
VIRTUAL: Nominations Committee

**Meeting Minutes of
Thursday, April 10th, 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), Lupe Diaz, Ariann Garcia, Sharee Heaven, Stacy Smith

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Mari Ross-Russell, Kevin Trinh

Call to Order: M. Cappuccilli called the meeting to order at 12:02 p.m.

Introductions: M. Cappuccilli asked for introductions.

Approval of Agenda:

M. Cappuccilli referred to the April 2025 Nominations Committee agenda and asked for a motion to approve. **Motion:** M. Cappuccilli motioned; L. Diaz seconded to approve the April 2025 agenda. **Motion passed:** All in favor. The April 2025 Nominations Committee agenda was approved.

Approval of Minutes (March 13th, 2025):

M. Cappuccilli referred to the March 2025 Nominations Committee minutes. **Motion:** M. Cappuccilli motioned; S. Heaven seconded to approve the March 2025 Nominations Committee Meeting Minutes. **Motion passed:** 3 in favor. 2 abstained. The March 2025 Nominations Committee minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

M. Ross-Russell reported they were working with the Division of HIV Health (DHH) to monitor the situation now that the federal government had begun defunding various programs and agencies.

D. Law said they normally reviewed new applications for the HIV Integrated Planning Council at this time. However, they would need to postpone this since they had only received two applications. One application was incomplete. D. Law had contacted both persons and was not able to reach them. She reported that they would not have any members reaching their term this round. She said DHH had sent out a recruitment letter and she hoped this would encourage more people to apply. If they received enough applications, there would be a midterm application

review. M. Ross-Russell added that Dr. Brady had sent the email earlier this week and it contained the flyers created by S. Moletteri and T. Dominique.

Discussion Items:

-Member Outreach Results-

S. Smith mentioned that she had reached out to one of the members and convinced them to join a committee.

S. Moletteri had volunteered to contact one person. The person was active in subcommittees outside of HIPC and its subcommittees. They explained that the member's busy schedule had prevented them from attending meetings. When the meeting time was situated at the right time, the member had attended the meetings. D. Law wondered if they could change the member's absences into excused absences. S. Moletteri suggested instead reminding the member about their obligation to attend meetings right before the meeting. L. Diaz questioned whether it was appropriate to keep someone on HIPC who did not prioritize attending meetings, especially at the expense of someone who would actively participate. S. Moletteri believed there could be a factor of the member forgetting about the meeting dates. The member had remembered to attend meetings when the meetings were in-person. M. Ross-Russell suggested reminding the member about the meetings a week in advance and again shortly before each meeting. If the member still failed to attend, the Nominations Committee could conclude that the issue was not simply a matter of forgetfulness. The committee agreed to see if the member would start attending meetings before taking action.

T. Dominique asked if taking a leave of absence would affect their membership. D. Law said it would not affect their membership. A member can have a leave of absence for up to 6 months per. Members usually had a leave of absence due to situations such as medical or life situations.

M. Cappuccilli had volunteered to reach out to two members. He had called and sent an email to both members but did not receive a response. One member had not attended more than half of the HIPC meetings. The other member was absent from meetings but had attended the last HIPC meeting and M. Ross-Russell said they had voted in that meeting. T. Dominique said this person had recently received their recommendation letter from the Mayor's Office and they were likely waiting for the letter before attending meetings. The committee agreed they would wait to see how the situation would unfold.

The committee decided they would remove the first member from the HIPC membership due to attendance violation.

Motion: M. Cappuccilli motioned, L. Diaz seconded to remove the member from the HIV Integrated Planning Council Membership.

M. Cappuccilli: In Favor
L. Diaz: In Favor
S. Smith: In Favor
A. Garcia: In Favor
J. Baez: In Favor

S. Heaven: In Favor

Motion Passed: All in Favor. The motion to remove this member was passed.

S. Heaven was able to contact a member. At the time, the member was on vacation but they had expressed continued interest in HIPC. The member did not have attendance issues in HIPC but they did not fulfill the requirement to attend at least one subcommittee meeting per month. S. Heaven asked the member to join a subcommittee and the member was unsure which committee to join. S. Heaven recommended joining the Nominations Committee. S. Heaven believed the member would select a committee once they had returned from vacation.

D. Law had volunteered to contact a member. The member would regularly attend meetings when there were in-person meetings but was inactive now that the meetings were virtual. D. Law said this member had issues with using technology and could only be contacted by mail delivered to their home. L. Diaz asked which membership category the individual represented.

L. Diaz, being mindful of the legislative language and the HIPC's Bylaws, asked M. Ross-Russell how many unaligned consumers they had in their membership. She explained that the number was previously 23% but this had included members who were affiliated. When excluding members who were affiliated, the number would decrease to 16%. She said this had been a discussion with their project officer since last year and has been an ongoing issue for HIPC and surrounding organizations. The issue had been a residual since COVID-19. L. Diaz was worried because the legislation and their Bylaws had specified 33% of the membership had to be unaligned consumers. M. Ross-Russell said their project officer was stricter with the member composition. L. Diaz said their meeting with the project officer proved that it was possible for the project officer to ask about the percentage of unaligned consumers. She said it was imperative that the committee members would help the OHP staff recruit more members with lived experience.

J. Baez stated that they couldn't just place people on the Planning Council for the sake of meeting quotas. These members had to assume the responsibilities of the membership. J. Baez said he was in favor of removing inactive members because members have had multiple chances to continue their membership and the committee had attempted multiple times to break down the barriers to attending. Even after these attempts, if the member was still unable to attend, J. Baez said they should not be allowed on HIPC. The committee agreed that D. Law would attempt to reach out to the member. J. Baez said the member could try to connect to meeting through community spaces. If the member was still unable to attend, they would have to remove them from HIPC. M. Ross-Russell said this member had the same issue as the other member with attendance issues. If they reached out to this member and the member's attendance issue continued, they would need to remove them from HIPC.

J. Baez had attempted to contact a member with attendance issues. He reported receiving no response from the voicemail he left. The member had been missing for ten consecutive meetings. The committee had formerly known the member had worked at PHMC but they were unsure if the member was still working there. S. Smith, based on a quick background search, speculated that the member was working at Philadelphia FIGHT.

Motion: J. Baez motioned, M. Cappuccilli seconded to remove the member from the HIV Integrated Planning Council Membership.

J. Baez: In Favor
M. Cappuccilli: In Favor
L. Diaz: In Favor
S. Smith: In Favor
A. Garcia: In Favor
S. Heaven: In Favor

Motion Passed: All in Favor. The motion to remove this member was passed.

D. Law listed 3 members without attendance issues but had not joined a subcommittee. S. Heaven, M. Cappuccilli and S. Moletteri said they would contact these members to follow up with them.

With the removal of the two members, D. Law counted that they had 36 members. The percentage of unaligned consumers was 14%. They were still above the 35 member requirement set by the HIPC Bylaws.

Other Business:

None.

Announcements:

None.

Adjournment:

M. Cappuccilli called for a motion to adjourn. **Motion:** S. Heaven motioned; J. Baez seconded to adjourn the April 2025 Nominations Committee meeting. **Motion passed:** Meeting adjourned at 1:09 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- April 2025 Nominations Committee Agenda
- March 2025 Nominations Committee Minutes