
VIRTUAL: Nominations Committee

**Meeting Minutes of
Thursday, May 8th, 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), Lupe Diaz, Sharee Heaven, Alecia Manley, Stacy Smith

Excused: Michael Cappuccilli (Co-Chair)

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

Call to Order: J. Baez called the meeting to order at 12:06 p.m.

Introductions: J. Baez asked for introductions.

Approval of Agenda:

J. Baez referred to the May 2025 Nominations Committee agenda and asked for a motion to approve. **Motion:** L. Diaz motioned; S. Heaven seconded to approve the May 2025 agenda.

Motion passed: All in favor. The May 2025 Nominations Committee agenda was approved.

Approval of Minutes (*April 10th, 2025*):

J. Baez referred to the April 2025 Nominations Committee minutes. L. Diaz asked if they could remove the section where she asked about a member's lived experience. It was decided that they would table the approval of the minutes.

Report of Co-chairs:

None.

Report of Staff:

D. Law reported she had mailed requests to three members who had attendance issues to call the Office of HIV (OHP). She said she had not heard from the members yet. S. Moletteri was to host the Positive Committee meeting next week in-person.

The OHP office had received six applications for HIPC. Of the six applications, only two applications were completed. The rest of the applications were incomplete. D. Law said she had emailed and called these candidates. She only received one call back. Two of the candidates had not responded to the email and their phone numbers were disconnected.

M. Ross-Russell said they sent recruitment emails with flyers to medical case managers today and they were looking to send organization directors next Monday. She said they knew some

HIPC members were reaching their term limits by the fall and they were preparing for that day by bolstering membership numbers through recruitment.

Discussion Items:

-Member Representation Review-

D. Law brought a spread onto the screen with the membership data as of April 2025. The information was broken down by gender, race/ethnicity and whether they were aligned or a consumer. They were currently at 36 members with 14% of the membership being unaligned members. In terms of race/ethnicity, membership demographics comprised 33.33% Non-Hispanic (NH) White, 41.67% NH Black, 19.44% Hispanic, and 5.56% Asian/Pacific Islander. HIPC hoped to have a membership composition that mirrored the epidemic. The most recent demographics for the epidemic was 22.3% NH White, 58.2% NH Black, 15.4% Hispanic, and 1% Asian Pacific Islander. Membership comprised 44.44% of those who identified as male, 50% who identified as female and 5.56% who identified as transgender. The demographics of the epidemic had comprised 71% of individuals who identify as male, 28% who identified as female and 1% who identified as transgender.

Going through the spreadsheet, D. Law looked to find areas where they were missing representation. She said they lacked representation for local public health agencies, non-elected community leaders, Part D grantees, members of federally recognized Native American Tribe, and individuals co-infected with Hepatitis B or C. M. Ross-Russell said legislatively, these were the categories they were expected to fill but the recent annual progress report categories no longer matched the legislation.

By September 30, 2024, they had 14 members with expiring terms. About 9 members had reapplied to HIPC. By 2025, 6 members would reach their term limit.

T. Dominique drew attention to the fact that they still used transgender and non-binary categories in their document. She asked how they intended to straddle the line between providing representation while also fulfilling the federal executive order that there would only be two genders. M. Ross-Russell replied they were limited by what they could do under the circumstances. She believed they needed to inform their transgender and non-binary members of the situation and collaborate with them on a way forward. She said they have had meetings with their project officer from March 2024 to February 2025. She said their project officer had said they needed to put forth more effort in ensuring representation had met the expectations of HRSA.

J. Baez asked whether agencies could be requested to replace members nearing their term limits with new members from the same agency. M. Ross-Russell replied they had reached out to the individuals reaching their term limit and to agencies through their outreach efforts.

D. Law presented another chart with more information on member demographics. She reminded the committee that they had a 55-member limit. With 36 members in HIPC, she said they had much room to grow, considering a significant number of their membership would be reaching their term limit. She then compared the statistics of the membership with an idealized version that had matched the demographics of the epidemic. For example, they had 15 NH Black

members and they needed 32 NH Black members to reach their ideal representation. She reminded the committee that they needed to have 33% representation of unaligned consumers and only had 14% representation.

Going forward, they hoped to recruit more individuals from federally qualified health centers, local health agencies, substance abuse providers and Part D providers. She explained that those categories were either lacking representation or would lack representation in the future when a member reached their limit.

J. Baez said they should have a midterm application review. D. Law said they could not do an application review today because S. Moletterri had not redacted the information. She said they could set a date in the future if everyone was in agreement. The committee was in agreement that they should have an application review as soon as possible. Most of the members who would be reaching their term limits were co-chairs and they needed members who could fulfill those roles. L. Diaz asked if members would be eligible for co-chair positions based on the date they received their appointment letter from the city. M. Ross-Russell said they were assuming that would be the case. M. Ross-Russell also reminded the committee that individuals needed to be a member for one year before becoming a co-chair.

D. Law asked if they would want to have the application review in June. L. Diaz believed it was the appropriate course of action because it provided additional time for submissions without delaying the review process.

Other Business:

None.

Announcements:

L. Diaz thanked the OHP staff for their recruitment efforts.

Adjournment:

J. Baez called for a motion to adjourn. **Motion: L. Diaz motioned; J. Baez seconded to adjourn the May 2025 Nominations Committee meeting. Motion passed: Meeting adjourned at 12:53 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- May 2025 Nominations Committee Agenda
- April 2025 Nominations Committee Minutes