

**Ryan White Planning Council (RWPC) of the Philadelphia Part A EMA
Nominations Committee
Meeting Minutes of
Thursday, December 10, 2009
1:00 p.m. – 2:00 p.m.
Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia, PA 19107**

Present: Dafne Armstrong, Kevin Burns (Co-Chair), William Brawner (Co-Chair), Michael Cappuccilli, Tom McCoy, Wendy Walters, Lorrita Wellington

Excused: Lupe Diaz

Absent: Alicia Beatty, Waleska Maldonado, Emery Troy

Staff: Nicole Johns, Debbie Law, Briana Morgan

Call to Order/Introductions:

W. Brawner called the meeting to order at 1:09 p.m. Those present then introduced themselves.

Approval of Agenda:

W. Brawner presented the agenda for approval. **Motion:** T. McCoy moved, M. Cappuccilli seconded to approve the agenda. **Motion passed:** All in favor.

Approval of Minutes (November 12, 2009):

W. Brawner presented the November 12, 2009 minutes for approval. **Motion:** T. McCoy moved, M. Cappuccilli seconded to approve the November 2009 minutes. **Motion passed:** All in favor.

Report of Staff:

None.

Report of Co-Chair:

None.

Discussion Items:

• **Report Back on Members with Attendance Issues**

D. Law stated that they had previously discussed having committee members talk to RWPC members with attendance issues, pointing out that she had given the group a sheet to take notes on (*see – attached handout*). She went on to say that she had spoken with J. Benitez, and that he had said he would make an effort to attend future meetings. She went on to say that A. Beatty had not attended the previous two meetings, and that she was in violation of the policy. T. McCoy asked if these were excused or unexcused absences. B. Morgan replied that this member had mostly had unexcused absences. K. Burns volunteered to speak with A. Beatty. D. Law next stated that W.

Brawner was interested in staying as well. She went on to say that J. Churchville was not originally on their list, but that he was now in violation of the policy. T. McCoy asked how many meetings he had missed. D. Law replied that he had missed six meetings, and two of those were unexcused. K. Burns clarified that they used a continuous year, rather than a calendar year, to determine attendance. D. Law agreed. T. McCoy volunteered to speak with J. Churchville.

D. Law stated that the next person on the attendance list was C. Coleman. T. McCoy replied that he had spoken with C. Coleman, who was still very interested in participating in the process. He went on to say that he had only had excused absences.

D. Law stated that the next person on the list was E. Koku. M. Cappuccilli stated that he had spoken with E. Koku, and that he had been under the impression that he had to wait for a letter from the city before participating.

T. McCoy stated that he had spoken with K. Kozeniewski, and that she has conflicting meetings that she must attend. He noted that she had always had excused absences, and that she would attend as often as possible.

D. Law stated that L. Diaz had volunteered to speak with M. Matos, but that she had an excused absence for the day. She went on to say that M. Matos had appealed at the previous meeting, and that he was interested in continuing to participate. She then stated that L. Diaz had also volunteered to contact C. Morales. K. Burns volunteered to contact C. Morales instead.

T. McCoy asked for more information about A. Wallace's attendance. D. Law replied that he had not attended the first several meetings, and that he had attended occasionally after that. T. McCoy stated that he had attempted to contact this member, but that the phone number rang repeatedly with no voicemail. He went on to say that he would try to speak with him if he attended the meeting.

D. Law stated that H. Bennett had come to the Office because he had missed several meetings, and that he had wanted to resign. She went on to say that she had recommended that he stay on until he actually violated the attendance policy.

D. Law asked the group if they would like to take any action on those with problems with attendance. W. Walters volunteered to contact M. Matos and C. Morales. K. Burns replied that it would be helpful to have as many people as possible encourage members to attend meetings.

- **Set Goals and Objectives for the Planning Year**

D. Law stated that they would begin their recruitment process in January, and that they also needed to work to retain current members. W. Brawner asked how many spots would be open for new members. D. Law replied that they currently had 49 members, and that they would have at least six spots open. She stated that they were maxed out for membership from New Jersey, and needed more members from the PA Counties.

K. Burns stated that they ought to announce that they were looking for males in the PA Counties at the upcoming RWPC meetings. He noted that they also needed African-American males.

D. Law then asked the group if there was anything else they would like to accomplish in the coming year. T. McCoy stated that there would be an upcoming consumer event that could help them to recruit new members. N. Johns agreed that they would be doing a large event in early March that would help to recruit consumers for membership. She went on to say that they would also be targeting consumers in the PA Counties for this event. She noted that this would be held prior to Priority Setting and Allocations to help consumers better understand the process. T. McCoy asked if there would be RWPC applications available at the event, and also asked what they planned to cover at the event. N. Johns explained that they would be looking at the epidemic, Ryan White programs, RWPC decisions, and allocations. She noted that they would also have consumer RWPC members talk about their experiences. She went on to say that the participants would set goals for participation in the process, and they would have applications available. K. Burns asked when the committee would review applications. D. Law replied that they would review applications in February and March, in order to seat new members in April. N. Johns noted that the event would occur before the committee's March meeting.

M. Cappuccilli asked if the responsibility for recruitment fell on RWPC members and committees, or if the staff conducted recruitment activities. D. Law replied that the Nominations Committee typically recruits new members, and that there is also recruitment in the Positive Committee. She went on to say that it would be helpful to have ideas from committee members on recruitment. T. McCoy added that recruitment is typically geared toward consumers.

W. Brawner asked when the next Positive Committee event would be. T. McCoy replied that the current committee members were not quite organized enough to set up an independent outreach event. W. Walters agreed. N. Johns explained that the committee goes through periods where they have a core group that consistently attends, but that they do not always have this type of group. She went on to say that there were several members that previously attended the Positive Committee members that were beginning to attend again. T. McCoy stated that the committee was in a good place, but that many participants were new. N. Johns agreed, noting that there were 10-12 members that were coming each month.

W. Brawner stated that he knew several people that would like to attend the Positive Committee meetings if they were at a different time, but that many people are working on a Monday at 12 p.m. N. Johns suggested discussing this at the next Positive Committee meeting. T. McCoy stated that the current time could help consumers to get involved with the Needs Assessment Committee meetings, which followed the Positive Committee meetings.

W. Brawner stated that the March 9 consumer event would be a great place to recruit new members. He went on to say that it would be helpful to have members of the committees go to talk about their responsibilities. N. Johns agreed, noting that they had scheduled the meeting several months in advance to give allow more time to develop the schedule for the event. She went on to say that she hoped to have active consumer RWPC members present at the event to discuss this topic. W. Walters asked if there would be any incentives involved. N. Johns replied that they hoped that have some kind of incentive, and that they would have breakfast, lunch, and a snack available. K. Burns stated that this event would help them to support consumers with their involvement with the RWPC.

T. McCoy stated that it would be helpful to have educated positive people as a part of the process, and that they had not tapped into this group. W. Brawner stated that many of these people cannot participate in the meetings if they are at work. He went on to say that it would be important to have meetings after work hours, as well as to advertise at various clinics. He added that there were a great deal of people that could not participate in a 12 p.m. meeting. T. McCoy replied that he also wanted to see such people participate in the RWPC meetings, in addition to the Positive Committee meetings. N. Johns stated that the structure of the Positive Committee had changed over time to fit the group, so they were currently doing more planning centered topics than they used to. She noted that they would do different things in their meetings if they had a different group of people.

T. McCoy asked how they could improve their recruitment. N. Johns suggested creating a new brochure. W. Brawner suggested making a video or YouTube broadcast to reach new people. N. Johns suggested a podcast as a possibility as well. K. Burns asked if the RWPC was on Facebook or Twitter. B. Morgan replied that she was finishing the new version of the website, and that they would be on Facebook, Twitter, MySpace, and Blogger soon. N. Johns stated that she could post an advertisement on Craigslist, which had worked well for the CPG. T. McCoy stated that he facilitated a support group, and a lot of people were involved with SIN (Strength in Numbers). M. Cappuccilli asked if this was a local or national group. T. McCoy replied that it was a national organization, but that they had local groups. He added that this was a social group. He stated that his support group would be putting an ad up with SIN, and that he would report back to the committee on how that had worked.

- **Next Steps**

D. Law stated that the group had a January meeting scheduled, and that they may or may not need to meet that month. She went on to say that the group might need to meet twice in March, but that they would discuss this later. N. Johns asked how many applications they had to review. D. Law replied that she had one application, but that they had not completed their mass mailing for recruitment yet.

Old Business:

None.

New Business:

None.

Announcements:

None.

Adjournment:

The meeting was adjourned at 1:49 p.m. by general consensus.

Respectfully Submitted by,

Briana L. Morgan, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes from November 12, 2009
- Members with Attendance Issues
- OHP Calendar

RYAN WHITE PART A PLANNING COUNCIL (RWPC)
Nominations Committee
Meeting Agenda
Thursday, December 10, 2009 1:00p.m.-2:00 p.m.
The Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia

Call to Order/Introductions

Approval of Agenda

Approval of Minutes

Report of Staff

Report of Chair

Discussion Items

- Report Back on Memberships with Attendance Issues
- Set Goals and Objectives for the Planning Year
- Next Steps

Old Business

New Business

Announcements

Adjournment

PLEASE TURN ALL CELLPHONES AND PAGERS TO SILENT OR VIBRATE.
The next meeting of the Nominations Committee is Thursday, January 14, 2010 12p.m.-2:00p.m. at 340 N. 12th Street, Suite 203, Philadelphia, PA 19107. Please refer to the Office of HIV Planning calendar of events for committee meetings & updates (www.hivphilly.org)

Ryan White Planning Council (RWPC) of the Philadelphia Part A (Title I) EMA
Nominations Committee
Meeting Minutes of
Thursday, November 12, 2009
1:00 p.m. – 2:00 p.m.
Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia, PA 19107

Present: Dafne Armstrong, William Brawner (Co-Chair), Michael Cappuccilli, Lupe Diaz, William Gray, Miguel Matos, Tom McCoy, Emery Troy

Excused: Kevin Burns (Co-Chair), Waleska Maldonado

Absent: Alicia Beatty

Staff: Debbie Law, Briana Morgan

Call to Order/Introductions:

W. Brawner called the meeting to order at 1:07 p.m. Those present then introduced themselves.

Approval of Agenda:

W. Brawner presented the agenda for approval. **Motion:** M. Cappuccilli moved, L. Diaz seconded to approve the agenda. **Motion passed:** All in favor.

Approval of Minutes (September 10, 2009):

W. Brawner presented the September 10, 2009 minutes for approval. **Motion:** T. McCoy moved, M. Cappuccilli seconded to approve the minutes. **Motion passed:** All in favor.

Report of Staff:

D. Law stated that the Office had worked on conducting a modified LEAP Training in the PA Counties and New Jersey. She noted that there had been no consumers signed up in New Jersey, so that event was postponed. She went on to say that there was a conflict in calendars in the PA Counties, so that had also been postponed.

Report of Co-Chair:

None.

Discussion Items:

• Review of Nominations Committee's Work

D. Law directed those present to review the 2008-2009 RWPC Nominations Committee Key Summary (*see – attached handout*) and briefly reviewed the previous year's activities. M. Cappuccilli asked if the open house had been scheduled. D. Law replied that the purpose for the open house was to recruit members for the CPG and RWPC, but the RWPC had reached its maximum capacity. She went on to explain that they thought

a modified LEAP Training might attract consumers and teach them about the process, so they would be moving forward with this instead.

• **Review Membership and Attendance for Further Action**

D. Law directed those present to review the attendance chart (*see – attached handout*), noting that the list only included those that were current members as of September, and did not include the newest members. T. McCoy asked what their policy was in regard to excused absences. D. Law replied that their policy was that they would remove anyone with three consecutive unexcused absences or five total absences in one year. She noted that anyone in violation of the policy could appeal to the Nominations Committee, but they had to have a reason for their absences. M. Cappuccilli suggested reviewing each individual one at a time. D. Law noted that she would give them any information that she had regarding that person's attendance record. She stated that a certain member had wanted to resign, but that he would try to attend meetings. She noted that he also represented an underserved population. M. Cappuccilli asked if he had given a reason for not attending. D. Law replied that he had said that he was very busy with work. T. McCoy stated that, looking at a year's worth of history, he had not been attending. He asked what this member's representation was. D. Law replied that he represented Limited English Proficiency and Hispanics. T. McCoy asked if anyone else filled this gap. D. Law replied that another member would also fill these criteria, but he had not been attending. T. McCoy asked if he belonged to a subcommittee. D. Law replied that he did not. T. McCoy stated that they should not keep people on the RWPC that did not participate. D. Law noted that he filled the Substance Abuse Provider category, and that he was the only one in that category. T. McCoy asked if there was anyone else that might fill that gap. He then questioned if they should establish a policy for people that were meant to improve their attendance that did not. L. Diaz asked what categories would need to be filled if they removed this member. D. Law replied that it could be PA Counties or Philadelphia in substance abuse. L. Diaz suggested putting this member on a probation period. T. McCoy stated that they should make a policy for this type of probation. M. Cappuccilli asked when this member's term would be up. D. Law replied that it would end in August 2010. M. Cappuccilli suggested a policy that, without a very good reason, he could not miss another meeting before the end of his term or he would be removed. D. Armstrong asked if they had a history of using a probationary period. D. Law replied that they do not have an official probation policy, but that they typically give members a short while to improve their attendance and then discuss the issue again. L. Diaz asked how proficient the member in question was in English. D. Law replied that he comprehended everything going on in meetings. D. Armstrong stated that he should commit to all meetings until the end of January.

T. McCoy asked if the committee would have a meeting in December. D. Law replied that this had not yet been discussed.

M. Matos stated that he had a poor attendance record, and that he would like to explain his absences. He explained that he had chosen not to attend after the first few meetings because he did not understand what was going on, and he got disappointed. He stated that he would like to try to understand the process and he would like to come back. M.

Cappuccilli replied that it was good that he was coming to speak with them, and he asked what M. Matos thought would be fair for a probationary period. M. Matos replied that if he had another two absences without excuses before the end of his term in August 2011, that he should be removed. T. McCoy stated that he appreciated his coming, and that he appreciated his response in regard to his probationary period. He went on to say that it would be important to define a rule.

D. Law stated that they had previously had Nominations Committee members contact those in violation of the attendance policy to see what their intentions were. She stated that they knew that there was a steep learning curve for the RWPC. She suggested doing having committee members contact those in violation of the attendance policy, and following up on it at the committee's next meeting. The group agreed. T. McCoy asked what was going on with one particular member. D. Law replied that he was from the PA Counties, had never attended, and his phone number was disconnected. T. McCoy stated that they should know the whole story of a person's attendance, including subcommittees, before contacting them. The group then agreed to contact various members.

• **Set Goals and Objectives for the Planning Year**

D. Law reviewed the calendar for activities that happen throughout the year (*see – attached handout*). W. Brawner suggested handing the calendar out to the full Planning Council. T. McCoy stated that they could review the handouts for the meeting packets in advance if they got them by email. D. Law noted that they would not be able to do this with the attendance records.

• **Next Steps**

W. Brawner asked the group if they would like to meet in December. T. McCoy suggested seeing how the month goes, noting that if the RWPC meeting from December was cancelled, they should not meet unless necessary. D. Law asked for any of those present to email her if they thought of something to add to the agenda. She noted that unless they heard differently, they would most likely not have a meeting in December.

Old Business:

None.

New Business:

M. Cappuccilli encouraged M. Matos to continue coming to the meetings for at least one year, since it took him a year to understand the process.

Announcements:

None.

Adjournment:

The meeting was adjourned at 1:59 p.m. by general consensus.

Respectfully Submitted by,

Briana L. Morgan, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes from September 10, 2009
- 2008-2009 RWPC Nominations Committee Key Summary
- Attendance Records
- Year-long RWPC Calendar
- OHP Calendar

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