

MEETING AGENDA

Thursday, July 11, 2019
12:00 p.m. – 2:00 p.m.

Call to Order

Welcome and Introductions

Approval of Agenda

Approval of Minutes (*May 09, 2019*)

Report of Chair

Report of Staff

Discussion Items

- Debrief on Recruitment Activities
- Review Membership Attendance

Old Business

New Business

Announcements

Adjournment

Please contact the office at least 5 days in advance if you require special assistance.

The next Nominations Committee meeting is scheduled for
Thursday, August 08, 2019 from 12:00 – 2:00 p.m. at the
Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107
(215) 574-6760 • FAX (215) 574-6761 • www.hivphilly.org

Philadelphia EMA HIV Integrated Planning Council
Nominations Committee
Meeting Minutes of
Thursday, May 9, 2019
12:00 p.m. – 2:00 p.m.

Office of HIV Planning, 340 N. 12th St., Suite 320, Philadelphia PA 19107

Present: Juan Baez, Michael Cappuccilli (Co-Chair), Lupe Diaz, Sharee Heaven, Samuel Romero (Co-Chair), Gloria Taylor

Absent: Steven Zick

Call to Order:

M. Cappuccilli called the meeting to order at 12:24 p.m.

Approval of Agenda:

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

Approval of Minutes:

M. Cappuccilli presented the March 14 meeting minutes for approval. **Motion:** L. Diaz moved, S. Romero seconded to approve the March 2019 meeting minutes. **Motion passed:** All in favor.

Report of Chair:

No report.

Report of Staff:

D. Law reported that the group had recommended seven new applicants for membership, but that one of the applicants who was missing a tax clearance had not responded to her request. She noted that the other two applicants who were missing the clearance did submit later it. She noted that the person who had not responded did not attend orientation either. She explained that she needed to submit a full list of recommended applicants to the mayor in order for new members to get appointment letters, so she had not included this applicant on the list.

The group asked if this was applicant #110. D. Law replied that this was not applicant #110, who had contacted her regarding extenuating circumstances. She noted that this applicant had submitted their tax clearance.

D. Law noted that applicant #115 had not had a tax clearance, but the group had agreed to approve her based on her representation categories. She stated that she had emailed this applicant four times, and that she had received a response that the applicant would attend orientation. She added that she had contacted the applicant the day before orientation regarding their tax clearance, and that she did not hear back, and that the applicant did not attend orientation.

D. Law reported that Planning Council membership was on the low end of their minimum 33% unaffiliated consumer requirement. M. Cappuccilli asked how many members they currently had.

D. Law replied that they now had 44, and that the Planning Council could have anywhere from 35 – 55 members. She noted that they still specifically needed members representing the PA Counties, as well as males and African-Americans.

L. Diaz asked to make a note that a member was not able to join the Planning Council due to the tax clearance process. D. Law replied that they were not sure that this was why the applicant did not respond, but that it may have contributed.

The group then discussed the tax clearance process. M. Cappuccilli explained that this was a new requirement. L. Diaz explained that property tax and water bill clearances were required for people who volunteer for the City. She stated that this had been a barrier. B. Morgan explained that this had arisen after a conversation during a HRSA site visit, and it was communicated that appointments must be completed by the mayor rather than a designee. The group discussed barriers to application from people outside the city, people who could not afford their bills, and people who do not have permanent addresses. L. Diaz stated that this may also be a barrier to the Latino community, since Latinos may not want to share their social security number even if they are documented.

D. Law reported that orientation had gone very well, and that participants had many questions. She stated that she may need to follow up with new members, since they were not able to address everything she had planned.

M. Cappuccilli stated that he thought the extended format was working well for the Planning council. He explained that he thought the presentations were helpful, and people were watching the clock less.

Action Items:

None.

Discussion Items:

• **Nominations Activities: Social Planning**

D. Law stated that she had drafted a flyer for the group to review. She noted that they had moved the social from May to June so they could advertise the social during AIDS Education Month and have more time to plan.

The group reviewed the copy on the flyer. The group decided to change “over light refreshment” to “light refreshments served.” J. Diaz suggested changing “their Social” to “our summer social.” M. Cappuccilli suggested making the “Please RSVP” text larger. They also decided to change the colors. The group broke while D. Law updated the flyer. The group then approved the updated version of the flyer (*see – attached handout*).

D. Law asked the group for their goals and target audiences for the event. L. Diaz replied that they should particularly look for people from the PA Counties and African-American males, since those were their membership gaps. S. Heaven stated that she had a few people in mind to invite. S. Romero asked when they would next review applications, and D. Law replied that

it would be September. D. Law noted that she already had three applications for the next round.

S. Romero asked if consumers who applied to be HIPC members could receive tokens. D. Law agreed, adding that they provide tokens for consumers Planning Council, Prevention Committee, and Positive Committee, even for people who were not HIPC members.

D. Law stated that they also needed to consider the agenda, how they should lay the space out, where they'd like to place information, activities, and a budget. M. Cappuccilli suggested that they start with layout. L. Diaz suggested keeping the furniture the same in the main conference room for the meeting, and then setting food up in the small conference room with both doors open. After some conversation, the group agreed that they should move some tables in the main conference room so that people could face each other.

D. Law then asked the group how they would like to handle the information table. M. Cappuccilli volunteered to sit at the information table. The group agreed to include a newsletter signup, Positive Committee brochures sign-in sheet for guests, applications, and name tags. They also agreed to put stickers on the name tags to signify people who were guests.

J. Baez asked if they could email the committees to let them know about the social. B. Morgan replied that they could email the Planning Council and include an invitation in the next email newsletter. She noted that OHP could also post about the social on social media.

L. Diaz noted that she had a food budget for the social from her agency. M. Cappuccilli stated that they should also announce to the Planning Council that they could bring purchased desserts if they chose to. He noted that they had discussed ordering pizza from Spring Garden Pizza, and fruit and vegetables from Iovine Brothers. The group agreed that Planning Council members could make contributions in the form of donated purchased food. M. Cappuccilli noted that he could add a pizza or two himself if they ran out. The group then discussed the menu, and agreed to include pizza and wraps. They also agreed to acknowledge everyone who donated food for the event.

S. Romero suggested asking some members of the Positive Committee to act as deejays during the event. B. Morgan stated that the Positive Committee had previously done an icebreaker activity where members answered the question "what is your jam," and N. Johns had created a Spotify playlist based on the answers. The group agreed to play this playlist in the conference room during the event.

The group then discussed the draft bingo board, adding boxes for "find someone from the PA Counties," "find someone from New Jersey," and "find someone with a four-letter first name." They also suggested "find a condom" and "find someone who went to the Prevention Summit." S. Romero suggested "find someone who has been a HIPC member for less than a year." G. Taylor suggested "find someone who doesn't eat meat." The group also agreed to add "find someone who doesn't have Facebook," "sign up for the OHP newsletter," "find someone with a tattoo," and "find the AACO hotline card." J. Baez suggested "find someone

with three or more siblings.” G. Taylor suggested “find someone with no children.” B. Morgan suggested “find a Snapple cap.” D. Law noted that she would see if there were any items in the office that could be used as prizes.

The group agreed to allow fifteen minutes at the beginning for guests to make plates, and then make opening announcements around 5 p.m. M. Cappuccilli suggested that they ask people to bring any desserts into the small conference room. The group agreed to have the pizzas delivered at 4:15 p.m. S. Heaven and M. Cappuccilli agreed to make opening remarks, and L. Diaz and S. Heaven agreed to host the event. The group agreed to ask people who brought donated food to let them know, so they could be thanked.

• **Prevention Summit Tabling**

D. Law noted that OHP would have a table at the Prevention and Education Summit. L. Diaz stated that she was speaking at the Summit, and her agency would also have a table. S. Heaven and S. Romero agreed to spend some time at the OHP table. M. Cappuccilli suggested that they advertise the social at the Prevention and Education Summit.

Old Business:

None.

New Business:

None.

Announcements:

None.

Adjournment:

Motion: S. Heaven moved, G. Taylor seconded to adjourn the meeting at 1:54 p.m. **Motion passed:** All in favor.

Respectfully submitted,

Briana L. Morgan, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes from March 14, 2019
- Draft HIPC Social Flyer
- Draft Bingo Card
- OHP Calendar

The HIV Integrated Planning Council (HIPC) have been working for several months to address the issue of reflectiveness on the planning council. The Nominations Committee is aware of the need for men on the HIPC and assiduously work to improve the participation of this population. The Nominations Committee has conducted targeted recruitment of individuals that work with and or represent young adults and MSM. The Nominations and Executive Committees have considered/implemented the following to increase/enhance membership. These activities are carried out throughout the year to increase the HIPC's visibility within the community:

- **Outreach at support groups and events:** Following the integration of the planning body in 2017 OHP staff and members of the positive committee began attending various support groups throughout the city of Philadelphia (primarily). The participation of Positive Committee members in this process is invaluable, in that, they speak about the role consumers of service play in the service planning process. Support group recruitment activities are by invitation, sought by the Community Planning and Support Coordinator and or the Senior Health Planner. The staff and positive committee participate in such events as the annual Prevention and Outreach Summit, to recruit potential members and solicit feedback from community members. These activities are ongoing.
- **An online application:** Historically applications for membership were sent via email to AIDS service providers, community based organizations and the OHP listserv as part of the scheduled biannual recruitment process. The application was an Adobe form that could be completed and returned to OHP staff either by email or a hard copy. Applications are also available in the OHP reception area. To make the application process easier an online version was developed by OHP staff working in conjunction with the Nominations Committee and is available at hivphilly.org.
- **Targeted recruitment and networking:** The Nominations Committee hosts a social event semi-annually, (supported by committee), and invite members and the community members to attend. The purpose is two-fold, first it provides an opportunity for the members to become better acquainted and second to invite potential applicants. The Nomination Committee focuses on inviting providers and individuals that represent populations which may be lacking. Different types of HIPC activities occur which increase the visibility of the HIPC within the community.

The HIPC is conducting Listening Sessions throughout the nine counties of the EMA to identify access barriers. The sessions began in the spring of 2019 and will continue into 2020. These sessions included members of the Positive Committee and have demonstrated that they are a way foster participation in the Positive Committee and or on the planning body.

The "Brown Bag Events" were a direct result of the community members requesting more information about various topics. The idea came from hosting a presentation on Medication Assisted Treatment and overdose reversal on a Friday at lunchtime. The plan is to host informal trainings and information sharing events the first Friday of the month. The Brown Bags are open to anyone wishing to attend.

The PrEP workgroup was an ad-hoc work group of the HIPC Prevention Committee. The work group was tasked with the development of a PrEP report which summarized the various PrEP activities conducted within Philadelphia. Because of this activity, three members were added that work with young adult and MSM populations.

- **Young MSM of color recruitment:** Currently staff of OHP is working with various providers and HIPC members who serve MSM of color, young adults and the LGBTQ population. The purpose of this process is to determine the best way to have long-term participation and input from these populations. The next step is to engage the populations with the assistance of providers and HIPC members and set-up quarterly discussion groups that inform planning. It is anticipated that in the next 12 months meetings will occur with the populations identified.
- **Evening meetings:** The HIPC is currently testing the viability of holding evening meetings. Individuals have expressed interest in participating, but found the day-time meetings problematic because of work commitments/conflicts. The first evening meeting of the Positive Committee will occur on June 18, 2019. If it is successful (i.e. well attended) then more meetings will be scheduled in the future. The tentative plan is to hold quarterly evening meetings for the HIPC and Positive Committee.
- **Newsletters, blogs and social media posts:** Member recruitment is a recurrent theme on all newsletters, blog and social media posts. Information about the activities of the HIPC, banners on the hivphilly.org website and links to the online application occur throughout the year.
- **Expanded transportation availability:** Another area that is currently under investigation is expanded transportation access for HIPC meetings. People living with HIV can receive transport to core medical service visits and support groups. If a planning category is added then people living with HIV that wish to attend planning council meetings will be able to be transported to and from the meeting. At present OHP reimburses transportation mileage, public transit, regional rail service or tokens are provided. Unfortunately, there are areas in the EMA with limited public transport. If a planning transport category can be added it would reduce another barrier for participation in HIPC activities for those individuals living with HIV outside of Philadelphia.

A structural barrier to the recruitment process is the change from the mayor's designee overseeing the appointment process to the Mayor's Office. The City of Philadelphia requires individuals appointed to an executive board to complete a real estate and water tax clearance. The nominations committee and staff have worked with applicants to reduce concerns regarding real estate and water tax clearances which has resulted in new members on the planning body. Unfortunately, since the fall of 2017 nine potential members were lost because they did not wish to complete the tax clearance process.