

MEETING AGENDA

VIRTUAL:

Thursday, April 9th, 2026

12:00 p.m. – 2:00 p.m.

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (March 12th, 2026)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion items
 - Open Nominations Process
 - Release of Information
 - Orientation
 - Survey Review
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

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

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The next Nominations Committee meeting is

VIRTUAL: May 14th, 2026 12:00pm - 2pm

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

HYBRID: Nominations Committee

Meeting Minutes of

Thursday, March 12th, 2026

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), S. Heaven, A. Manley, S. Smith,

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh, Kristin Wilson (Intern)

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

Introductions: J. Baez asked for introductions. Those on Zoom introduced themselves via the chat, and those in person verbally introduced themselves.

Approval of Agenda:

J. Baez referred to the March 2026 Nominations Committee agenda and asked for a motion to approve. **Motion:** S. Heaven motioned; J. Baez seconded to approve the March 2026 agenda. **A poll was launched and those in the room voted with a show of hands to record the votes. Motion passed: All in favor.** The March 2026 Nominations Committee agenda was approved.

Approval of Minutes (January 8th, 2026):

J. Baez referred to the January 2026 Nominations Committee minutes. **Motion:** S. Smith motioned; J. Baez seconded to approve the January 2026 meeting minutes. **A poll was launched and those in the room voted with a show of hands to record the votes. Motion passed: All in favor.** The January 2026 Nominations Committee meeting minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

D. Law said they didn't have an update on the recommendation letters. T. Dominique said they had also seen no movement on the names the Nominations Committee had approved in their last meeting. She said they had a meeting with the health commissioner. She then said they had a new deputy health commissioner and she hoped the new deputy would expedite the process.

K. Trinh said the Prevention Committee had hosted a Valentine's Day event on February 13th. He said they had 13 guests at the event and one of the guests had said they were interested in joining HIPC. D. Law said they had seen M. Cappuccilli at the event and reported that M. Cappuccilli expressed interest in rejoining HIPC. T. Dominique said this person had lived experience and they would be reviewing applications when they reached 5 applications.

Discussion Items:

-Member Attendance Review-

D. Law said that, for the most part, full HIPC members were attending HIPC meetings regularly with the exception of one member. T. Dominique said that one of the things they had implemented in September was having D. Law call members if they were not present at the start of the meeting. She said this had lent itself to increased attendance.

Member#20 was the only person who had attendance issues. J. Baez suggested sending a warning letter before deciding to remove them from the Planning Council. T. Dominique said the last time she had seen this member was last year during the Valentine's Day event and she noted that the member had left the event early. She believed that this had indicated the member had attendance issues even back then.

-Social Events-

J. Baez said they should find ways to engage their members so they feel incentivized to come to meetings. He remembered that a survey was sent before the meeting and asked what the results were. K. Trinh said the survey asked members what their barriers to attending in-person meetings were and asked what they could do to make attending in-person meetings. The survey was answered by 60% full HIPC members and 40% recommended members. Survey respondents were anonymous and they could not tell who answered the survey unless the survey respondent offered their email. He summarized that members felt they could not attend meetings in-person due to their schedule and workload. Members also mentioned that they valued social interaction as a reason they would attend meetings in-person. T. Dominique said the delay on recommendation letters may be influencing how members viewed attendance. If someone could not vote, there was less reason to attend. For others, they may still want to attend because their organization required some form of representation on the Planning Council.

J. Baez suggested having a survey that targeted recommended members. T. Dominique agreed that they could do the survey. She then mentioned that the Valentine's Day event was able to engage people across a wide spectrum of demographics. J. Baez said they could have the survey ask the recommended members what they would be interested in seeing in future meetings. T. Dominique said recommended members may be more respondents if they received emails and invitations that were more personalized. K. Trinh said he could create this survey.

K. Trinh suggested having more events to engage the membership. He suggested some dates that they could center their events on. J. Baez said they should ask the full membership about what they would like to see. T. Dominique said that events were on the agenda for the HIPC meetings because the Nominations Committee used to host events before. J. Baez suggested asking members to help host the event as a way to engage them and to acquaint them with other members.

-Member Term Limits and Co-Chair Positions-

D. Law said 6 co-chairs would be rolling off in six months. At this time, they didn't have a replacement for J. Baez when he met his term limit in six months. T. Dominique said only the Comprehensive Planning Committee and the Prevention Committee have a co-chair in the waiting when their co-chair reaches their term limit. She explained that they were considering counting the recommended members' time while they waited for the Mayor's appointment as time toward the requirement of 1 year of good standing to be a co-chair. T. Dominique asked that

the committee members consider how they would change the ByLaws to suit this purpose. J. Baez asked if they would need permission from HRSA before amending the ByLaws. T. Dominique said they did not need to ask HRSA since it was a matter of self governance. She reminded the committee members that once a person had become a HIPC co-chair, they were barred from becoming a subcommittee co-chair for their tenure as co-chair. J. Baez said they should email people to gauge interest from people who had potential. Once they had confirmed whether there was interest, they could open the process towards the general body of HIPC. D. Law said once they forwarded language for the ByLaws, they needed to wait 30 days for comment before the ByLaws amendments were voted on.

T. Dominique said 11 people were reaching the end of their membership. She asked if the committee members were comfortable with the Office of HIV (OHP) staff reaching out to contact everyone who could reapply and approaching them to reapply earlier. The members reapplying would start their term in September but they would reapply sooner so the Nominations Committee would not be overwhelmed with applications. J. Baez said this was a good idea. D. Law said this would mean they would need to meet more frequently.

D. Law said they would have 17 people whose terms were expiring. T. Dominique explained that the number had gone to 11 because 4 people were reaching their term limit and could not apply. One person had resigned from HIPC. The last person had attendance issues and was not responding to emails.

Other Business:

None.

Announcements:

None.

Adjournment:

J. Baez called for a motion to adjourn. **Motion: S. Heaven motioned, J. Baez seconded to adjourn the Nominations Committee meeting. Motion passed: All in favor.** The meeting adjourned at 1:04 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- March 2026 Nominations Committee Agenda
- January 2026 Nominations Committee Minutes