

Philadelphia EMA HIV Integrated Planning Council (HIPC)
Nominations Committee
Meeting Minutes
Thursday, November 9, 2017
12:00-2:00pm
Office of HIV Planning, 340 N. 12th Street, Suite 320, Philadelphia, PA

Present: Juan Baez, Michael Cappuccilli, Lupe Diaz, Sharee Heaven, Samuel Romero

Excused: Kevin Burns

Absent: None

Guests: None

Staff: Debbie Law, Stephen Budhu

Call to Order/Introductions: M. Cappuccilli called the meeting to order at 12:17 pm, and those who were present introduced themselves. A moment of silence then followed.

Approval of Agenda: M. Cappuccilli presented the agenda for approval. **Motion:** S. Romero moved, S. Heaven seconded to approve the agenda. **Motion Passed:** All in favor.

Approval of Minutes: (September 14, 2017) M. Cappuccilli presented the minutes for approval. **Motion:** S. Heaven moved, L. Diaz seconded to approve the agenda. **Motion Passed:** All in favor.

Report of Chair: None

Report of Staff: D. Law stated that the Nominations Committee recommended 8 applicants to be appointed by the Mayor's office for HIPC membership at their last meeting. She informed the committee that of the 8 recommended applicants, only 7 were able to obtain tax and water clearance forms. In lieu of this, D. Law stated 7 recommendations for membership have been submitted to the Mayor's office for appointment. She noted the Mayor's office has not yet sent out letters of appointment so the 7 applicants are still classified as prospective members. She explained prospective members are still expected to attend HIPC meetings; however, they do not have the right to vote.

D. Law informed the committee there would be an AACO Directors meeting Friday, November 10, 2017 at 9 am, and OHP has been invited to recruit for the HIPC. D. Law encouraged the committee to attend, and asked if anyone was willing to speak on their experiences during their tenure as a HIPC member. M. Cappuccilli said he planned on attending the Directors meeting, and noted it was a good way for providers to connect with each other.

Action Items: None

Discussion Items:

- **Review the application's tax/water certificate process**

D. Law reminded the committee that tax and water clearance forms were necessary components to be considered for HIPC membership. She noted this was a new process and she acknowledged there were some issues with membership this past fall. She stated, to accommodate the new process, the membership application allowed applicants to select "I prefer to be recommended for the HIPC membership before completing the tax and water clearance process." With this selection she explained applicants were

recommended for membership, but were not considered for appointment until their clearances were all in order. D. Law asked the committee if they think this procedure should continue or if the process should be augmented. J. Baez suggested the committee look at applications sooner in the year to accommodate for the extended time period associated with acquiring clearance. J. Baez recommended the committee review the HIPC membership application. D. Law asked the committee to turn to page 5 of the HIPC membership application. She read the options on the application to the committee: "I was able to obtain the tax and water clearance and it is attached, I was not able to obtain the tax and water clearance certificate, I will need assistance in completing the tax and water clearance process and I prefer to be recommended for HIPC membership before completing the tax and water clearance certificate." J. Baez recommended the option to select "I prefer to be recommended for the HIPC membership before completing the tax and water clearance certificate" should be removed from the application because applicants needed to have the necessary clearance to be considered for membership. M. Cappuccilli suggested that the language in the application be changed to reflect the new policy that required the applicant to obtain tax and water clearance. J. Baez agreed and suggested that the language in the application be updated to include an option for those who tried to obtain tax and water clearance but were unable to get it. He noted the updated language would be more inclusive of all people, and it would encourage more people to apply. S. Romero proposed the language should just say "I was able to receive clearance and it was attached" and "I will need assistance in completing the tax and water clearance process." He noted this new language would remove options 2 and 4, "I was not able to obtain the tax and water clearance certificate and I prefer to be recommended for HIPC membership before completing the tax and water clearance certificate."

Motion: S. Romero moved, J. Baez seconded to vote on the new language for the HIPC application.

Motion Passed: 5 in favor, 0 opposed, 0 abstained.

Co-Chair attendance and participation policy

D. Law informed the committee some of the HIPC co-chairs were in violation of the attendance policy that applied to HIPC members. She reminded the committee a HIPC member was allowed 3 unexcused absences or 5 total absences (unexcused and excused) for the year. She informed the committee at this time there is no language in the bylaws that is specific to co-chair attendance. She suggested the committee could draft new language that was specific to co-chair attendance. D. Law mentioned the committee could also recommend the Executive Committee to draft new language about co-chair attendance. M. Cappuccilli recommended the language for co-chairs be the same as regular HIPC members.

D. Law asked the committee to review Article III: Membership and Article IV: Officers of the HIPC by laws. J. Baez stated the language in Article IV needed to be updated to be specific to Officers. L. Diaz proposed that co-chairs be held at a higher standard compared to the rest of the HIPC. She explained that 5 total absences were too many for the officers (co-chairs of the Planning Council). She suggested 3 total absences was a more suitable figure as opposed to 5. D. Law asked the committee if they wanted to recommend that the Executive Committee to change the attendance policy for co-chairs as well as updating the language. S. Romero replied he saw no issue with allotting each co-chair 5 total absences. He explained he did agree with L. Diaz that people in leadership positions should be held at a higher standard; however, 3 total absences was too little to accommodate the dynamic nature of people's work schedules. J. Baez suggested the Executive Committee should review the attendance policy as a whole. He recommended the language should be changed to reflect co-chair attendance. He suggested the updated language should include attendance policies for the officers, and the committee should review general co-chair attendance in the upcoming meetings.

J. Baez proposed the language should read along the lines, “The Nominations Committee recommends the Executive Committee draft language that pertains to HIPC co-chair attendance that is separate from the attendance policy for regular HIPC memberships.”

Motion: J. Baez moved, M. Cappuccilli seconded to have the Executive Committee draft language that is specific for co-chair attendance. Motion passed: 5 in favor, 0 against, 0 abstained. The Committee unanimously decided to recommend the Executive Committee draft language that is specific for co-chair attendance.

- **Review attendance and subcommittee attendance**

D. Law distributed the September 2016-August 2017 attendance spreadsheet for both the HIPC and the HIPC subcommittees. She explained the names that are in red and highlighted were in violation of the current attendance policy. She reminded the committee the by laws state that all HIPC members are required to part of at least 1 subcommittee. M. Cappuccilli asked about those who attend all HIPC meetings but no subcommittees. D. Law replied that typically those who aren't attending their subcommittee meetings are also not attending the HIPC meeting. M. Cappuccilli inquired how the subcommittee attendance policy related to the HIPC attendance policy. D. Law replied the subcommittee attendance policy is the same as the HIPC attendance policy. She explained the policy allowed for 5 total absences (excused or unexcused) or 3 unexcused absences. She noted those who were in violation were written in red and highlighted. The committee reviewed those who in violation of the attendance policy. In total 8 were in violation, and the committee began to review each individual. From this point on the committee referred to each person who was in violation of the attendance policy by a number for privacy. M. Cappuccilli stated 1, 7, 13, 15, 27, 31, 38, 39 were in violation, and he suggested that emails should be sent to each individual. M. Cappuccilli asked D. Law if there was a standard email used for those in violation of attendance policy and if it included the invitation for them to attend Nominations Committee meetings to explain their absenteeism. D. Law agreed and noted she would send the emails out later today.

- **Attendance policy reminder to HIPC**

D. Law suggested the committee remind HIPC about the attendance policy at a future meeting. She stated the reminder could either be more in the formal sense with a PowerPoint presentation or an informal verbal presentation. M. Cappuccilli agreed and recommended the committee do a PowerPoint presentation that explained what the attendance policy is, how to handle absences, the importance of signing in, and remind all HIPC members that is it required to join a subcommittee.

Old Business: None

New Business: None

Announcements: None

Adjournment: Motion: S. Heaven moved J. Baez seconded to adjourn the meeting at 1:49 p.m. Motion passed: All in favor.

Respectfully submitted by,

Stephen Budhu, Staff

Handouts distributed at the meeting:

- Meeting Agenda

- September 14, 2017 minutes
- Article III & Article IV: Membership By laws
- Philadelphia EMA Ryan White Part A Planning Council: Description of Open Nominations Process
- HIPC 2016-2017 Attendance spreadsheet (not scanned)
- HIPC subcommittee 2016-2017 attendance spreadsheet (not scanned)
- HIPC membership application (not scanned)
- OHP Calendar