

MEETING AGENDA

VIRTUAL:

Thursday November 13th, 2025

12:00 p.m. – 2:00 p.m.

- ♦ Call to Order
- ♦ Welcome/Introductions
- ♦ Approval of Agenda
- ♦ Approval of Minutes (October 7th, 2025)
- ♦ Report of Co-Chairs
- ♦ Report of Staff
- ♦ Discussion item
 - Recommendation Letter Update
 - Application Guidance
- ♦ 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
(215) 574-6760 • FAX (215) 574-6761 • www.hivphilly.org

The next Nominations Committee meeting is
VIRTUAL: December 11th, 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, October 7th, 2025

12:00 p.m. – 2:00 p.m.

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

Present: J. Baez (Co-Chair), T. Burroughs, D. D'Alessandro, J. Ealy, A. Edelstein, S. Heaven, S. Smith

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

Call to Order: T. Burroughs called the meeting to order at 12:19 p.m.

Introductions: T. Burroughs asked for introductions.

Approval of Agenda:

T. Burroughs referred to the October 2025 Nominations Committee agenda and asked for a motion to approve. **Motion: D. D'Alessandro motioned; S. Smith seconded to approve the October 2025 agenda. Motion passed: 8 in favor.** The October 2025 Nominations Committee agenda was approved.

Approval of Minutes (September 11th, 2025):

T. Burroughs referred to the June 2025 Nominations Committee minutes. **Motion: S. Heaven motioned; J. Baez seconded to approve the September 2025 meeting minutes. Motion passed: 5 in favor. 2 abstained.** The September 2025 Nominations Committee meeting minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

S. Moletteri reported that the Office of HIV Planning (OHP) would be tabling at several events in the coming weeks. They would table at the Connecting the Dots event on Thursday. On Sunday, they would be attending the OURfest event. Later in the month, they would table at a Femme Halloween festival at night.

Discussion Items:

-Open Nominations Process-

D. Law reviewed the demographics of the HIPC membership. She said they were required to have at least 33% of the membership be people with lived experience. At this time, they had fallen short of that goal but they were working towards recruiting more consumers.

The Open Nominations Panel were given applications before the meeting to score. After a week, the panel had reviewed and scored the 17 applications. J. Baez asked D. Law how many of the

applications were from returning members. D. Law said there were four members reapplying. If all 13 new applicants were recommended as members, the HIV Integrated Planning Council (HIPC) would have a total of 47 members.

With enough members present to form a quorum, the Open Nominations Panel proceeded to review each application in order of score. The first application was applicant #152. The panel felt the applicant was well rounded and voted to recommend the applicant without much discussion. Applicant #146 was also recommended to forward their application to the mayor with a unanimous vote.

Applicant #147 was a member who applied through their workplace and had no longer worked there. A. Edelstein noted the applicant's pattern of unexcused absences. D. Law explained the applicant was a former member with lived experience. A. Edelstein wondered if they could recommend the application and help the member with their attendance barriers if they were accepted by the Mayor's Office. D. Law said another area of concern was she was unable to contact the applicant by email because they had changed jobs. T. Burroughs said if they could not contact the applicant, they would have issues in the future. D. Law said they could contact the applicant by phone. J. Baez and T. Burroughs agreed that they should not penalize the applicant for their past attendance issues and recommend the member based on their current application which had met their criteria for recommendation. If the candidate had not resolved their attendance issue in the future, the panel agreed to remove the candidate. The Open Nominations Panel voted on the application. With 6 members in favor and 1 member against, the applicant was recommended for appointment.

Applicant #155 was recommended to the Mayor's Office without much discussion. The applicant was a returning member and the panel felt the applicant's background was strong enough for appointment. The applicant was recommended with 7 votes in approval. Applicant #157 was another reapplicant. Unlike the previous application, this applicant had a history of attendance violations. T. Dominique said the OHP staff had spoken with the member and the member had agreed to start attending meetings. T. Dominique said the applicant was a part B member and was a part of the NJ HIV Planning Group (HPG). She said the applicant's position and experience was invaluable as the member could make reports in their name to the NJ HPG and vice versa. The panel shared the sentiment and voted 7 in favor to recommend the member to the Mayor's Office.

Applicant #145 was a representative from Cooper. S. Moletteri said the Nominations Committee had guidance which encouraged no more than two members representing a single organization. In the past, however, S. Moletteri explained how the Nominations Committee had discussed making an exception for large organizations like Cooper. S. Smith, who also worked at Cooper, said she knew who the applicant was. She said she had vouched for the applicant's reliability. S. Smith would recuse herself from the vote. The review panel voted on the applicant and recommended them for appointment with 5 votes in favor, 1 vote against, and 1 vote abstained.

Applicant #154 was recommended to the Planning Council with 6 votes in favor and 1 vote abstaining. Applicant #163 was recommended with 7 votes in favor. Applicant #153 was recommended with 7 votes in favor.

Applicant #159 was a former member reapplying. The applicant had previous attendance issues. S. Moletteri said they had a conversation with the applicant and they seemed excited to rejoin the PC despite feeling intimidated to participate before. The review panel noted the person had lived experience and felt their voice was important. The review panel voted 6 votes in favor and 1 vote against to recommend the member for appointment.

Applicant #161 was a person from the Department of Public Health. The review panel voted 5 in favor and 2 against. Applicant #162 had not responded back to D. Law's email. The review panel voted 6 in favor and 1 against. The applicant was recommended for appointment.

Applicant #149 was emailed twice by D. Law. The applicant was recommended for appointment, 6 in favor and 1 abstained

Applicant #158 was a person from Trucksville, PA. D. D'Alessandro asked if candidates needed to be from the EMA to apply for HIPC membership. D. Law confirmed that there were no regional restrictions to membership. The member had self-identified as female and a person with lived experience. S. Smith believed the person may be applying to HIPC to seek services. She said Trucksville was known to be a low income area. D. D'Alessandro suggested rejecting the application and referring the person to services. T. Burroughs believed the application was not enough to warrant appointment. D. Law asked how they should respond to the applicant. A. Edelstein said they should simply say HIPC didn't have the services to meet their needs. The review panel voted. Five votes were against and two votes were in favor. The candidate was not recommended for appointment.

Applicant #150 was recommended by the review panel with 5 votes in favor, 1 vote against, and 1 vote abstained. T. Burroughs disclosed that he and the applicant were in the same organization and he had abstained during the vote.

Applicant #160 was a representative from Congreso. This person would be the third person on the council from Congreso if they were appointed. T. Dominique said they had been courting this person for some time. T. Burroughs noted the person had a low score. T. Dominique said the person seemed to be enthusiastic to join HIPC and was very responsive to emails. She said the person would look for the OHP staff when they were tabling. S. Smith said Congreso was a large organization and they should treat this situation the same way they had treated the situation with Cooper. She highlighted that the applicant had experience with immigrants and refugees and could offer a unique perspective. The other review panel members agreed and voted to recommend the applicant with 5 votes in favor and 2 votes abstained.

Applicant #156 had a specialty in finance. S. Smith felt the candidate's personal statement was unprofessional. T. Burroughs said he had expected a stronger application considering the candidate's title. A. Edelstein said he was rolling off soon and this person could be a potential member to take his place as co-chair on the Finance Committee. He urged the review panel members to recommend this candidate. The review panel voted to recommend the member for appointment with 4 votes in favor, 2 against and 1 vote abstaining.

With all 17 applications reviewed, the Open Nominations Panel had recommended 16 candidates for appointment to the Mayor's Office. Adding these potential members to the HIPC would increase the membership count to 46 members.

Other Business:

None.

Announcements:

None.

Adjournment:

J. Baez adjourned the meeting at 1:47 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- October 2025 Nominations Committee Agenda
- September 2025 Nominations Committee Minutes
- Applicant Scoresheets