

# MEETING AGENDA

*VIRTUAL:*

*Tuesday, August 31, 2021*

*12:00 p.m. – 2:00 p.m.*

- ◆ Call to Order
  
- ◆ Welcome/Introductions
  
- ◆ Approval of Agenda
  
- ◆ Approval of Minutes (*August 12, 2021*)
  
- ◆ Report of Co-Chairs
  
- ◆ Report of Staff
  
- ◆ Action Item
  - Review of New and Returning Applicants
  
- ◆ Other Business
  
- ◆ Announcements
  
- ◆ Adjournment

Please contact the office at least 5 days in advance if you require special assistance.

The next Nominations Committee meeting is

**VIRTUAL: September 9, 2021 from 12:00 – 2:00 p.m.**

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**Philadelphia HIV Integrated Planning Council  
Nominations Committee  
Meeting Minutes of  
Thursday, August 12, 2021  
12:00-2:00 p.m.**

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

**Present:** Lupe Diaz, Sharee, Heaven, Kate King

**Excused:** Juan Baez, Michael Cappuccilli (Co-Chair), Sam Romero (Co-Chair)

**Staff:** Debbie Law, Julia Henrikson, Sofia Moletteri, Elijah Sumners

**Call to Order:** S. Heaven called the meeting to order at 12:07 p.m. S. Heaven asked everyone to introduce themselves.

**Approval of Agenda:** S. Heaven presented the August 2021 Nominations Committee agenda for approval. **Motion:** L. Diaz motioned, K. King seconded to approve the May 2021 agenda. **Motion passed:** all in favor.

**Approval of Minutes (May 13, 2021):** S. Heaven presented the previous meeting's minutes for approval. **Motion:** K. King motioned, L. Diaz seconded to approve the May 2021 meeting minutes. **Motion passed:** All in favor.

**Report of Chair:**

S. Heaven reported that this was the first time she and L. Diaz sat through all of the allocations meetings. It was interesting, she said, to be a part of all of them. She would save the rest of her report as they moved down in the agenda, because she would report back on the conversations with members when it came to it.

**Report of Staff:**

D. Law reported that there was a new member of staff, E. Sumners. He came on board with them last month. This was his first Nominations meeting. E. Sumners said he was here for allocations meetings a few weeks ago, so he was starting to become familiar and was looking forward to working with everyone. S. Heaven thanked him for introducing himself.

D. Law reported around membership and fall nominations, recapping that they had previously talked about terms expiring in March. They asked for an extension for 6 months, so terms would expire in September. They did their part and submitted extension letters, though they had not yet heard back from the city. Therefore, expired terms must reapply for memberships. They would review reapplicants whose terms expired 6 months ago and the ones expiring in September as well. There were 13 expired members in the fall and 12 in the spring, making a total of 25. At the moment, there were about 11 new applicants. This meant about 30 applications for reviewal. L. Diaz said this was the most they had seen total.

D. Law predicted that not everyone would reapply. They would talk, under their discussion item, about how they could personally work with reapplicants to ensure that they were able to reapply if

needed. L. Diaz asked when they would hear from the mayor's office. D. Law did not know. L. Diaz asked, if it was taking this long for extension letters, how long it would take to receive letters back from the actual applications. D. Law said M. Ross-Russell had told her that she only sent five or six extension letters to the mayor's office in two folds. This may not have rushed the mayor's office, but 30-something applications might put a rush on the mayor's office.

### **Discussion Items:**

#### **—Membership Attendance—**

D. Law said that they had 46 members. There were some members with asterisks next to their names. One asterisk meant September expiration and the two meant they expired in March with a 6-month extension. She did not know how they wanted to handle this. She said some people were those they talked with in the past. S. Heaven suggested they go down the list. L. Diaz agreed, noting that everyone had different circumstances which they took into consideration.

D. Law said that she attempted to contact the first person listed. L. Diaz said that this person was working and was having difficulty. D. Law reported that they were not reapplying.

The next person, she said, M. Cappuccilli had contacted. M. Cappuccilli had told her that he was able to reach them, and this person would like reminders but the virtual process was difficult for her. D. Law had mailed a physical copy of the application to this person. She said she would put this member on a "list to contact." S. Moletteri said that she thought the person was using a different number. D. Law was unsure of this but she would double check with M. Cappuccilli.

D. Law said that the next person had only come to the March meeting. She asked S. Moletteri if this person had come to allocations. S. Moletteri said no. D. Law said she would put them on a list to contact.

D. Law said that J. Baez was supposed to be in contact with the next member. L. Diaz pointed out that they had not been to any meetings. L. Diaz asked if this was a member living with HIV, and D. Law said it was possible. L. Diaz said they had two asterisks, so their term already came and passed. L. Diaz said J. Baez helped this member get their tax clearance, if she was remembering correctly. He had helped a couple of people with this process. D. Law said she would send another application and see if they would respond to it. D. Law said this person wanted a text or call reminder.

E. Summers reported that he called everyone on the list for reminders, and only two of them responded. The other people did not answer, but he left them voicemails. One member, he said, their number no longer existed and they no longer worked there.

D. Law said another member's term was expiring and their absences were excused. L. Diaz said she would contact them. Her address changed, so she would look into that. L. Diaz said she would see them soon to talk with them. S. Moletteri reported that M. Cappuccilli had talked to the next member, and they were having time with their schedule for clients. He offered to help and talk to the supervisor, but they had declined.

D. Law said another member needed phone call reminders. D. Law said that this individual came to one meeting, but they knew their situation and they were excused for the time being.

D. Law said J. Baez had potentially been in contact with the next member, but she had never spoken to this person personally, though their initial application was well received by the committee. D. Law said that this person was not a provider. D. Law said that this person wanted a call reminder, but they would continue to try to contact them. J. Baez was able to reach them, she said. S. Heaven asked if they had an email address. L. Diaz asked when the applications went out. D. Law said Monday (8/9) via email and then Wednesday (8/11) via USPS.

The next person, E. Sumners said, no longer worked at their provider location. D. Law said this person would likely not reapply.

D. Law said that the next member reported back to L. Diaz that they had health issues and were having difficulty. L. Diaz agreed, adding that she could reach out to therapist to make sure it was okay to reach out to this member personally.

The next person was another provider, D. Law said, who was no longer at the agency they applied under. Their term was up, and they would likely not reapply.

As for the next member, D. Law said S. Romero had them to contact and their absences were likely due to technical issues. They would want phone call reminders. For those with technical issues, they were still allowing for leniency, so they would have to discuss this again how they would handle this.

L. Diaz assumed that anyone who got an email to reapply and did not submit the tax clearance, it was their way of saying they were no longer interested, especially if they were offered an extension and did not respond. D. Law said it was possible, but it could also be that they could not get in contact with the person anymore. D. Law would try to get in contact as best as she could, but if she could not, then they would no longer be part of the council.

D. Law said the next member sent a tax clearance with the extension—they, however, were having health issues.

S. Heaven said the next member was enthusiastic and needed reminders. E. Sumners said that his schedule had not allowed him to attend recently—they needed to figure out what their schedule would look like in the next few weeks. This person would like a grace period, he said. They had just finished a semester of graduate school, but they were still interested. D. Law said they could reapply since their term was up and then take a leave of absence if needed, and S. Moletteri said if they needed to be excused, the member could email them in the future.

D. Law asked if the next member was attending Poz Committee meetings. S. Moletteri said no, but they had attended Executive Committee twice. L. Diaz said that this person would often step up if needed. D. Law said she would put this person on a list.

D. Law said this next person might fall off of the council. She said that this person had a lot going on.

D. Law reported that the next provider likely did not work at their agency anymore. L. Diaz said they switched to another agency, but it did not focus on HIV—L. Diaz assumed they would no longer be interested in the council.

S. Moletteri said the next member seemed to be more active as of recent.

L. Diaz asked if the next member was not doing well. D. Law was unsure.

E. Summers reported that the next member he reached out to said that they would be attending the 2:00 p.m. meeting for HIPC and that they had already received all of the information. D. Law said she might need to follow up with this person to help with applications.

**—Report Back on Membership Conversations—**

D. Law said that they already essentially covered this by reviewing attendance. She had a list of people to contact.

**—Second August Meeting—**

D. Law said they needed to schedule a meeting to review applications. August 23<sup>rd</sup> was the deadline for getting applications back to OHP. She had sent out a letter for people to reapply if they were interested. She asked people to submit it online through SurveyMokey. L. Diaz said a week later, the 30<sup>th</sup> or 31<sup>st</sup> would be best. The 27<sup>th</sup> could also be an option. D. Law asked if they wanted to meet on Thursday, the 26<sup>th</sup>. Looking at September 1<sup>st</sup> might be an option as well. J. Henrikson said she would not be there on the 30<sup>th</sup>.

S. Moletteri clarified that August 26<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup>, as well as September 1<sup>st</sup> were potential options to meet. D. Law said these were four days as options—she asked if these would all be at 12:00 p.m. as options. S. Heaven and L. Diaz said the 26<sup>th</sup> was a HRSA call and they could not attend. S. Moletteri and D. Law noted that September 2<sup>nd</sup> was a Finance Committee meeting. S. Moletteri said, if it was chosen as an option, they could make it work. Everyone agreed to the potential dates to be sent out as a Doodle poll.

**Any Other Business:**

S. Heaven asked if her term was up for HIPC co-chair soon. She was unsure, because L. Diaz was voted back in last year. D. Law said yes. S. Heaven said elections for new co-chair would be this October 2021.

**Announcements:**

None.

**Adjournment:** S. Heaven called for a motion to adjourn. **Motion:** K. King motioned, S. Heaven seconded to adjourn the August 12, 2021 Nominations Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 1:11 p.m.

Respectfully submitted:

Sofia M. Moletteri, staff

Handouts distributed:

- August 2021 Nominations Meeting Agenda
- May 2021 Nominations Meeting Minutes