

# MEETING AGENDA

**THURSDAYDAY, MAY 09, 2019**

**12:00-2:00P.M.**

Call to Order/Moment of Silence

Approval of Agenda

Approval of Minutes

Report of Chair

Report of Staff

Action Items

Discussion Items:

- Nomination Activities: Social Planning
- Prevention Summit Tabling

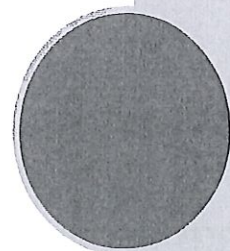
Old Business

New Business

Announcements

Adjournment

Please contact the office at least five days in advance if you require any Special assistance. The Next Meeting is Thursday, June 14 , 2019 from 12-2:00 pm at the Office of HIV Planning at 340 N. 12<sup>th</sup> Street, Suite 320, Philadelphia, PA 19107. (215)574-6760 •FAX(215)5746761 • [www.hivphilly.org](http://www.hivphilly.org)



members. She explained that twelve Planning Council members had expiring terms, but only nine were reapplying, so three would be rolling off.

D. Law informed those present that the application process included a comparison of current Planning Council membership to the idea demographic breakdown. She explained that they did this in order to identify gaps on the HIPC. She noted that they currently had 41 members. She then stated that current demographic gaps included African-Americans, members from the PA Counties, and members from Philadelphia. She pointed out that there was a particular gap in the PA Counties, since two HIPC members that previously lived in the PA Counties had moved to Philadelphia. She stated that they also needed more male HIPC members.

D. Law next noted that representation gaps included on substance abuse service providers, non-elected community leaders, and Part D. She added that HRSA asked planning councils to include fifteen different representation categories.

M. Cappuccilli explained that they used a four-point system to score HIPC applicants based on several different criteria. He went on to say that applicants who provided little information typically scored lower. He stated that each panel member would score the applications individually, and that D. Law would then tabulate the totals when individual scoring was complete. He noted that they would occasionally ask D. Law for additional information about an applicant while scoring, such as what their past attendance was like. He added that panel members did not score their own applications.

The group then broke to score the applications individually.

M. Cappuccilli asked if any of the reapplying Planning Council members had attendance issues. D. Law replied that there were applicants who had been contacted every cycle regarding their attendance. L. Diaz asked for assistance in reading application #108.

G. Taylor asked about the "clarity of contribution" criterion. M. Cappuccilli replied that this was often assessed through an applicant's written responses. He explained that some applications only provided their basic demographic information but did not respond to any of the open-ended questions, so their "clarity of contribution" scores were low. G. Taylor then referred to the "understands the Planning Council" criterion, asking if this would be higher for current Planning Council members. The group agreed. L. Diaz added that she looks to the question about why the applicant wants to be a Planning Council member to assess the level of understanding for a new applicant.

M. Cappuccilli asked if any of the applicants had problems with the tax clearances from the City of Philadelphia. D. Law replied that some applicants did not include their clearances.

D. Law noted that she had invited six of the new applicants to attend the Planning Council meeting, and that two had responded. She noted that #110 had not submitted their tax clearance.

L. Diaz asked for more information about #111. D. Law replied that this applicant sometimes attended the Positive Committee, and was not a current member. She noted that this person may have attendance issues.

M. Cappuccilli asked if #110 had attended any meetings. D. Law replied that she was not sure, and that she had asked applicants to introduce themselves to staff if they attended a meeting. She noted that applicants might not do this if they already knew another staff member.

D. Law noted that #115 had submitted an incomplete application because they had skipped many questions and did not submit their tax clearance. J. Baez asked if there was a way for applicants to ask for help, and D. Law replied that this was included in the application.

The group then discussed the limit on having only two members from an individual organization.

M. Cappuccilli asked how they should handle incomplete application #117, and asked how it was determined that an application was incomplete. D. Law replied that this would refer to an online application that was not finished. She noted that this application did not include the clearance.

J. Baez noted that he would often give applicants the benefit of the doubt if their clarity of contribution was low, but their representation score was high. He explained that they were often looking for consumers to contribute based on their experiences rather than professional skills. M. Cappuccilli agreed.

The group then broke while D. Law tallied scores. Once D. Law returned, she explained that she put the scores in an Excel spreadsheet that calculates totals and averages. She noted that numbers with asterisks represented applications where a person had recused themselves from scoring, so only five numbers were included.

The results follow:

- 102 – recommended
- 103 – recommended
- 104 – recommended
- 107 – recommended
- 110 – recommended (pending tax clearance)
- 106 – recommended
- 105 – recommended
- 101 – recommended
  - The group noted that 116 had had repeat attendance issues.
- 116 – recommended
- 113 – recommended
  - The group discussed the number of people from this applicant 116's agency. L. Diaz asked if they could get a list of the number of members from each agency as they reviewed applications. D. Law replied that this may be difficult, because members change agencies without notifying OHP. She noted that a previous member from this agency had left the Planning Council, and S. Romero added that another person from this agency had also left.
- 112 – recommended

- 117 – recommended
  - The group discussed this applicant’s representation. D. Law noted that this new applicant had been attending meetings, and would push the percentage of Planning Council members from New Jersey up to 18%. The group agreed that this applicant would provide an important perspective.
- 114 – not recommended
  - D. Law stated that this applicant had said that they were a former Planning Council member, but they had not been on the Planning Council before. The group agreed not to recommend this application since it was mostly incomplete.
- 108 – recommended
- 109 – recommended
- 111 – recommended
  - L. Diaz noted that there was a lack of information on the application. She asked if this person had been to the Planning Council before. D. Law replied that this person had participated on the Positive Committee.
- 115 – recommended (pending tax clearance)
  - D. Law stated that she had not met this applicant. J. Baez noted that this application had been marked incomplete. M. Cappuccilli noted that this application was not missing a significant amount of information. J. Baez noted that this applicant’s work experience would fill a gap on the Planning Council.

**Discussion Item:**

None.

**Old Business:**

None.

**New Business:**

None.

**Announcements:**

D. Law announced that new member orientation would be held the next month.

**Adjournment:**

The meeting was adjourned by general consensus at 1:58 p.m.

Respectfully submitted by,

Dustin Fitzpatrick and Briana L. Morgan, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes from February 14, 2019
- HIPC Applications (not scanned)
- OHP Calendar

B	I	N	G	O
Find a HIPC member _____	Someone who has a pet dog or cat _____	Someone who is wearing blue _____	Find a Co-Chair of HIPC or its committees _____	Take a selfie with someone _____
Someone who drinks coffee all the time _____	Meet someone new _____	Someone who is the only child _____	Someone who is wearing glasses _____	Someone who has facebook _____
Someone who is wearing earrings _____	Someone who has the letter "A" in their name _____	<b>FREE</b>	Someone who lives in the city _____	Someone who has traveled outside this country _____

-Get BINGO by five boxes in a row – going across, down, or diagonally.

-Players have to get other players to sign their Bingo card. Do not write another person's name for them on a card.

-Each player may only sign in no more than two box on Bingo card

DRAFT

