

**Philadelphia EMA HIV Integrated Planning Council
Nominations Committee
Meeting Minutes of
Monday, January 10, 2019
12:30-2:00p.m.**

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

Present: Juan Baez, Michael Cappuccilli (Co-Chair), Lupe Diaz, Sharee Heaven, Samuel Romero (Co-Chair), Gloria Taylor

Absent: Steven Zick

Staff: Dustin Fitzpatrick, Debbie Law, Briana Morgan

Call to Order/Introductions: M. Cappuccilli called the meeting to order at 12:40 p.m. Those present then introduced themselves.

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

Approval of Minutes (November 8, 2018): M. Cappuccilli presented the minutes for approval. **Motion:** L. Diaz moved, J. Baez seconded to approve the November 8, 2018 minutes. **Motion passed:** All in favor.

Report of Co-Chair:

None.

Report of Staff:

None.

Discussion Item:

- **Review Attendance and Take Appropriate Actions**

D. Law distributed attendance data for Planning Council members. She noted that the Planning Council currently had 41 members. L. Diaz clarified that this meant that they could remove a maximum of 6 members before they would dip below the required 35 Planning Council members. D. Law noted that the group would need to determine what actions they would like to take for Planning Council members in violation of the attendance policy. She added that the current sheet only included the current planning year's attendance, but that she had additional information for the previous year. J. Baez clarified that the new planning year started in September. D. Law agreed. She noted that the Nominations Committee typically contacted members who were in violation of the attendance policy. She added that they did not usually reach out to members who were on leaves of absence due to medical issues, citing a specific member as an example.

M. Cappuccilli asked about P. Gorman's attendance. D. Law replied that this member had missed 6 of 12 meetings last year. M. Cappuccilli replied that he had followed up via

email, and that she had stated that she was still interested. D. Law noted that she had attended two of three meetings in the current planning year. M. Cappuccilli asked if she had attended committee meetings. B. Morgan noted that she participated on the Comprehensive Planning Committee, and had called into the last meeting. The group agreed not to follow up at this time.

The group moved on to discuss L. Jones's attendance. B. Morgan noted that this member had come to the Planning Council through the PrEP Workgroup. D. Law noted that she was attending subcommittee meetings. M. Cappuccilli agreed to contact her.

The group next discussed G. Matthews. D. Law stated that they had not seen him at a Planning Council meeting since July. J. Baez agreed to contact this member.

The group then discussed D. McBride-Wesley. B. Morgan noted that her former agency had contacted OHP to let them know that she was no longer there. She stated that the agency had also expressed an interest in sending another staff member to the Planning Council, and B. Morgan had explained how to apply for membership. D. Law noted that Z. Wesley had not attended orientation or any other meetings. L. Diaz stated that she would contact both D. McBride-Wesley and Z. Wesley.

The group next discussed J. Simons's attendance. D. Law stated that this member was relatively new, but had only attended three Planning Council meetings since April 2018. She noted that he had not attended any committee meetings. J. Baez volunteered to reach out to this member.

D. Law concluded that there were five members who would be contacted by Nominations Committee members.

- **Nomination Activities**

D. Law asked the committee what types of activities they would like to pursue in 2019. L. Diaz asked when they would be accepting applications. D. Law replied that they would review applications in March and seat new members in April. She noted that they typically got more new members in the fall because they collect applications at the Prevention Summit and allocations meetings.

M. Cappuccilli asked if there were any upcoming events that they could conduct outreach at. D. Law noted that there were not as many events at this time of year. L. Diaz stated that planning was starting for the Prevention Summit in June.

M. Cappuccilli asked for a social media update. B. Morgan replied that, currently, social media was primarily used for announcements, meeting reminders, and information-sharing. She stated that OHP would use social media for outreach once the Friday lunch and learn events were scheduled. She noted that a community member had reached out via Facebook the day before, and that he planned to attend his first Planning Council meeting soon. She added that she could work on outreach plans with the group if they

had any specific goals. L. Diaz asked if OHP could post about applications in February, and B. Morgan agreed.

J. Baez suggested asking providers to share the application via email, including a request that they post the application on their own organizational social media. He explained that this might be more effective than only posting on OHP social media. L. Diaz noted that her organization was always looking for content to share. B. Morgan asked if they would like social media toolkits, including two or three suggested Facebook and Twitter posts, plus a link to a short video and link to the application. The group agreed. L. Diaz suggested including the Philadelphia Gay News article about the Planning Council.

M. Cappuccilli stated that the committee had previously talked about doing interviews with planning council members to promote the Planning Council, and asked where they were with that. B. Morgan replied that they could revisit this project. M. Cappuccilli suggested that the Nominations Committee help with this. B. Morgan suggested having a Nominations Committee member interview another Planning Council member, which might be a little less intimidating for the person being interviewed. She explained that they would need to identify interview questions. D. Law replied that they had previously worked on some questions, and that she could bring those back to the next meeting.

L. Diaz asked if the committee wanted to host a social activity this year. M. Cappuccilli agreed. L. Diaz stated that her employer would be willing to donate food for the event if they were able to host the event at OHP. The committee agreed to host the next social event. J. Baez asked for the objective for the event. L. Diaz replied that they wanted to get to know other members better, and that they also wanted to recruit new members.

M. Cappuccilli asked what might be a slower time of year for the Planning Council, in order to host the social event then. The group asked about August. D. Law replied that August was typically a busy time. B. Morgan replied that allocations meetings typically happened in June or July. She suggested that the group consider a May event if they wanted to recruit people to attend allocations meetings.

The group discussed locations for the event. L. Diaz stated that she preferred not to hold events at bars, because they could be alienating for people who are sober.

J. Baez asked how they could make the event more engaging. He suggested asking each committee to suggest two activities, and then letting the Nominations Committee decide which to do. M. Cappuccilli suggested asking each committee to participate in this.

D. Law recapped the discussion, stating that the committee's plans for the year now included a social media campaign, member videos, and the social activity. M. Cappuccilli asked how long it had been since they did a membership satisfaction survey. D. Law replied that it had been a few years. The group agreed that they should think about this for their agenda for the year. B. Morgan noted that this could fit nicely with the work of the Racial Inequity Workgroup. J. Baez asked if there was still a suggestion box in the

conference room. B. Morgan replied that there was, but it was very infrequently used. The group agreed to announce that they would like to take suggestions.

G. Taylor asked for more information about social media. D. Law explained that OHP staff would periodically update the Nominations Committee on the OHP social media accounts. B. Morgan explained that OHP had accounts on Facebook and Twitter. G. Taylor asked how she would get updates on the Planning Council through Facebook. B. Morgan replied that she could visit [facebook.com/hivphilly](https://www.facebook.com/hivphilly) and “like” the page to get updates. She noted that OHP staff would also post on Facebook and Twitter in the event that a meeting was canceled due to weather. She added that some Planning Council members also went on their own Facebook accounts to “check in” at meetings or post about the Planning Council.

- **Recruitment for Spring 2019**

S. Romero suggested participating in the Prevention Summit again. He asked if there were other similar events that they could participate in. D. Law noted that there was the Trans Wellness Conference. S. Romero suggested the Prison Summit. J. Baez asked for the goal of the outreach. B. Morgan replied that they were both looking for members and to invite people to attend Planning Council meetings. D. Law noted that S. Budhu and A. Boone had previously done some in-person outreach. B. Morgan added that this had resulted in some new people attending and applying for the Planning Council.

M. Cappuccilli asked if they had ever done presentations at the Mazzoni Center. B. Morgan replied that they had done presentations at different organizations in the past. M. Cappuccilli volunteered to reach out to the Mazzoni Center board. L. Diaz asked if they had announced that they were looking for members at the Executive Director meetings at AACO. D. Law replied that they had, but that it had not resulted in applications. B. Morgan noted that they were open to hearing about new potential connections or organizations to work with.

J. Baez suggested coming up with a list of who they want to target for recruitment, and share that list with Planning Council members. L. Diaz stated that they always needed African-American gay men from Philadelphia. B. Morgan noted that OHP was specifically looking for youth to participate outside of the regular Planning Council meetings. M. Cappuccilli stated that every committee should be involved in outreach. He asked if outreach would be on the Planning Council agenda. B. Morgan replied that there was not a specific discussion item for it, but that this could be addressed under committee reports or new business.

M. Cappuccilli suggested discussing more ideas for the social. The group agreed to plan for May 9. L. Diaz stated that her agency could donate up to \$200 in food. The group discussed the possibility of having a potluck. M. Cappuccilli asked what activities the social included in the past. D. Law replied that they had set tables up so people could have conversations, and that there were activities around the room.

D. Law stated that, based on the group's previous discussion, they would need to come up with two ideas for the social. L. Diaz suggested that they play two truths and a lie. M. Cappuccilli asked if they had ever had giveaways. D. Law replied that OHP would not be able to pay for giveaways. B. Morgan noted that they could accept donated items for this. D. Law stated that a game might be to unwrap items while wearing oven mitts. G. Taylor suggested having a member scavenger hunt using a tic-tac-toe board, where they had to find a member that fit a certain category. S. Heaven suggested doing a coverall bingo.

D. Law asked if they wanted to ask members to bring a guest, and the group agreed. L. Diaz suggested having the social from 4:15 – 6:15. The group suggested getting food from Chinatown for the event.

Old Business:

None.

New Business:

None.

Announcements:

None.

Adjournment: The meeting was adjourned by general consensus at 1:44p.m.

Respectfully submitted by,

Briana L. Morgan, OHP Staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes from November 8, 2018
- Meeting Attendance (not scanned)
- OHP Calendar