**HIV Integrated Planning Council**

**Nominations Committee**

**Thursday, June 14, 2018**

**12-2 pm**

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

**Present:** Juan Baez, Kevin Burns, Michael Cappuccilli (attending via conference call)\*, Lupe Diaz, Sharee Heaven, Samuel Romero

**Excused:** None

**Absent:** None

**Guests:** None

**Staff:** Debbie Law, Stephen Budhu

**Call to Order**: K. Burns called the meeting to order at 12:17pm.

**Approval of Agenda:** K. Burns presented the agenda for approval**. Motion:** S. Romero moved, L. Diaz seconded to approve the agenda. **Motion Passed:** All in favor.

**Approval of Minutes:** K. Burns presented the minutes for approval. **Motion:** L. Diaz moved, S. Romero seconded to approve the minutes. **Motion Passed:** All in favor.

**Report of Chair:** No Report

**Report of Staff:** D. Law reminded the committee the Prevention and Outreach Summit was earlier this week, and in the summit the Office of HIV Planning had a table and also hosted a workshop. She stated the workshop consisted of OHP staff and HIPC volunteers that talked about their Planning Council experiences. There were about 20 who attended the workshop, and 2 of them were potentially interested in applying for HIPC membership.

D. Law stated the OHP created an online survey to poll HIPC members about committee meeting times. Currently the HIPC has 40 members and of that 40 only 15 responded to the survey. From the responses most of members were pleased with the times their committees met, except for a few members of the Comprehensive Planning and the Prevention Committees.

**Action Items:** None

**Discussion Items:**

* **Conference Calling Attendance Policy**

D. Law informed the committee the OHP now has the ability to host meetings via conference call. Aptly, M. Cappuccilli is attending the meeting today via conference call. She reminded the committee when the Executive Committee met in May 2018 their discussion was about conference calling and how attendance should be counted for those who attend meetings via conference call. Also, how many times would be appropriate for a member to attend meetings in that manner. At the conclusion of the Executive meeting the committee recommended that the Nominations Committee should review this matter and possibly come up with language that could be added to the bylaws. K. Burns asked if there is a current policy about attendance for those who call into meetings. D. Law replied no not at this time, it was recommended by the Executive Committee that the Nominations Committee should create language pertaining to attendance. K. Burns suggested the committee should start a pilot program to test the efficacy of conference calling for the HIPC subcommittee meetings. The program would last for three months and at the conclusion of that period the Nominations Committee will evaluate its efficacy. He reiterated the pilot would only be for subcommittee meetings not for the entire Planning Council meeting. The committee agreed with K. Burns’ suggestion and started discussing the finer details of the pilot.

S. Romero suggested the OHP should manage the logistics of conference calling for meetings, and individuals who wished to attend meetings via conference call should give the OHP ample notice for preparation.

L. Diaz asked how many times members should be allowed to attend meetings via conference call. She voiced her concerns by saying some members may abuse this privilege. K. Burns agreed and suggested members should only be allowed to call into a meeting once during the 3-month pilot period. The committee agreed and discussed potentially adapting this rule after the pilot period has concluded; in other words, members would be allowed to attend subcommittee meetings via conference once per year.

K. Burns asked about proxy voting. D. Law stated the HIPC bylaws do not allow for proxy voting at this time. L. Diaz suggested voting via conference call voting should be at the discretion of the subcommittee.

K. Burns asked if the OHP could send out meeting packets ahead of time to those members who are attending remotely. D. Law replied yes but the meeting minutes can not be sent out before they are formally approved by the committee. Also, sensitive documents like the HIPC attendance spreadsheet or membership applications can not be included.

J. Baez asked if the committee is moving to allow proxy voting. He added he does not think attending remotely would be appropriate for the Planning Council meetings. The committee discussed the pros and cons of vote by proxy/vote via conference call. After discussion the committee came up with the following recommendations:

* 3-month pilot period for conference calling in subcommittees only
* Members are only allowed to attend via conference call once during 3-month period
* Members who attend via conference call will be marked as “present” on attendance
* Voting via conference calls will be allowed after a review of the bylaws and possible updates to them
* At conclusion of the 3-month period the Nominations Committee will evaluate the effectiveness of conference calling and its effect on attendance
* **Review Attendance and Removal**

The committee reviewed the attendance for HIPC members. Attendance has been accounted for from September 2017 to May 2018. D. Law reminded the committee under the current attendance policy members are allotted 3 unexcused or 5 total absences within the year; the year is from September to August. The committee reviewed the attendance spreadsheet and identified members who close to being in violation and members who were in violation of the attendance policy. The committee identified 6 members who were close to or were in violation of the attendance policy.

The committee discussed member #4’s attendance, in total this member has 5 absences, 4 unexcused. S. Romero stated this member was ill and is unable to attend meetings at this time. When this member was healthy their attendance was in good standing. The committee moved to place this member on a leave of absence.

The committee reviewed member #7’s attendance. In total this member has 6 absences, 3 unexcused. The committee stated they did not want to remove this member due to their circumstances, but this member should be monitored and issued a verbal warning. J. Baez volunteered to contact this member in violation.

The committee reviewed member #8’s attendance. This member has 7 total absences. The committee noted this member was a co-chair of the HIPC and previously on a leave of absence, but it concluded in March 2018. Various members of the committee stated they have tried to contact this member but this member has been unresponsive. The committee moved to remove this member.

The committee reviewed member 14’s attendance. This member has missed 4 meetings and is on the verge of being in violation. The committee moved to issue a warning to member 14.

The committee reviewed members #28 and #34’s attendance in tandem. Both members had 4 absences but the committee was aware of their respective reasonings. The committee moved to send both members a warning letter.

In summary the committee moved to remove 1 member and issue a warning to 4 out of 5 other members in violation. 1 member will be placed on a leave of absence.

* **Membership Term Review (Fall 2018)**

D. Law stated due to the integration of the Planning Council in April 2017 all members had to reapply for membership at that time. Membership terms are only for 2 years, therefore all members’, excluding new members from Fall 2017/Spring 2018, terms will expire by April 2019. She suggested the committee should start looking at ways to get current members to reapply. For practicality it would be best if there were two reapplication cycles so all terms would not expire at the same time. J. Baez suggested the committee could ask half the members to reapply like numbers 1-20 to reapply for membership in the fall and ask members 21-40 to reapply for membership in the spring. The committee noted the by asking half of the HIPC members to reapply for membership in the fall their terms will be shortened by 6 months. J. Baez suggested the committee could lengthen the terms by six months of those who reapplied in the fall. The committee continued discussion about possible ways to ask members to reapply. The committee suggested at random, or odd or even numbers, or alphabetical. After discussion the committee decided to separate the members into odd and even by their member number from the attendance sheet. The even and odd-numbered members will reapply either in the fall or spring. Exact details will be worked out at a later date.

* **Membership Survey**

D. Law reminded the committee they wanted to poll members about their interest and committee meeting times. At this point the OHP conducted a survey to poll members about meeting times and got variable responses. The majority of members were happy with the current meeting times, but some did ask for change.

D. Law asked the committee if they still wanted to survey members about interest. D. Law referenced discussion from the committee’s April 2018 meeting. The committee had discussed conducting exit interviews/surveys. S. Romero stated it would be valuable to get information from veteran members like why they stayed on the council.

J. Baez suggested the HIPC could send out possible presentation topics beforehand and survey members on what they want to hear. J. Baez asked what the structure for the presentations in the HIPC was. D. Law replied there are certain required presentations that are necessary to prepare the HIPC for allocations.

The committee discussed polling members about what keeps them engaged.

D. Law stated the committee seemed to be moving towards conducting an engagement and retention survey. She reminded the committee they discussed having open forums during the last 15 minutes of the meetings, as well as inviting members to attend these open forums. S. Romero mentioned from the discussion the committee’s April meeting was also looking to get a veteran member’s perspective, and to invite a veteran member to the open forum sessions. The committee identified a few veteran members that they wanted to invite. S. Romero suggested the committee needed ask veteran members their feelings about the HIPC.

The committee discussed the best way to invite these veteran members to open forums. K. Burns suggested the committee could invite members maybe quarterly or even annually to poll them about their feelings and experiences with the HIPC. S. Romero suggested the committee could invite veteran members once in the next 12 months to discuss their experiences. The committee identified 6 veteran members that would be suitable for the open forums. S. Romero suggested instead of having member forums in the Nominations meetings the forums could be during the first 15 minutes of a HIPC meeting. J. Baez stated if veteran members or even M. Ross-Russell shared their experiences with the entire Planning Council it may be great for member reengagement. Maybe the best timing would be in the fall when the committee asks half of the HIPC members to reapply.

K. Burns suggested using a 12-question interviewer or brainstorming some ice breaker questions for member interviews/forums during the HIPC meeting.

**Old Business:** None

**New Business:** None

**Announcements:** None

**Adjournment: Motion:** S. Romero moved, L. Diaz seconded to adjourn the meeting at 1:40pm. **Motion Passed**: All in favor.

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

* Meeting Agenda
* Meeting Minutes
* OHP Calendar
* HIPC member attendance (not scanned)