

HIV Integrated Planning Council
Nominations
Thursday, August 30, 2018
2-4pm

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

Present: Juan Baez (*Remote participation*), Michael Cappuccilli, Lupe Diaz, Sharee Heaven, Samuel Romero

Excused: Kevin Burns

Absent: None

Guests: None

Staff: Mari Ross-Russell, Debbie Law, Stephen Budhu

Call to Order: M. Cappuccilli called the meeting to order at 2:18 pm.

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

Approval of Minutes: M. Cappuccilli presented the August 9, 2018 minutes for approval. **Motion: S. Heaven moved, L. Diaz seconded to approve the minutes. Motion Passed: All in favor.**

Report of Chair: None

Report of Staff: M. Ross-Russell informed the committee the Office of HIV Planning (OHP) has been working on an online version of the HIPC membership application. Before this meeting a link to the online application was emailed to the committee. The draft survey has a section to include comments. M. Ross-Russell explained the online survey did not include an HIV status question like the paper applications did. She stated HIV status could be obtained by follow up questions that were either in person or over the phone. M. Cappuccilli asked how scoring would work for online applications. M. Ross-Russell explained the online applications could be printed out then subsequently blinded for review. L. Diaz mentioned the committee may score applicants who are HIV positive higher than those who are HIV negative, due to representative needs of the HIPC. Since the committee will not know the HIV status of an applicant before their application is reviewed that may lead to lower scores for those who may be HIV positive. M. Cappuccilli confirmed. He asked if follow up question(s) about HIV status would be at the discretion of the OHP or that of the Nominations Committee. M. Ross-Russell replied the OHP would follow up and request for additional information with applicants. Language is included in the first page of the online application that states individuals may be contacted for follow up information after the application has been submitted.

The committee continued their discussion about the online application and obtaining HIV status. L. Diaz mentioned online applications in theory are easier, but it does create an extra step to obtain the HIV status for new members. This issue is not applicable for current members who are reapplying. M. Ross-Russell suggested OHP could follow up with individuals on behalf of the committee to obtain serostatus before the committee reviewed applications. She reminded the committee disclosure is voluntary; people have submitted applications in the past and have omitted their status. She continued the HIV status question has been left out in the online application because it was perceived disclosure may be a deterrent for new

applicants. She explained feedback from the Positive Committee suggests that disclosure is still an issue within the community.

M. Ross-Russell stated the online survey was also set up in a way where applicants would have to answer each question before proceeding to the next question. Therefore applications would be more complete. Answers for questions such as age have been omitted in some of the paper applications, which makes annual demographics reporting to HRSA challenging.

S. Romero suggested the online application should not include a question about status. Status should be obtained by OHP staff at some point after the online application has been completed. M. Ross-Russell added that follow ups would be done with all new members. Additional language will be included in the application about disclosure to ensure the Planning Council is HRSA compliant with one-third PLWH representation. The language will be retooled then it will be sent out to the committee. Once the language is finalized the committee will review the online application, and then hold a vote for approval. If the online application is approved, the committee will present the application for final approval by the HIPC. Language changes will be completed and sent out to the committee in time for its September 2018 meeting.

Action Items: None

Discussion Items:

- **Application Review (Cont'd)**

D. Law reminded the committee when they last met earlier in August they reviewed 10 applications, of which 8 were current members reapplying. Today the committee will be reviewing 8 more applications, of which 4 are current members reapplying. D. Law reminded the committee after the last application review the HIPC had 34 members and the minimum membership requirement according to the HIPC bylaws is 35. Assuming the committee approves the 4 applications from current members, the HIPC will have 38 members.

The committee began their application review process. D. Law mentioned included in today's meeting packet is the current HIPC demographics. She asked the committee to review the current demographic before scoring applications. The committee discussed applications 201-208, and then proceeded to score each application. At the conclusion of scoring, D. Law averaged each applicant's score and reported them to the committee. The highest scoring applicant was 202 with a score of 15.75; the lowest scoring applicant is 207 with an average score of 11.2. The highest possible score is 16, applicants were scored 1-4 across 4 categories.

After scoring, the committee discussed applicant 207. The committee noted 207's was incomplete and wanted to obtain more information before recommending this applicant for membership. The committee wanted to encourage this applicant to continue to attend HIPC meetings and to reapply for membership in the spring of 2019.

Motion: M. Cappuccilli moved, S. Romero seconded to recommends applicants 201-206 and 208. **Vote:** 4 in favor, 0 opposed, 0 abstentions. **Motion Passed.**

The committee moved to recommend applicants 201-206 and 208, applicant 207 was not recommended for membership because their application was incomplete. At the conclusion of the application review the Nominations Committee recommended 7 applicants from this meeting and 8 from the previous meeting to

be appointed for HIPC membership by the Mayor's Office. The HIPC would have 42 members, if all the recommended applicants are appointed by the mayor.

Old Business: None

New Business: None

Announcements: None

Adjournment: Meeting adjourned by consensus at 3:36 pm

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar
- Demographics (Not Scanned)
- Scoring Tool (Not Scanned)