

RYAN WHITE PART A PLANNING COUNCIL (RWPC)
Nominations Committee
Meeting Agenda
Thursday, December 08, 2011 12:00p.m.-1:00 p.m.
The Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia

Call to Order/Introductions

Approval of Agenda

Approval of Minutes (*November 10, 2011*)

Report of Co-Chairs

Report of Staff

Action Item

Discussion Items:

- Present Action Plan to RWPC
- Social Recruitment Event
- Next Steps
 - Joint Co-Chairs Meeting December 8th
 - Follow-up Orientation January 12th?

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 12, 2012, 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, November 10, 2011
12:00 p.m. – 2:00 p.m.**

Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia, PA 19107

Present: Candy Bogatz, Kevin Burns (Co-Chair), Michael Cappuccilli (Co-Chair), Lupe Diaz, William Gray, Emery Troy

Excused: William Brawner, Princess Graham

Absent: Tim Barlow, Alicia Beatty

Staff: Debbie Law, Briana Morgan, Nishika Vidanage

Call to Order:

K. Burns called the meeting to order at 12:14 p.m.

Approval of Agenda:

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

Approval of Minutes (September 22, 2011):

K. Burns presented the September 22, 2011 minutes for approval. M. Cappuccilli clarified that he had been troubled by the perceived communication regarding the removal of the member, rather than the member herself. While reading the minutes, C. Bogatz stated that she had not previously thought about making the environment at social events as comfortable as possible for those in recovery. K. Burns then clarified that they would be going to a restaurant that would have a number of food options. **Motion:** M. Cappuccilli moved, K. Burns seconded to approve the minutes from the September 22, 2011 meeting as amended. **Motion passed:** All in favor.

Report of Co-Chair:

None.

Report of Staff:

D. Law stated that they had six new RWPC members, five of which had attended orientation. She went on to say that the member that was not able to attend orientation had wanted to know when she could become a member, since attending orientation was a requirement for membership. She then stated that the Nominations Committee had the option to request that she abstain from voting until she was able to attend the orientation in the spring. M. Cappuccilli stated that a large purpose of becoming a member was to be able to vote. He then suggested that that they should abide by their rules and require her to attend meetings but not vote. K. Burns asked if this topic was addressed in the bylaws. D. Law replied that this issue had been addressed on a case-by-case basis, but that the

bylaws stated that a member was not officially a member until he or she attended orientation. K. Burns stated that he thought it would be good for this new member to attend the next orientation, and suggested offering the option to abstain from voting for issues that she did not fully understand. L. Diaz agreed that this would be a good idea. D. Law then stated that the Nominations Committee would have the option in the future to amend its formal process.

D. Law next stated that they may have two more new members that would need mentors.

C. Bogatz stated that she thought that the orientation had gone well, and while some information had been very general, it was important to ensure that everyone was on the same page. She went on to say that she thought this was an important part of joining the RWPC. M. Cappuccilli stated that he felt that the orientation was rushed toward the end, and suggested choosing less information to present. D. Law explained that they spent an unusual amount of time on the beginning of the orientation because there were many questions. C. Bogatz stated that she had liked the discussion at the beginning. D. Law noted that they had tried encouraging current members to participate, but that it had been somewhat disruptive. K. Burns suggested using the small conference room for the orientation to prevent interruptions. C. Bogatz then asked how often orientation was provided. D. Law replied that this was done every six months. M. Cappuccilli stated that it could be helpful to attend orientation for a second time after attending several meetings. D. Law noted that they had begun to invite new members to an RWPC meeting the month before they were seated. C. Bogatz replied that this had been helpful for her, as she had chosen to apply after seeing the application on the website.

Discussion Items:

• New Member Follow-Up Survey Results/Membership Retention Ideas

D. Law stated that twelve new members had joined the RWPC in 2011, and that eight of those new members had responded to the follow-up survey. She went on to say that 100% of respondents had felt that the RWPC addressed the needs of PLWHA. She further stated that they had improved the number of consumers on the RWPC, and that the RWPC was also making an effort to be more open and inclusive. C. Bogatz agreed, explaining that she had seen more consumers in RWPC meetings than in any other meetings she had attended elsewhere. K. Burns then pointed out that one respondent had been concerned about his or her ability to attend meetings if he or she were to find a full-time job, and suggested considering this when scheduling meetings. B. Morgan replied that this issue had been discussed both in the Positive Committee and internally with OHP staff. She explained that moving the meeting times could negatively impact some of those that were able to attend the daytime meetings, but that this could also open meetings to a much larger group. N. Vidanage noted that the Baltimore EMA RWPC held some of its meetings at night.

K. Burns stated that the results were very positive, and thanked Office staff for making many of the changes. M. Cappuccilli replied that he saw challenges within the results. He went on to say that more new members should “strongly agree” that they understood the planning process after a full year on the RWPC. He then stated that they ought to

establish a goal for members to “strongly agree” that they understand the planning process. D. Law noted that some respondents had been RWPC members for one year, while others had only been members for six months at the time of the survey. K. Burns suggested asking on future surveys how many meetings respondents had attended. He explained that this would have an effect on their grasp of the process.

M. Cappuccilli stated that the Nominations Committee’s goals were to increase comfort level for all new members, understanding of the process, and comfort level of consumers. He went on to say that they review the survey results with these goals in mind. He then stated that their process should make new members feel strongly comfortable. C. Bogatz replied that a new member’s comfort level could also be tied to how many members they knew at the meetings. D. Law then stated that new members may have an easier time understanding the difference between priority setting and allocations in the future, as priority setting would no longer be held on an annual basis. M. Cappuccilli noted that some new members may not understand the priorities as well if the process did not occur each year.

C. Bogatz then asked why two survey respondents were not members of a committee. D. Law replied that one of these members had gotten a waiver, since he traveled to the meetings from Harrisburg. L. Diaz suggested inviting this member to the Nominations Committee, since its meetings were held immediately before the RWPC meetings.

M. Cappuccilli asked if they would like to present the actual results of the follow-up survey to the RWPC, or just a summary. The group agreed to provide a summary. K. Burns stated that it would be helpful to link the results of the survey to the action plan. He went on to say that the committee could set a goal to have 100% of respondents “strongly agree” with various questions. M. Cappuccilli stated that many new members may struggle because they did not want to look stupid by asking questions. K. Burns agreed, and went on to say that he felt that the RWPC had created a safer space for members and guests to ask questions. He stated that he also thought that the social would help to increase the comfort level of members. L. Diaz noted that she felt more comfortable following the icebreakers at the beginning of RWPC meetings. B. Morgan agreed that the icebreakers also lightened the tone of the meetings. The group then agreed to ask, “What are you most looking forward to this holiday season?” as the icebreaker at that day’s RWPC meeting. C. Bogatz added that it became easier for new members to build relationships and ask questions if they were able to get to know other members this way.

D. Law asked for other ideas to encourage members. C. Bogatz suggested providing some type of recognition for members’ birthdays. B. Morgan and N. Vidanage noted that the Positive Committee had recently begun to do this. L. Diaz stated that she was a part of a women’s group that gave birthday cards to its members, and that this made the members feel special. B. Morgan suggested putting birthday cards on the Nominations Committee’s agenda each month so they could be able to fill the cards out. K. Burns agreed, adding that this would allow the Nominations Committee members to sign the cards. D. Law noted that it would take a few months to gather birth dates from current

members. N. Vidanage then suggested sending a Google form to current members to collect updates to contact information as well as birth dates.

• **Present Action Plan to RWPC**

D. Law asked the group to review the PowerPoint presentation slides from their first presentation on the membership satisfaction survey following the meeting. She explained that the slides included overviews of the committee, the nominations process, and the scoring process. She noted that they had also included CARE Act requirements. She then stated that they included the results of the July 2010 membership satisfaction survey in the presentation, and that they could also review the process steps. She next reviewed the action steps. The group then agreed to present the action plan in the December RWPC meeting. D. Law noted that they would most likely hold a meeting for the Nominations Committee from 12 – 1 p.m. on Thursday, December 8 followed by the co-chairs meeting from 1 – 2 p.m.

C. Bogatz then asked for more information on the presentation. D. Law explained that the RWPC had conducted a membership satisfaction survey in July 2010, and that they had developed an action plan based on that survey. M. Cappuccilli suggested distributing copies of the action plan to RWPC members. D. Law noted that she would email the presentation and action plan to the committee following the meeting. M. Cappuccilli then suggested breaking the action steps into two lists for the presentation. D. Law agreed, suggesting that they have a separate slide for steps that had not yet been accomplished. B. Morgan added that they should remind the co-chairs of the RWPC to ask members to sit next to someone they did not know at each meeting.

• **Social Recruitment Event**

D. Law stated that the first informal social event would be held after that day's RWPC meeting, and that the group would also need to plan for its larger spring event. C. Bogatz asked who would sponsor the spring event. D. Law replied that they had identified two possible sponsors, and that the responsibility of planning would be rotated between the committees. She went on to say that they would be planning the event for 150 people, as they would be asking each RWPC members to bring two guests. M. Cappuccilli reminded the group that they had previously discussed holding at least one large event each year, with the possibility of additional smaller events. C. Bogatz then suggested holding an event at a non-traditional venue, such as the Mutter Museum.

M. Cappuccilli asked if there would be an ideal time to hold a large event from a recruitment standpoint. D. Law replied that they would want to hold the event before their March meeting in order to seat new applicants in the spring. C. Bogatz then volunteered to look into potential venues. D. Law noted that they would also need to consider outside catering. She also reminded the group that there had been a lot of discussion on whether to allow alcohol at the large event, and that the group had ultimately chosen to make a decision following that day's happy hour. E. Troy noted that they would need to consider that the venue would need to make a profit, and that they might prefer the group to have a cash bar available.

The group then agreed that the Nominations Committee should plan the first formal event. M. Cappuccilli suggested that they hold the event at the end of February, and the group decided to try to plan the event for February 29, 2012. N. Vidanage suggested considering the private room at Hard Rock Café as a possible venue due to its proximity to the Office. L. Diaz stated that M. Ross-Russell (OHP) had previously stated that she had found a potential sponsor for the event. D. Law agreed, and replied that she would contact the sponsor to ask for information about a budget for the event.

The group next decided to hold the event after work the work day. C. Bogatz suggested considering Maggiano's as a possible venue as well. The group then discussed holding the event from either 5:30 – 7:30 p.m. or 6:00 – 7:30 p.m. They also discussed the possibility of asking the sponsor to provide either hors d'oeuvres or a buffet. M. Cappuccilli then stated that they could announce to the RWPC that the Nominations Committee would lead the first formal event, and details would be forthcoming.

• **Next Steps**

M. Cappuccilli stated that the joint co-chairs meeting would be held on December 9. D. Law noted that they had run out of time during the follow-up orientation for the last group of new members, and asked the committee if they would like to extend the time for the next orientation. The group agreed to make the follow-up orientation ninety minutes long.

Old Business:

M. Cappuccilli asked when the next round of RWPC applications would be. D. Law replied that they would next score applications in March.

New Business:

None.

Announcements:

None.

Adjournment:

Motion: L. Diaz moved, C. Bogatz seconded to adjourn the meeting at 1:31 p.m.

Motion passed: All in favor.

Respectfully Submitted by,

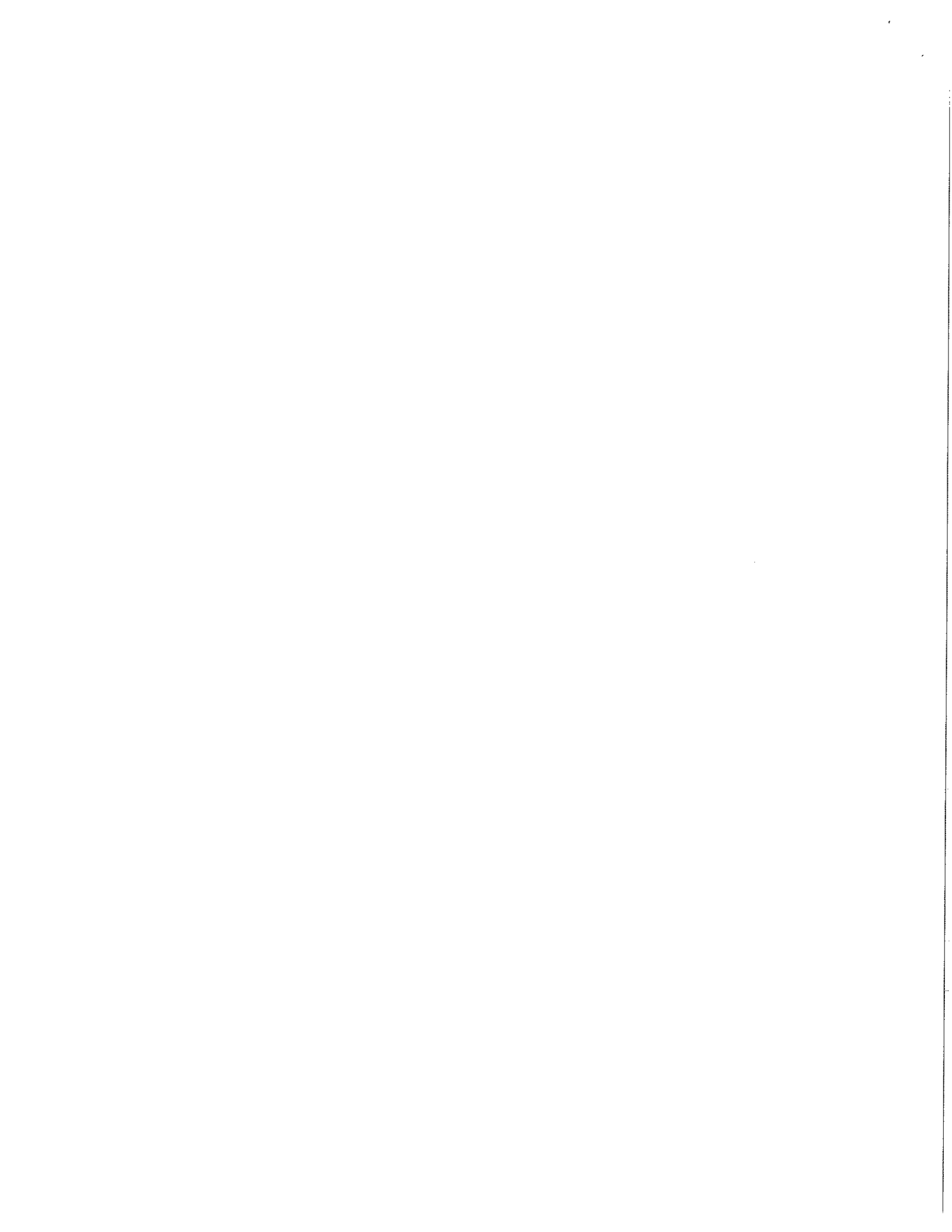
Briana L. Morgan, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes from September 22, 2011
- RWPC New Member Follow-Up Survey 2011 Results
- OHP Calendar

MEMBERSHIP
SATISFACTION SURVEY
ACTION PLAN
PROPOSAL

Prepared by the RWPC Nominations Committee
May 2011



ACTION PLAN FOR RW PLANNING COUNCIL, FROM THE MEMBER SATISFACTION SURVEY

DRAFT

(from Nominations committee, to be reviewed and finalized by joint committee in
May 2011)

Overall concepts:

(See attached).

Overall Timeline for plan adoption:

(See attached).

DRAFT OF PLAN

I. Buddy/Mentor Program:

Job description *(see attached for review)*.

Timeline:

- Begin one round in April (Spring), and one in October (Fall).
- Nominations committee members will volunteer for April (2011 only) / other committee members for October.

Notes:

- Does not have to be added to bylaws.
- Commitment for mentors: 1 year.
- Voluntary for mentors.
- Optional for mentees. To be assigned by OHP Staff.
- Volunteered mentors from Nominations Committee: Kevin, Daphne, Mike C., Will B., Lupe start in April. Other volunteers Christine, Alan and John C.

II. Orientation II:

Nominations Committee will institute a follow up (Part II) orientation for all new members (seated within the past 12 months).

Timeline:

- In general, this will take place 3 months after their first orientation.
- To be held twice/year. January and July.
- Begin in July 2011, before the RWPC meeting. 1PM.

Notes:

- "Loosely mandatory"

- Staff, Chairs/Co-chairs from committees participate.
- Also allows new members who have not already done so to pick their committees.

III. Annual training for all RWPC members on confidentiality/disclosure

Timeline: Once/year.

Staff does this – 15 min.

IV. Quarterly meetings of all committees, hosted by Nominations committee.

Timeline:

- February/May/August/November
- At least one member from each committee to be present.

V. Clarification meetings for RWPC members or attendees, with members of Committees:

- RWPC will sharply begin at 2p.m. so that there can be an informal open forum 10-15min after the meeting. At least one member of each committee should be available for this.
- During the committee report section, Co-chairs should include that they can stay after the meeting to address some questions.

VI. Clarification of specific questions - anonymous:

- Anonymous questions cards from suggestion box are to be address by Co-chair at the next meeting.
- Office to contact appropriate person (email or in person) to be addressed at next meeting – during “Public comment” portion of the agenda.

VII. RWPC Chair does a recap of last meeting’s business, at the beginning of each meeting – *brief* recap.

Additional Agenda Item “Recaps of Previous Meeting”, reviewed by Co-Chair

Timeline: Monthly

VIII. Positive Committee newsletter:

Have an update on the other committees in the Positive Committee newsletter.

Timeline:

- Done on a loose quarterly basis.

Notes:

- Will try to get a brief (250 words or less) paragraph from each committee quarterly. Not just a description of the committee, but news.

IX. Increase membership of Positive Committee members on all the other committees:

How?

- Encourage through the mentor program.
- Have people from other committees participate in positive committee meetings.
- It will not be mandatory for positive members to participate on other committees.

X. Ice breaker at RWPC meetings:

Timeline: Beginning of each RWPC meeting.

Format:

- “Tell us something we don’t know about you”...or Rich to choose from random cards that ask “table topic” questions.....will go through these cards at joint meeting.

XI. Members to sit next to someone they do not know, at each meeting.

Timeline: Immediately, and at each meeting.

XII. Orchestrate some social event in conjunction with recruitment:

Timeline: Try for twice/year. Summer and holidays. After RWPC meetings.

- Staff to help find information for the first one.
- It could rotate among committees after this to research a venue and possible sponsorship.
- Ask members to “bring a friend” for potential recruitment

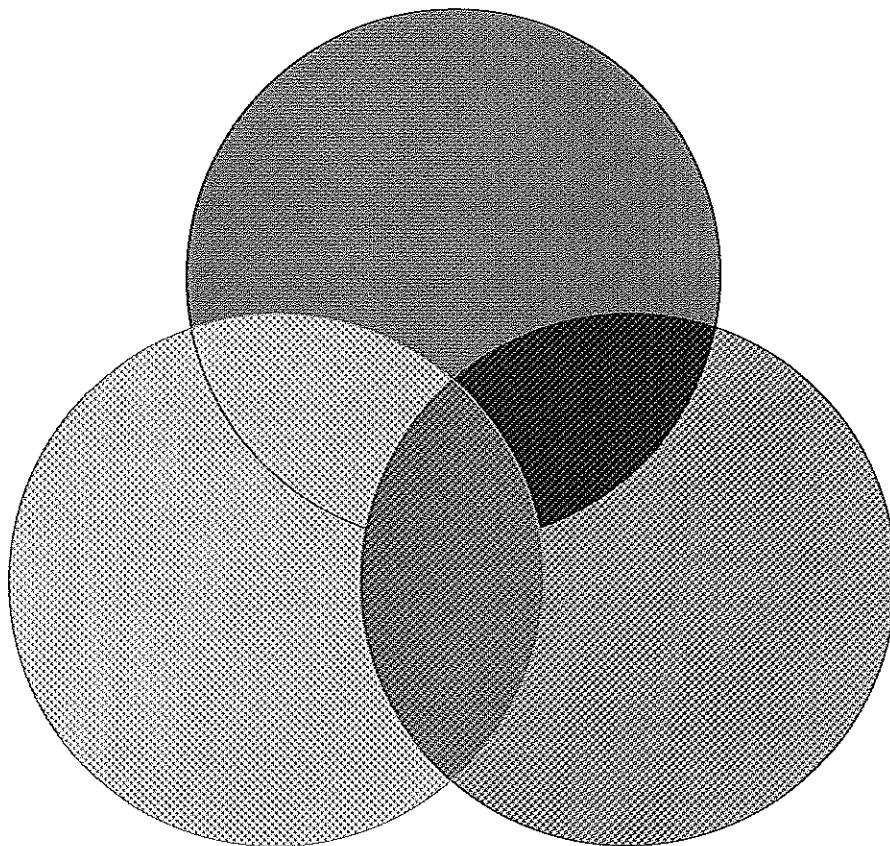
XIII. Follow up survey tool.

Timeline: For new members after about 1 year. A shorter tool that specifically targets key areas of deficiencies. Also will do a different version for any old members who want to participate in this.

Nominations committee to create this tool.

ACTION PLAN

INFORMATION

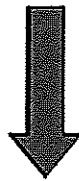


**CONSUMER
INVOLVEMENT**

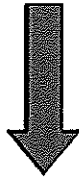
**COMFORT /
TRUST**

TIMELINE

**DISCUSS DRAFT OF ACTION PLAN AT NOMINATIONS MEETING
(MARCH / APRIL)**



**PRESENT DRAFT AND FINALIZE ACTION PLAN AT COMBINED
MEETING OF CHAIRS / CO-CHAIRS
(MAY/AUGUST)**



**PRESENT ACTION PLAN AT RWPC MEETING
(DECEMBER/JANUARY 12)**

JOB DESCRIPTION:

MENTOR FOR NEW RWPC MEMBERS

Description: RWPC Mentors are responsible for working with new Planning Council members for the first year of their term on the Planning Council. The goal is to work with the new member to engage them in the processes of the RWPC, to establish a collaborative relationship, to assist the new member in selecting a committee to work on and to maximize the new member's ability to contribute to the process. Mentors check in with the new RWPC members before and after each meeting to answer any questions the new member may have and to briefly review the meeting with the goal of increasing the new members' understanding of the process. This is an opportunity for both the new member *and the mentor* to increase their understanding of the process and to increase communication among RWPC members.

Specific Responsibilities of Mentor:

1. Briefly check in with the new RWPC member before and after each meeting to discuss any questions regarding the content of the meeting.
2. Talk with the new RWPC member to explain the function of each committee and assist the new member in selecting a committee to join.
3. Discuss with the new member what help they may need to become successfully oriented to the RWPC.
4. Provide assistance with any written material the new member may need to increase their knowledge of the planning process.
5. Introduce new members to other Council members, especially Committee Chairs.
6. Follow up with the new member if they miss a meeting, to inform the member of what happened at the meeting and to increase engagement of the new member with the council.
7. Provide support and encouragement to the new member to offer their insights and opinions and to participate in discussions of committee and full council meetings.
8. Refer the new member to appropriate council members and staff to resolve any challenges.
9. Commitment of mentor – 1 year. Either April-April, or October-October.
10. If Mentor leaves RWPC during the year, and mentee still wants a mentor, another mentor will be asked to “double up.”