

Philadelphia Integrated Planning Council
Executive Committee
Meeting Notes of
Tuesday, November 10, 2020
12:00 – 2:00 p.m.

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

Report of Committees:

- None

Report of Staff:

- M. Ross Russell introduced new staff hire, J. Henrikson.
- N. Johns reminded the group about the live COVID-19 survey for PLWH. She requested the group to distribute the survey widely and that it would close on December 15, 2020.
- M. Ross-Russell noted that there was an upcoming deadline for Planning Council applications of November 23rd/24th, 2020.

Discussion Items:

—Committee Structure & Focus—

- The group discussed how Nominations could fit into community engagement activities.
 - Executive Committee discussed the formation of an ad-hoc workgroup. It could focus on equity issues, specific populations, etc. This would provide the opportunity to enhance the Planning Council’s visibility within the community.
 - The Executive Committee discussed how they could get involved with the Application Reviewal process.
 - M. Cappuccilli suggested an application review follow-up.
 - L. Diaz suggested that a month prior to the application due date, they compare who applied to who was actually attending HIPC meetings. The Executive Committee could also consider meeting once per month, even creating a hybrid meeting of some sort with Nominations Committee.
 - The group noted that they still needed to decide which committee was solely responsible for application reviewal.
 - D. Law explained that the Nominations panel did not need to consist of Nominations Committee members per se, it was just that the Nomination Committee typically took up the task. She explained that the review panel system for application review required at least 6 members with 50% of participants being HIV+. This was not the case this year, especially due to COVID-19.
 - C. Steib suggested that a hybrid model between Nominations Committee and Executive Committee could help with familiarity of new applicants.

- M. Cappuccilli asked if it were possible to have more frequent Executive Committee meetings. They could even call special meetings for application reviewal.
 - M. Ross Russell explained that, historically, they had not needed meetings that exceeded a quarterly basis, as it would likely increase Executive Committee workload. However, they could choose to meet more if they would like.
- D. Law offered an overview of the Nominations Committee and its responsibilities. She also brought up Nominations Committee’s conversation around recruitment responsibilities.
 - M. Ross-Russell noted that this was a larger conversation that would not need an answer today. The Executive Committee could choose to bring the recruitment conversation to the Planning Council at-large.
 - N. Johns suggested that they could also bring the conversation to other committees, bringing it back to Executive Committee afterwards.
 - The Executive Committee agreed.

—Presentation of HIPC (Website)—

- M. Ross-Russell asked the group how they could best use the website to explain the responsibilities and makeup of the Planning Council to the community.
- The group discussed another page or tab on the website that could introduce HIPC in a more in-depth way.
 - The page would not give councilmember names, but it could explain the Council’s work, demographics, how people were appointed, etc.
 - L. Diaz mentioned that the data should be eye-catching and accessible.
 - M. Cappuccilli suggested the addition of a video that people could watch which would describe the Planning Body.
 - The group discussed including HIPC members in the video for them to explain why they are members of the Council and five minute backstories.
 - M. Ross-Russell explained that this was a topic of conversation in the past, and in the new, virtual world, recording videos of people would not be a difficult task.
- They discussed adding the following to the website as well: definition sheet and a brief overview of Roberts Rules.

—Increasing Meeting Engagement—

- There was discussion around meeting breaks (in the middle of meetings) for the larger council and committee meetings.

- It was suggested that meeting breaks were important to some, and it could give people an opportunity to take a mental break and ask any questions about definitions or meeting processes.
- Meeting breaks would also offer an opportunity to make attendees feel more connected to each other. This would be especially important for new members who felt intimidated since many committee members were already familiar with one another.
- The group discussed more use of break-out rooms to prompt more in-depth discussion.

—*Agenda Structure*—

- M. Ross-Russell explained that she received feedback from other EMAs, and that they all used some form of Robert’s Rules. She noted that HIPC’s loose use of Robert’s Rules was off-putting to some. However, the format was standard and a loose way to keep meetings orderly and on topic.
- N. Johns explained that agenda items may not be apparent and that attendees had come forward in the past, saying they did not understand agenda categories, i.e. “new/old business.”
 - There was a discussion around combining “new business” and “old business” to form “other business” or something similar to simplify.
- The group discussed a “Co-Chair Preamble” within HIPC where the co-chairs could briefly review the agenda and allow for questions.

—*HIPC Recruitment Webinar*—

- M. Ross-Russell explained that she asked J. Williams about the EHE Webinar and how they could include/advertise for the Planning Council.
 - The group discussed having Planning Body volunteers film themselves talking about HIPC and including it in the webinar as a means of advertisement.

Respectfully Submitted:

Sofia M. Moletteri, staff

Handouts Distributed:

- November 2020 Executive Committee Agenda
- September 2020 Executive Committee Meeting Minutes