

MEETING AGENDA

VIRTUAL:

Tuesday, October 7th, 2025

12:00 p.m. – 2:00 p.m.

- ♦ Call to Order
- ♦ Welcome/Introductions
- ♦ Approval of Agenda
- ♦ Approval of Minutes (September 11th, 2025)
- ♦ Report of Co-Chairs
- ♦ Report of Staff
- ♦ Discussion item
 - Open Nominations Process
- ♦ Other Business
- ♦ Announcements
- ♦ Adjournment

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

Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107
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The next Nominations Committee meeting is
VIRTUAL: November 13th, 2025 12:00pm - 2pm

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

VIRTUAL: Nominations Committee

Meeting Minutes of

Thursday, September 11th, 2025

12:00 p.m. – 2:00 p.m.

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

Present: Juan Baez (Co-chair), Michael Cappuccilli (Co-chair), Sharee Heaven, Stacy Smith

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh

Call to Order: M. Cappuccilli called the meeting to order at 12:06 p.m.

Introductions: M. Cappuccilli asked for introductions.

Approval of Agenda:

M. Cappuccilli referred to the September 2025 Nominations Committee agenda and asked for a motion to approve. M. Cappuccilli amended the agenda to include “in-person meetings” as an agenda item. **Motion:** M. Cappuccilli motioned; S. Heaven seconded to approve the amended September 2025 agenda. **Motion passed:** 3 in favor. The amended September 2025 Nominations Committee agenda was approved.

Approval of Minutes (June 11th, 2025):

M. Cappuccilli referred to the June 2025 Nominations Committee minutes. **Motion:** M. Cappuccilli motioned; S. Smith seconded to approve the June 2025 meeting minutes. **Motion passed:** 3 in favor. The June 2025 Nominations Committee meeting minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

During the month of September, certain HIPC members would be reaching their term limit and would be required to leave HIPC for one year before they could reapply. M. Cappuccilli and L. Diaz were two Nominations Committee members who would be reaching their term limits this month. The committee thanked M. Cappuccilli and L. Diaz for their contributions over the years.

T. Dominique said M. Ross-Russell was speaking with the Project Officer regarding the in-person meeting requirements. The Office of HIV Planning (OHP) staff had suggested the Nominations Committee would be most suited to test hybrid meetings since they were a small committee. S. Heaven said she would have difficulty attending the meetings in-person due to her schedule but she was committed to attending them in-person. T. Dominique said OHP staff was requesting to move the October meeting to October 8th. They would also move HIPC’s meeting date to the same day. T. Dominique said this was due to staff conflicts. OHP staff planned to hold in-person meetings with smaller size committees before having in-person HIPC meetings next year. M. Cappuccilli asked what the hybrid meetings would look like. T. Dominique described the hybrid meeting as having a screen at the front of the room and a camera in the center of the room to record the meeting. Meeting participants would be given the choice to sit in front of the

camera or to sit in a designated area where they would not be recorded. The participants would be given a code before the meeting to enter the building. Currently, the elevator on 12th street was not functioning and participants would be directed to the Callowhill entrance. S. Heaven and J. Baez said October 8th conflicted with their schedules.

T. Dominique said they may not have a quorum for the Open Nominations Panel. S. Moletteri suggested moving the date to October 7th at 12pm. The committee decided October 7th would be a more suitable date. They recognized that they needed to look for more members to meet the quorum requirement.

Discussion Items:

-Update on Recommendation Letters and Process-

T. Dominique reported that they did not receive the recommendation letters yet. This was a problem because they would be losing six members this month followed by another five to six members in April. There was concern that HIPC would not have enough members. HIPC and the subcommittees required members to have one year of membership in good standing before they could be considered for leadership roles. M. Ross-Russell suggested that the period prior to the recommended letters could be counted toward the one-year requirement. M. Ross-Russell said the members were volunteers and many of the recommended members were attending meetings regularly despite being unable to vote.

Previously HIPC had attempted to amend the ByLaws to allow recommended members to vote, but they learned this was not possible. They were not able to test this since the last time the question was asked, they had received the recommendation letters shortly after. T. Dominique asked if they were to consider an ex-officio position for members who reached their term limits but still wanted to continue participating in HIPC. The committee decided it would be one of their options going forward.

T. Dominique said the committee had three scenarios. They could continue insisting on the recommendation letters from the Mayor's Office. The second scenario would be having ex-officio votes. In the scenario of a tie, they would need to rely on provisional votes from recommended members where they simply asked the recommended member what their vote would be. D. Law questioned if attendance would be counted for ex-officio members. T. Dominique asked how long a member had to be off HIPC before they could apply for ex-officio status. J. Baez said they should see if this proposal would be allowed first before they expounded on the specifics.

S. Heaven asked how they would approach the Mayor's Office regarding the recommendation letters. T. Dominique replied that Dr. K. Brady contacted the Mayor's Office and they were to contact the federal government to remind the city government that they were not in compliance.

M. Cappuccilli asked about next steps. T. Dominique said they would meet with their project officer and stress the importance of confirming the recommended members. In the meantime, they would work with the recommended members to ensure they felt welcomed and engaged.

-Member Terms-

D. Law said the HIPC was currently at 32 members after some members were removed and some others had resigned. At the end of the month, the membership number would drop to 23 members due to members either rolling off or not reapplying for membership. D. Law suggested extending the membership term for members who needed to reapply by 30 days. This would allow the Open Nominations Panel to review the reapplying members' applications while also allowing those members to retain their ability to vote. She said the Nominations Committee needed to vote on this issue.

D. Law had contacted the members who needed to reapply. Only 4 members had responded. One member had decided to leave HIPC.

Motion: M. Cappuccilli motioned, J. Baez seconded to extend the terms of members who needed to reapply by 30 days.

M. Cappuccilli: In Favor

J. Baez: In Favor

S. Heaven: In Favor

Motion Passed: 3 in favor. The motion to extend the terms of members who needed to reapply by 30 days was passed.

-Membership Attendance Review-

The Nominations Committee reviewed member attendance from September 2024 to August 2025. Members with three unexcused absences in a row or five absences throughout the planning year were in violation of attendance policy. These members were to be discussed by the Nominations Committee.

Member #3 had attended six HIPC meetings but had not attended the previous four HIPC meetings. T. Dominique volunteered to reach out to this member.

Member #8 had attended four HIPC meetings but were not present for the last seven meetings. S. Moletteri said they would attempt to reach this person.

Member #9 had six absences. J. Baez volunteered to reach out to this member.

Member #10 was absent from five meetings in the planning year. M. Cappuccilli recommended that they should reach out to this member.

Member #12 had attendance issues before this planning year. In the previous meeting, the committee had discussed removing this member from HIPC, but decided they would contact this person and wait to see if the member would reply. The member had not attended HIPC meetings, but they did attend a subcommittee regularly. S. Moletteri explained this was because the member had scheduling conflicts with the HIPC meeting as opposed to the subcommittee they attend. Two Nominations Committee members were against removal of the member while one member was for the removal of the member. Those who favored allowing the member to continue their HIPC membership cited the member's regular attendance at the subcommittee

meeting. With more votes favoring stay of action, the committee had decided they would simply observe the member's attendance issue for the time being.

Member #14 was absent from meetings due to health issues. This member would be reaching their term limit soon. The committee decided no further action was required.

Member #19 had attended one HIPC meeting and had 10 unexcused absences. M. Cappuccilli had attempted to reach this person but received no response. D. Law said she would attempt to reach out to this member.

Member #21 had nine unexcused absences. J. Baez said he would reach out to them.

Member #24 had an attendance violation. T. Dominique said the member had someone attend the HIPC meetings and record the information for the member. T. Dominique added that the member was not seen attending a subcommittee meeting. The member does respond to email. T. Dominique said she would reach out to this member.

Member #26 had not attended a meeting this planning year. Their absences were excused because they had technological issues which prevented them from attending on ZOOM. D. Law said there was no further action needed since the member would be reaching their term limit and would be removed from HIPC.

Member #27 was absent during six HIPC meetings. S. Heaven volunteered to reach out to this person.

T. Dominique said one member was listed as being removed and the member had not officially resigned.

-Open Nominations Process-

They would have the Open Nominations Process next month instead of this month. D. Law said they wanted to round up more applicants before sending them to the Mayor's Office. She said they currently had seven viable applications and two reapplicants. Their goal was to recruit six more new applicants. The deadline for applying to HIPC was October 2nd.

More members would be needed to participate in the Open Nominations Panel. They normally asked the Executive Committee to join them. D. Law said they would send them the blind applications and asked the committee members to score them when they are sent.

Other Business:

T. Dominique said they wanted to have the orientation in October for the recommended members. It would be helpful for new and veteran members. D. Law asked if they were having the orientation meeting in-person or hybrid. M. Cappuccilli asked if the Nominations Committee could meet between October and November to discuss in further detail about the orientation.

Announcements:

None.

Adjournment:

M. Cappuccilli called for a motion to adjourn. **Motion:** S. Heaven motioned; M. Cappuccilli seconded to adjourn the September 2025 Nominations Committee meeting. **Motion passed:** Meeting adjourned at 1:26 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- September 2025 Nominations Committee Agenda
- June 2025 Nominations Committee Minutes

DRAFT