

VIRTUAL: Nominations Committee

Meeting Minutes of

Thursday, November 13th, 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, A. Manley, S. Smith

Excused: S Heaven, P. Neumann (Recommended)

Guest: M. Gordon

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

Call to Order: J. Baez called the meeting to order at 12:08 p.m.

Introductions: J. Baez asked for introductions.

Approval of Agenda:

J. Baez referred to the November 2025 Nominations Committee agenda and asked for a motion to approve. **Motion: J. Baez motioned; S. Smith seconded to approve the November 2025 agenda. Motion passed: 4 in favor.** The November 2025 Nominations Committee agenda was approved.

Approval of Minutes (October 7th, 2025):

J. Baez referred to the October 2025 Nominations Committee minutes. **Motion: J. Baez motioned; T. Burroughs seconded to approve the October 2025 meeting minutes. Motion passed: 2 in favor. 1 abstained.** The October 2025 Nominations Committee meeting minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

S. Moletteri announced the HIV Integrated Planning Council (HIPC) and the Office of HIV Planning (OHP) would be hosting a town hall in Philadelphia. The town hall would focus on people living with HIV (PLWH). The purpose was to learn how PLWH use Ryan White (RW) services. J. Baez asked S. Moletteri if people without HIV were allowed to attend the meeting. S. Moletteri explained that people without HIV were not allowed to attend. The purpose of barring anyone who was not PLWH was to create an environment where PLWH could speak freely about the services they use.

D. Law reported they had received 3 additional applications. She had invited them to the meeting and hoped they would attend shortly.

Discussion Items:

-Recommendation Letters Update-

T. Dominique reported that the Philadelphia city government had asked for more detail on their recommended members before they could process their applications and send out the recommendation letters. The city government had asked for the applicant's name, home address, email address, phone number and application score. She said they would comply with the government's request but they would redact the information and keep the applicants' names separate from their scores. The city government had wanted not only this information but also the applications of the candidates who were rejected during the Open Nominations Process. She encouraged the members to use a personal email address and not their work email. S. Smith inquired about why the city would request additional information now when they hadn't previously. T. Dominique believed that the new mayoral administration wanted to be more involved in the day to day processes and they were not the only organization being asked to release more information. Before sending out any information, T. Dominique wanted to have input and consent from HIPC members and the recommended members for how they wanted their information used. J. Baez said the city government could simply backtrack to obtain all information if they use the tax certification. He felt that members and recommended members would feel uneasy that the government was asking for this information.

-Application Guidance-

D. Law presented the committee members with the Release of Confidential Information form. J. Baez said this form should be amended to include the City of Philadelphia as one of the parties the information would be released to. He said the form needed to be clear that they would release all the person's personal information to the City of Philadelphia. T. Dominique said that in their initial contact, they were to simply survey what the HIPC and recommended members were comfortable in releasing.

S. Smith said asking information from an individual was different from releasing information as an aggregate. T. Dominique said they would not release information if the information would reveal the HIV status of a person. For example, if they had six applications and needed to provide a percentage on the number of people living with HIV (PLWH), they would need to redact the information because the sample size would be too low.

Other Business:

None.

Announcements:

None.

Adjournment:

J. Baez adjourned the meeting at 1:44 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- November 2025 Nominations Committee Agenda
- October 2025 Nominations Committee Minutes