

**Ryan White Planning Council (RWPC) of the Philadelphia Part A EMA
Nominations Committee**
Meeting Minutes of
Thursday, May 13, 2010
12:00 p.m. – 2:00 p.m.
Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia, PA 19107

Present: Tim Barlow, William Brawner (Co-Chair), Kevin Burns (Co-Chair), Michael Cappuccilli, Lupe Diaz, Eugenio Garcia, William Gray, Waleska Maldonado, Emery Troy, Wendy Walters

Excused: Dafne Armstrong, Lorrita Wellington

Absent: Alicia Beatty

Staff: Nicole Johns, Debbie Law, Briana Morgan, Mari Ross-Russell

Call to Order/Introductions:

K. Burns called the meeting to order at 12:08 p.m. Those present then introduced themselves.

Approval of Agenda:

K. Burns presented the agenda for approval. He then added “committee co-chair” and “membership satisfaction survey” as two additional discussion items. **Motion: M. Cappuccilli moved, L. Diaz seconded to approve the agenda as amended. Motion passed: All in favor.**

Approval of Minutes (March 11, 2010):

K. Burns presented the March 11, 2010 minutes for approval. M. Cappuccilli stated that he was recorded as presenting the minutes for approval, but that he had not been present at that meeting. **Motion: M. Cappuccilli moved, L. Diaz seconded to approve the March 11 minutes as amended. Motion passed: All in favor.**

Report of Staff:

B. Morgan stated that there were business cards available with the Office’s MySpace, Facebook, Twitter, and Blogspot account links. She then reminded the committee to sign in for the RWPC meeting following the current meeting.

Report of Co-Chair:

None.

Discussion Items:

• Update on Reminder Letters to Members

D. Law stated that the Office had sent five letters to RWPC members in violation of the attendance policy. She reviewed the responses, noting that P. Patterson had stated she

was still interested. She went on to say that J. Roderick was interested, and although he had not received an official appointment letter, he attended orientation after their conversation. She noted that W. Maldonado would no longer be able to attend the meetings but had asked another person at her organization to apply, while A. Mapp had resigned, and B. Langley had been unreachable.

• **Sub-Committee Attendance**

D. Law passed out attendance records to those present. She pointed out that three members had been members for a long time but had yet to sign up for a sub-committee. M. Cappuccilli asked what it meant when a person was recorded as “ok but may want to join another committee.” D. Law replied that these were members that consistently participated in the Positive Committee.

K. Burns suggested beginning with RWPC attendance. The group discussed E. Koku, who had only attended orientation the previous year and then one meeting since. They decided to send him, and remove him if there was no response. K. Burns then asked about B. Langley, who had already been sent a letter. The group then agreed to remove him if he did not attend today’s RWPC meeting. K. Burns volunteered to contact W. Maldonado to learn what her intentions were. D. Law noted that she was also in violation of the subcommittee attendance policy.

The group then discussed M. Matos, who had appealed a previous removal decision but did not attend another meeting after that. The group agreed to send him a letter. The group then began to discuss P. Patterson. D. Law noted that she had replied to the letter. N. Johns added that she had been RSVPing for the Positive Committee each month, but that she had not attended for some time. She then volunteered to call her to see if there was a barrier to her attendance.

The group then moved on to discuss J. Rivera. D. Law explained that his case manager had called to say that he was still interested, but that he had been very busy. M. Cappuccilli asked if they should call him. D. Law replied that she would call him if he did not attend today’s RWPC meeting.

M. Cappuccilli asked if there were always so many members in violation of the attendance policy, and if it was getting worse over time. D. Law replied that the number of those in violation of the policy had actually been getting better. K. Burns asked if their persistence in contacting members helped. D. Law agreed.

D. Law then asked those present to review the excerpt from the bylaws on subcommittee attendance (*see – attached handout*). M. Ross-Russell explained that the bylaws originally stated that it was mandatory to participate in a committee, but that there was no enforcement for it. She went on to say that the RWPC was frequently close to full capacity, and that new members were unable to join because slots were being filled by those who were not actively participating. She explained that this had caused them to strengthen the attendance policy for the RWPC as well as the subcommittees. She then stated that the language that had been adopted for the subcommittees was the same

language that had been used for the RWPC, but that there was no language in regard to who would enforce that newer policy. She added that the staff monitors subcommittee attendance, rather than the co-chairs. L. Diaz asked if they should give committee co-chairs a list of their committee members in violation of the attendance policy. M. Ross-Russell replied that they could do this, but that this was a gray area of the bylaws. She went on to say that they also had to consider that the composition of the RWPC had be as close to that of the epidemic as possible, and that they needed 1/3 unaffiliated consumer membership.

K. Burns then asked for a review of the co-chairs for the committees. He went on to ask whether they should expect the committee co-chairs to follow up on attendance. M. Ross-Russell stated that they would need to send letters to those in violation of the subcommittee attendance policy. D. Law agreed, adding that she had already done this. M. Ross-Russell pointed out that Policy & Procedures only meets on an as-needed basis, unlike the other committees that meet every month.

K. Burns reviewed the list of those who had subcommittee attendance issues. B. Morgan pointed out that A. Beatty consistently participated in Comprehensive Planning, so she may not be interested in participating with Nominations anymore. K. Burns volunteered to contact her. L. Diaz suggested altering the letter for M. Matos to mention that he had not attended the subcommittee meetings. K. Burns asked for clarification on J. Benitez. B. Morgan replied that he had signed up for the Finance Committee, but that he had not been attending the meetings. L. Diaz suggested that someone call him, and K. Burns volunteered. K. Burns then stated that R. Sy had had some health issues. D. Law volunteered to contact him.

L. Diaz then asked how they would deal with those that were not signed up for any committees. She noted that they would be sending E. Koku a letter. K. Burns then suggested reminding J. Roderick to choose a committee. D. Law volunteered to do this. K. Burns then volunteered to contact R. Goldfein about selecting a committee.

K. Burns suggested reminding RWPC members that they all needed to be on a committee, and to let D. Law know what committee they would like to be on if they had yet to choose one.

- **Committee Co-Chair Position**

D. Law explained that W. Brawner could not be an RWPC co-chair and the Nominations Committee co-chair at the same time, so they would need to elect a new co-chair. She went on to say that they would need a 30-day open nominations period between the current meeting and the next meeting. M. Cappuccilli volunteered himself for the position. L. Diaz seconded the nomination. K. Burns stated that anyone else that wanted to nominate themselves or someone else for the position should contact D. Law before the next meeting.

- **Survey on Membership Satisfaction**

K. Burns explained that he had had a discussion with M. Ross-Russell about creating an online survey for RWPC members. He suggested having a small group create the survey, and then present it to the committee at the next month's meeting so that it could be dispersed over the summer. M. Cappuccilli asked why the Nominations Committee would be tasked with this. K. Burns replied that the committee deals with recruitment and attendance. L. Diaz pointed out that not all RWPC members would have computer access. K. Burns suggested having a computer available with a link at the Office so members could access the survey. L. Diaz then suggested having a paper survey available, and K. Burns agreed.

M. Cappuccilli asked if they had conducted a survey of RWPC members before. M. Ross-Russell replied that they had surveyed the members about meeting times and trainings before, but they had not done a membership satisfaction survey. L. Diaz asked if there were copies of previous surveys available. M. Ross-Russell agreed. K. Burns then asked if committee members were comfortable taking this project on. M. Cappuccilli suggested having the chairs of the other committees review the survey before distribution. K. Burns suggested putting a draft together for the Nominations Committee to review in June, and then having the other co-chairs review the draft.

D. Law suggested having the Nominations Committee meet from 12 p.m. – 1 p.m. and the committee co-chairs meet from 1 p.m. – 2 p.m. before the RWPC meeting the following month. M. Cappuccilli, T. Barlow, and L. Diaz all volunteered to help with the survey. N. Johns stated that she had been working on a survey for those on the Positive Committee mailing list about their barriers to attending meetings, so this could inform their process.

M. Cappuccilli then asked what goals they had for the survey, aside from membership retention. K. Burns stated that it would help them to find ways to improve how they function as an RWPC and how they communicate with each other and staff. He explained that he hoped to gain information that would help them improve the efficiency and effectiveness of the RWPC. M. Cappuccilli suggested addressing ways to help new members understand the process quickly in the survey. K. Burns agreed, adding that they would need to figure out how to make people feel safe. L. Diaz suggested looking at getting buddies for new members. N. Johns replied that they had done this before, and that it was most effective when the mentors were very involved in the process. M. Cappuccilli then suggested determining whether the format of the meeting served as a barrier for new members. He went on say that the arrangement of the room could also be intimidating.

K. Burns then suggested developing the survey at their next meeting since there was so much interest from the committee. D. Law replied that they would develop a draft for review by the next meeting, and asked those present to email her any suggestions so they could be included. K. Burns then suggested asking the co-chairs of other committees to attend the July meeting.

L. Diaz asked how often they should do the survey. M. Ross-Russell stated that A. Agha was excellent with developing online surveys, so she would be able to help. She went on to say that there was no time limit for the survey, and that they could post it on the website. She then suggested putting the survey on the website, and emailing the link to RWPC members.

L. Diaz suggested using the survey on a regular basis, since members' feelings change over time. K. Burns suggested doing this every August, incorporating the survey into the committee's regular schedule. He added that this could assist them in planning orientation for new members as well.

Old Business:

M. Ross-Russell stated that some of the previous budget constraints had been lifted, so they were going to have lunch for back-to-back meetings once again.

New Business:

None.

Announcements:

None.

Adjournment:

The meeting was adjourned at 1:24 p.m. by general consensus.

Respectfully Submitted by,

Briana L. Morgan, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes from March 11, 2010
- Article III Membership Excerpt from the Bylaws
- OHP Calendar

RYAN WHITE PART A PLANNING COUNCIL (RWPC)
Nominations Committee
Meeting Agenda
Thursday, May 13, 2010 12:00p.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

- Update on Reminder Letters to Members
- Sub-Committee Attendance
- 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, June 10, 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/calendar.html)

**Ryan White Planning Council (RWPC) of the Philadelphia Part A EMA
Nominations Committee
Meeting Minutes of
Thursday, March 11, 2010
12:00 p.m. – 2:00 p.m.
Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia, PA 19107**

Present: Dafne Armstrong, William Brawner, Kevin Burns, Lupe Diaz, William Gray, Waleska Maldonado, Lorrita Wellington

Excused: Michael Cappuccilli

Absent: Alicia Beatty

Staff: Nicole Johns, Debbie Law, Briana Morgan

Call to Order/Introductions:

K. Burns called the meeting to order at 12:13 p.m. Those present then introduced themselves.

Approval of Agenda:

K. Burns presented the agenda for approval. The agenda was approved by general consensus.

Approval of Minutes (February 18, 2010):

M. Cappuccilli presented the February 18, 2010 minutes for approval. **Motion: L. Wellington moved, L. Diaz seconded to approve the February 18 minutes. Motion passed: All in favor.**

Report of Staff:

N. Johns stated that the Consumer Empowerment Workshop had gone very well, and that approximately 50 people stayed for the entire day. She went on to say that they had excellent feedback, and attendees were glad to learn how the funding works. She added that they gotten four RWPC applications, and that there were a great deal of people that had never participated in community planning.

B. Morgan stated that the Office's Facebook, MySpace, and Twitter accounts were now active. She explained that they would like to have more "fans" on the Facebook page, and asked those present to use the "suggest to friends" feature. She then added that they had gotten very good feedback on the Consumer Empowerment Workshop via Facebook.

Report of Co-Chair:

None.

Discussion Items:

• Bylaws Question on Membership Resignation

K. Burns explained that the co-chair of the RWPC had resigned from his position as co-chair as well as the RWPC, but there was no precedent for that. D. Law added that the bylaws did not include any references to resignations. D. Armstrong suggested that there be a formal record of resignations. L. Wellington questioned why they were giving much more attention to this resignation than other members' resignations. D. Armstrong went on to say that the resignations ought to be recorded in a separate document.

K. Burns stated that he understood that there was a meeting to follow up on this issue, and that the other co-chair had been involved. He went on to suggest that staff inform the committee whenever there is a verbal resignation so that it is documented somewhere. D. Law replied that the Office does inform the Nominations Committee whenever there is a verbal resignation. W. Brawner then emphasized the importance of moving forward.

D. Law stated that the only reference to resignation in the bylaws was, "Any member may resign from membership by written or other form of notice to the Office of HIV Planning." She then clarified that the group wanted to add language to the bylaws that would require the Office of HIV Planning to report resignations to the Nominations Committee. The group agreed.

• Follow-Up on Member Attendance

D. Law stated that they had discussed attendance issues of eight members at the previous meeting. L. Wellington replied that she had left messages for W. Maldonado and A. Mapp, but that she did not have a return call. She then suggested sending letters to those they had not heard from. W. Gray stated that he spoke to J. Wiggins, who would definitely not be able to attend due to work conflicts. D. Law stated that T. McCoy had contacted B. Langley, R. Hayward, and A. Wallace. She noted that they had heard from R. Hayward, who intended to continue to participate. She stated that A. Wallace's and B. Langley's phone numbers were disconnected, and that they had not attended meetings in some time. She added that J. Roderick had had consistent attendance problems.

K. Burns suggested sending a letter to those that they had not been able to reach. D. Law explained that they had thirteen applications for membership, and would have eight slots open. N. Johns asked if any of those in violation of the policy had never attended a meeting. D. Law replied that A. Wallace had not attended orientation and had only been to one or two meetings during his term. L. Wellington stated that it did not make sense to keep people on the RWPC if they were not attending meetings and were unreachable. She then suggested sending A. Wallace a letter and giving him five days to respond. D. Law replied that they did not have a good address for this member. The group then unanimously decided to remove this member.

K. Burns asked if anyone else was in a similar situation. D. Law replied that J. Roderick had attended orientation over a year ago, but had not been to a single meeting since. W. Gray stated that they should send him a letter, and automatically remove him if the letter was returned. K. Burns added that they should include a statement that he needed to contact D. Law within five days or he would be removed.

D. Law stated that there were six other people in violation of the attendance policy. K. Burns suggested that they send the same letter to everyone in violation of the policy. D. Law then suggested that they give them ten days to reply to the letter due to processing time at the post office.

• **Continue Membership Application Review Process**

D. Law stated that the group agreed that anyone that was present at the last meeting would be scoring again during the present meeting. She noted that the group had agreed to only have the same people score the second set of applications, but that there were only five members present that had attended last time. The group agreed to allow all those present to score.

D. Law stated that the co-chair position would be going up for nominations for 30 days, and asked the Nominations Committee co-chairs to facilitate this process. She added that they would elect a new co-chair at the April RWPC meeting. B. Morgan pointed out that the April RWPC meeting would occur after 28 days. The group then agreed to have a 28-day nominations period.

The group then took a break to score applications. D. Law calculated the scores (*see – attached handout*). She reminded the group that they had decided not to accept #105, and that they had put #107 on hold. She noted that #105 would not be able to attend any meetings, which was why they had rejected this applicant. She added that #107 was from New Jersey, which was why this applicant was on hold.

D. Law asked why #108 had scored so low. K. Burns replied that it was difficult to get information about this person. The group then agreed that it sounded like this applicant wanted to participate in order to have the RWPC on his resume. N. Johns asked how many of the top 9 scores were consumers. D. Law replied that 7 were consumers. L. Wellington stated that #108 answered the important questions on the applications.

K. Burns stated that they would hold the four applications left until the next cycle, unless they had people resign after receiving the letters for poor attendance.

• **Next Steps**

D. Law stated that she had scheduled the New Member Orientation for Thursday, April 1 at 11 a.m. She then invited the committee members to let her know if they planned to attend.

Old Business:

None.

New Business:

None.

Announcements:

None.

Adjournment:

The meeting was adjourned at 1:22 p.m. by general consensus.

Respectfully Submitted by,

Briana L. Morgan, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes from February 18, 2010
- PC Applicant Evaluation
- OHP Calendar

DRAFT

Article III: Membership

Section 6. Termination of Membership.

- a. A Planning Council member will be removed for being absent without being excused from three consecutive, regularly scheduled meetings or five total absences from such meetings within a *planning* calendar year. Exception may be given to individuals in violation of this policy that address their situation to the Nominations Committee in person.
- b. If the Mayor or the Mayor's designee determines that a member has failed to perform his or her responsibilities as described in these bylaws (i.e., attending meetings, committee participation) or has engaged in conduct which has interfered with or would interfere with the work or reputation of the Planning Council or the City of Philadelphia or otherwise adversely affect its interests, then, the Mayor or the Mayor's designee may, by written notice to the member, terminate membership for cause.
- c. The Planning Council may recommend to the Mayor or the Mayor's designee that any member be removed from membership for cause, requiring a two-thirds (2/3) vote at any regularly scheduled meeting of the Planning Council with no fewer than seven (7) days' prior notice.

Article VI: Committees

Section 2. Each committee shall establish its own quorum of which at least twenty percent (20%) shall be people with HIV infection.

Section 3. The rules of parliamentary procedure as set forth in Robert's Rules of Order, shall govern all meetings of the committees. The committee shall strive for consensus in its deliberations.

Section 4. Each committee shall establish appropriate meeting schedules.

Section 5. *A committee member will be removed from Planning Council membership for being absent without being excused prior to the meeting from three consecutive, regularly scheduled committee meetings or five total absences from such meetings within a planning calendar year. Exception may be given to individuals in violation of this policy that address their situation to the Nominations Committee in person.*

Section 6. Each committee shall elect chairs or co-chairs as appropriate; for joint Planning Council/CPG work, committees shall elect one co-chair from each body.

Section 7. From time to time, working groups may be established by the Planning Council to address specific issues. Working groups shall operate under the rules established for committees.