to contact the members on a few occasions but had not been able to reach them. **Motion:** T. Dressel moved and C. Collins seconded to recommend Kai Chandler, Tyrone McQueen, and Nicole Quinn for removal from the CPG based on their attendance record. **Motion Passed:** All in favor. D. Law said that, following protocol, she would send out notification letters to the three individuals.

The group proceeded to review and discuss the rest of the CPG membership with attendance issues. D. Law stated that, despite repeated attempts, OHP staff had not been able to contact R. Brennan, who had not attended any meetings since July. T. Dressel stated that R. Brennan had contacted her a few months ago and reported that she was having some personal and professional difficulties that made it difficult for her to attend meetings. D. Law informed the group that R. Brennan's membership would expire in March and so she needed to submit an application before the next Nominations Committee meeting in order to maintain her membership.

T. Dressel asked whether the OHP had been able to contact Y. Alicia, who had been absent from the past three CPG meeting and had not attended any meetings since August. D. Law responded negatively; however, she said that Y. Alicia had started a new position in the summer that could be affecting her attendance. Additionally, she believed that Y. Alicia's membership would not expire until September of 2010.

Continuing down the list of CPG members in violation of the attendance policy, T. Dressel noted that A. Johnson's employer had made it difficult for her to attend meetings over the summer. D. Law reminded the group that K. McGarvey worked for the state and had to commute from Harrisburg for meetings, which often made it difficult for him to attend meetings. Additionally she informed the group that a number of D. Samuel's absences had been accrued while she was on maternity leave. Lastly, J. Ellis informed the group that M. Teti was part of a research project that often presented a scheduling conflict with the CPG meeting time.

T. Dressel stated that she felt as though Y. Alicia and R. Brennan were the only members whose attendance violations represented a serious concern. She explained that the individuals' consistent patterns of being absent from meetings and not contacting the OHP indicated a lack of interest in continued participation in the planning process. D. Law reiterated that OHP staff had attempted to contact both individuals on numerous occasions. As a result, she asked whether the committee members would like to attempt to contact Y. Alicia or R. Brennan on their own before making a decision about their membership status. The rest of the group agreed and C. Collins and T. Dressel offered to contact Y. Alicia and R. Brennan respectively. T. Dressel then proposed that the Nominations Committee review attendance again at their next meeting to make decisions about removing members after they had attempted to contact Y. Alicia and R. Brennan.

T. Dressel stated that she would give the rest of the CPG membership a reminder about the current attendance policy during the committee reports at the group's next meeting. She

added that, since unexcused absences reflected so poorly on their attendance records, she wanted to stress to the CPG the need to notify the OHP when they knew that they would be unable to attend a meeting. D. Law supported the idea; however, she suggested sending an email to the CPG as well in order to ensure that the message reached all the members who might be absent from the next meeting. She also suggested reminding the group that, if they forgot to sign in at a meeting, they could mistakenly be marked as absent. The rest of the group agreed.

- **Update on Empowerment Training, OHP**

N. Johns informed the group that the OHP was planning a training event called the Empowerment Workshop that would focus on the basic aspects of HIV planning. She said that the event was largely targeting consumers but that anyone interested in community planning could benefit from the information. She noted that, although the workshop was mostly focused on the care system, the CPG would be discussed and she would have applications for CPG membership available. She told the group that the Empowerment Workshop was scheduled for Tuesday, March 9th, at St. Luke's Church. In closing, she said that thirty individuals had already registered for the event and that there was space for up to seventy-five attendees.

- **Next Steps/Next Meeting Date**

- **Start Membership Application Review Process**

D. Law informed the group that she had already received eight applications for them to review, four of which were renewals from current members. As a result, she asked the committee members whether they wanted to begin scoring applications at the current meeting. However, the group opted to wait until their next meeting to begin scoring after learning that one of the three members in attendance was renewing his application.

T. Dressel suggested rescheduling the committee's next meeting for earlier in March in order to have the application review process completed in time to have new members seated by the April CPG meeting. N. Johns supported the idea but noted that the meeting would have to be after March 9th in order to include any applications that were collected at the Empowerment Workshop. The rest of the group agreed and, after reviewing the calendar, decided to reschedule their next meeting for Wednesday, March 10th, from 1:00 – 3:00 pm. D. Law pointed out that the meeting would likely have to be longer than usual in order to include an attendance review, the scoring of applications, and the application review. T. Dressel agreed and suggested placing a time limit on all of the discussion items and stressing the need for members to arrive early in the meeting reminder email.

Old Business

None

New Business

None

Review/Next Steps

- The Nominations Committee reviewed the current membership and gaps of the CPG in preparation for their upcoming review of applications.
- Additionally, the committee reviewed CPG members' attendance and recommended that three members be removed from the planning body because they had attended neither orientation nor any CPG meetings since being seated in October.
- Lastly, N. Johns gave an update on the Empowerment Workshop for consumers, noting that she would hand out CPG applications at the event.
- The committee's next meeting is scheduled for Wednesday, March 10th, from 1:00 – 3:00 pm.

Announcements

- A. Johnson announced that, on March 7th, there would be an event at City Hall to mark National Women and Girls HIV/AIDS Awareness Day.
- Additionally, A. Johnson announced that her organization was celebrating their opening of a new office with an event on February 27th from 3:00 – 6:00 pm.

Adjournment

The meeting was adjourned by general consensus at 2:15 pm.

Respectfully submitted,

Joseph Ellis, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes (*September 16th, 2009*)
- CPG Membership and Gaps (January 2010)
- CPG Attendance Chart
- OHP Meeting Calendar

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Absen	Excus	Preser	Total Abs.
1 Acosta, David	P	P	P	P	P	E	E	E	P	P	P	P	P	E	0	4	10	4
2 Alicea, Yexsy	E	P	A	P	P	E	P	P	E	E	A	A	A	A	5	4	5	9
3 Brennan, Robin	P	P	P	P	P	E	P	E	E	A	A	A	A	A	5	3	6	8
4 Castillo, Marne	P	P	P	P	E	P	P	P	P	E	P	E	P	E	0	4	10	4
5 Chapman, Jennifer	E	P	P	P	P	P	P	E	P	E	P	P	P	P	0	3	11	3
6 Clark, Terri	E	P	P	P	P	E	P	E	P	P	E	P	P	P	0	4	10	4
7 Collins, Chris	E	P	P	P	P	P	E	P	E	P	E	P	P	P	0	4	10	4
8 Daniel, Tony	P	P	E	P	E	P	P	P	P	P	P	P	P	P	0	2	12	2
9 Dressel, Tricia	P	P	E	P	P	E	P	P	P	P	P	P	P	P	0	2	12	2
10 Feely, Rick	P	E	E	P	P	P	P	P	E	P	E	P	P	P	0	4	10	4
11 Jenne, Jeffrey	P	P	P	P	P	E	P	E	P	P	P	P	P	P	0	2	12	2
12 Johnson, Andrea	P	E	P	E	A	A	E	E	E	P	P	P	P	P	2	5	7	7
13 McGarvey, Kenneth	P	P	P	P	E	P	P	E	P	P	E	E	E	P	0	5	9	5
14 Samuel, Dionna	P	P	P	E	P	P	E	P	P	P	P	E	A	P	1	3	10	4
15 Sowell, Val				P	E	E	E	P	P	P	A	P	P	E	1	4	6	5
16 Teti, Michelle				P	E	P	E	P	P	E	E	E	E	E	0	7	4	7
17 Waite, Roberta				P	P	P	P	E	P	P	E	P	P	P	0	2	9	2
18 Acero, Dawn										P	P	E	P	P	0	1	4	1
19 Anderson, Wesley										P	P	E	P	P	0	1	4	1
20 Barnes, Khadeja										P	P	P	A	A	2	0	3	2
21 Briscoe, Wade										P	P	E	P	A	1	1	3	2
23 Chhabria, Arti										P	P	P	P	A	1	0	4	1
24 Davis, Antonio										P	P	P	E	P	0	1	4	1
25 Davis-Vogel, Annet										P	E	P	P	P	0	1	4	1
26 De Los Reyes, Andrew										P	A	P	E	P	1	1	3	2
27 Deroose, Nicholas										P	P	E	E	E	0	3	2	3
28 King, Tyreef										P	P	E	E	P	0	2	3	2
29 Lienau, Denette										E	E	P	P	A	1	2	2	3
30 Lin, Alison										P	P	P	P	E	0	1	4	1
32 Powell, David										P	P	E	P	E	0	2	3	2