

**Philadelphia HIV Integrated Planning Council**  
**Nominations Committee**  
**Meeting Minutes of**  
**Thursday, June 8, 2017**  
**12:00p.m.-2:00p.m.**

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

**Present:** Kevin Burns, Juan Baez, Michael Cappuccilli, Lupe Diaz, Sharee Heaven, Samuel Romero, Gus Grannan

**Staff:** Debbie Law, Antonio Boone, Jennifer Hayes

**Call to Order/Introductions:** M. Cappuccilli called the meeting to order at 12:20p.m. Those present then introduced themselves.

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

**Approval of Minutes (May 11, 2017):** M. Cappuccilli presented the minutes for approval. **Motion:** L. Diaz moved, K. Burns seconded to approve the May 11, 2017 minutes. **Motion Passed:** All in favor.

**Report of Co-Chairs:** None.

**Report of Staff:** A. Boone stated that engagement was improving on the OHP's social media accounts. He noted that a Facebook post from the AIDS Education Month Prevention Summit yesterday had reached nearly 600 people. He stated that many of the Twitter metrics had improved in April. He noted that there had been some link clicks, replies, and likes. He said that he anticipated continued improvement in the metrics this month. He stated that there was a decline in the metrics for Facebook in the past month, which he expected to improve over the next month. L. Diaz noted that Facebook engagement sometimes appeared to decline due to inconsistencies in engagement, even if average engagement was about the same.

A. Boone stated that SlideShare engagement had gone up. He said that Jose Bauermeister's recent presentation on the use of technology in HIV prevention<sup>1</sup> had received many views. He noted that the presentation had been cross-posted on OHP social media accounts, which may account for his popularity. He stated that similar trends could be observed on other SlideShare presentations that had been promoted on social media.

A. Boone said that he and J. Hayes would be posting about subcommittees this month. J. Hayes asked the group to share and like the social media posts.

A. Boone asked if the group would like to pilot the Q&A questions they'd previously discussed, which were intended to gather quotes from Planning Council members for social media postings. A. Boone said they could ask the questions in whichever way they'd like. J. Hayes reported that M. Ross-Russell had stated only initials should be used for quotes that were posted on social media. A. Boone said the group could ask fewer than the original 6 questions they discussed at their last meeting.

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<sup>1</sup> <https://www.slideshare.net/HIVPhilly/creating-digital-bridges-to-hiv-prevention-online-interventions-for-adolescents-and-young-adults>

A. Boone read off the questions the group had previously discussed. M. Cappuccilli said he thought the questions were good. He suggested distributing a sheet listing the questions at upcoming Planning Council meetings. J. Baez suggested cutting the number of questions down. D. Law said that 3 questions could be distributed each month. A. Boone asked what questions members would like to ask each month. J. Baez replied that the first 3 questions could be asked in July, and the second 3 could be asked in August. J. Hayes asked if the group would like to collect initials for the questions. G. Grannan noted that many organizations collected information that was difficult to track back to specific people, for identification purposes but to preserve anonymity.

M. Cappuccilli stated that the survey would be distributed at the next two meetings. D. Law said any necessary clarifications about the questions could be discussed at the next Nominations Committee meeting.

### **Discussion Items:**

- **Debrief on Prevention Summit**

J. Baez stated that the incentive item, also called a “micro fanny pack,” had been distributed at the Prevention and Outreach Summit and was very popular. D. Law noted that many flyers were also distributed at the event. She said the full-page versions of the flyers designed by the Nominations Committee were all taken. D. Law said that 4 people had asked for applications at the summit, including 2 people from Siloam. She stated that some guests who’d learned about today’s meeting from the Prevention Summit may be attending, and suggested the Nominations Committee engage these guests.

S. Romero asked why the table at the Prevention Summit wasn’t more prominently placed. A. Boone replied that the spots for the tables were designated by the event’s organizers. K. Burns suggested speaking with the conference planning committee. G. Grannan stated that the committee did not determine placement of tables.

S. Heaven stated that she believed Prevention Summit attendance had increased in recent years, and some younger people were attending. However, she said that many of the same topics were being repeated in panel discussions. J. Baez stated that he had given out some pamphlets and spoken with people at the OHP table, and he believed people had been engaged. S. Heaven said she’d liked the flyer that was given out.

- **Planning Council Application**

D. Law asked the group to review the prior Planning Council and HPG applications. She said that the current Planning Council application, originally developed for the RWPC, was currently being used for new members. She stated that she’d distributed the former HPG application to the group as well. L. Diaz stated that the applications would be merged. D. Law said that the RWPC application had some questions that were required by HRSA. K. Burns noted that there were representation categories listed on the HPG application, and some were different than those on the RWPC application.

D. Law asked the group to consider which questions were most helpful for application review. J. Baez suggested adding the information from the Planning Council application to the former HPG application. He said he liked the layout of the HPG application. D. Law stated that many people who filled out the HPG application did not follow the directions. K. Burns said that he’d like to see fewer checkboxes for each category on the application and more free response questions

instead. G. Grannan asked if the applications required a CV or a biography. He said that information from these documents could be helpful, but many people left them off when asked to include them.

M. Cappuccilli suggested combining the HPG application into the already existing RWPC application. He said the layout could be redesigned. K. Burns asked if emergency contact should be added to the application. D. Law stated that emergency services would be contacted if needed. G. Grannan said he thought emergency contacts were not necessary. S. Romero asked if there was a question about age on the application. D. Law stated that there wasn't, but the application did ask for birthday. L. Diaz said she thought asking about education level would be a deterrent and should not be added. M. Cappuccilli asked if the group had thoughts about the way gender was selected on the application. G. Grannan said his organization left a space blank for other. D. Law stated that the ways genders were listed followed federal categories.

S. Romero asked why the HPG application asked about risk category. D. Law stated that it was originally added for the purposes of prevention planning. G. Grannan stated that risk category did not necessarily correspond to mode of transmission. L. Diaz said the question may appear to ask about how members were infected with HIV. M. Cappuccilli asked if the information was reportable to HRSA or the CDC. D. Law replied that she did not believe that it was, but it was something required in the past by the CDC. Many group members agreed that the question was no longer necessary.

J. Baez stated that some conclusions about risk could be drawn from the application without directly asking the risk category question. G. Grannan said people who injected drugs (PWID) could be listed as a representation category, and L. Diaz agreed. G. Grannan stated that substance use services was a very broad designation. D. Law suggested they ask which population applicants had expertise in. M. Cappuccilli directed the group to pg. 3 of the RWPC application. J. Baez stated that the question on pg. 4 about representation seemed to overlap with the question before it. D. Law said that the representation question covered mandatory HRSA membership categories. M. Cappuccilli added that the question could not be changed.

D. Law stated that many applicants checked the advocacy and leadership category, which was listed first. G. Grannan asked if the categories could be listed in another order. K. Burns asked if the advocacy and leadership category could be removed altogether. D. Law stated that applicants were asked what they would bring to the table as Planning Council members. G. Grannan suggested asking applicants for more information or an additional statement about their expertise. J. Baez stated that requiring more writing could deter applicants.

D. Law stated that she believed removing the advocacy and leadership category from the question at the bottom of pg. 3 made sense. She said that other categories could be reordered as well. G. Grannan noted that the instructions for the question may lead applicants to only check off two categories. S. Romero stated that he was happy with the application the way it already was. D. Law stated that the RWPC application did not have information about risk categories. She said that gathering risk category information on the application had been a prevention requirement in the past. K. Burns stated that this information could be gathered from self-disclosure in meetings.

G. Grannan said that leaving out risk category would be an issue if the group had to report the information to the CDC. K. Burns stated that, if this was the case, the risk categories should be added to representation categories. D. Law reiterated that applicants who were HIV-positive may misinterpret the risk category question. S. Romero stated that he believed it was most appropriate to include risk category only under representation categories.

J. Baez stated that “risk category” was directed toward people that were not HIV-positive. S. Romero said that, in CAREWare, risk category denoted mode of transmission. G. Grannan stated that the Planning Council application was not explicitly for people who were HIV-positive. K. Burns said he believed the risk category question was offensive and stigmatizing. He said that expertise could be noted in that category, but people should not have to identify with a risk category. L. Diaz stated that the question should not be included in the demographic information. J. Baez said the risk factors could be moved to representation or expertise categories.

D. Law asked the group if they found the open-ended question about why members were applying to the Planning Council on pg. 3 helpful. L. Diaz said she learned about applicants from this question. The group decided to keep the question on the application.

D. Law stated that she’d rearrange the layout of the application to make it more readable. M. Cappuccilli stated that he liked the second page of the HPG application. D. Law said there were fewer questions and representation categories on the HPG application. J. Baez stated that the list could be lengthened but formatted similarly. D. Law said she’d make two columns in a box shape on the updated application. M. Cappuccilli stated that he found the layout of the current RWPC application confusing and less readable.

G. Grannan said that asking for a single personal statement would reduce the length of the application. K. Burns stated that this may be a barrier to some people. He asked if a personal statement would be required. G. Grannan noted that it would not be graded. He stated that a lot of space in the application could be covered by a personal statement. G. Grannan asked if Part A affiliation needed to be on the application. D. Law stated that organizational affiliation needed to be listed.

J. Baez stated that the application was not very long. G. Grannan suggested the group go through the second half of pages 4 and 5 and think if they could consolidate it into a half-page personal statement. He asked if any of those questions were explicitly required by HRSA or the CDC. D. Law replied that these questions were used for application review but were not required. K. Burns said that the question about coming to meetings could be eliminated. G. Grannan stated that this question could be asked in person. D. Law said that sometimes no personal contact was made with applicants.

K. Burns asked if applicants needed to be asked if they’d attended meetings. He proposed that less space be left for the question, and applicants be asked what meetings they’d attended, including former HPG meetings.

S. Romero stated that, from his participation in the Nominations Committee, many people did not write much in response to the open-ended the questions. G. Grannan said that applicants were invited to add personal statements. M. Cappuccilli stated that adding a resume or personal statement could be optional.

M. Cappuccilli asked about the second question on pg. 5. He asked if the word “subcommittees” could be removed and replaced with “committees.” He stated that the group and staff should read through the application to ensure any irrelevant or inappropriate information was removed. M. Cappuccilli said these changes would include the use of the term RWPC and references to care services. D. Law stated that the version on the website may also be need to be used until the website was updated to reflect integration.

D. Law suggested the group skip over the copy that was included on the first page of the application unless they wanted to make immediate changes or additions. G. Grannan suggested writing “people with HIV or at risk” instead of PLWHA. M. Cappuccilli said that prevention needed to be added to all references to care. D. Law stated that B. Morgan was working on language regarding the HIPC. She said that the language would be included in the application.

D. Law stated that PLWHA who filled out the application needed to disclose their HIV status and fill out a consent form to allow the information to be reviewed by the Nominations Committee. G. Grannan stated that requiring PLWHA to disclose their HIV status on the application could be a deterrent. D. Law stated that the question needed to be asked due to HRSA 33% non-aligned consumer requirements. G. Grannan suggested that all applicants fill out a release. D. Law stated that anyone could fill out a release. L. Diaz stated the form indicated that OHP staff would share the information with the Nominations Committee and the federal funders. G. Grannan said that asking for releases from exclusively HIV positive members could risk revealing their HIV status.

M. Cappuccilli asked if all members could sign a release, regardless of their HIV status. S. Heaven said that the consent form was specifically about HIV status. G. Grannan reiterated that he thought HIV-negative people should be asked to fill out the release as well. L. Diaz said that the wording on the consent form specifying that it was for PLWHA could be removed. S. Romero stated that PLWHA did not have to represent care services.

M. Cappuccilli said that “authorization for release” was not specific to what kind of information was being released. D. Law stated that the application specified that the release was for information regarding HIV status and demographics. She pointed out that the form specified which types of entities the information could be released to. M. Cappuccilli said the form did not specify that the information could only be released to these entities. S. Romero stated that the release of specific information was restricted to the specified entities. He said that only quantitative data could be released to outside bodies.

D. Law asked the group if they’d like to remove the top line specifying that the form should only be completed by HIV positive people. S. Heaven asked G. Grannan if he thought there would be a way to make this form less problematic. G. Grannan asked if applicants could choose not to disclose their HIV status. K. Burns asked if the release was needed if individual data was not shared with any outside entities. D. Law stated that individual data was reported to HRSA. She said that they asked for names and demographics for each individual. K. Burns said if this was the case the footnote about individual reporting needed to be removed.

G. Grannan stated that the way information was reported should be specified. D. Law stated that many people self-disclosed in meetings. K. Burns asked if information on members’ HIV statuses could be shared with HRSA with no initials. D. Law said it couldn’t. G. Grannan asked if a different unique identifier could be used. D. Law stated that a first initial and last name were used for reporting to HRSA. K. Burns said individual releases were not needed if only aggregate data was shared.

K. Burns asked if the group could push back against this type of reporting. G. Grannan said that people who were not positive could share lived experiences that was important in the planning process. He stated that it was important these experiences not be downplayed.

D. Law asked the group what they’d like to do with the information. K. Burns said a release was necessary if individual data was shared. He suggested writing “persons who had indicated they

were HIV positive.” S. Heaven said she supported leaving the application the same. K Burns agreed.

**Next Steps:** M. Cappuccilli said the group would continue reviewing the Planning Council application at their next meeting. D. Law stated that it needed to be completed in time for application review.

**Old Business:** None.

**New Business:** None.

**Announcements:** None.

**Adjournment: Motion:** K. Burns moved, G. Grannan seconded to adjourn the meeting at 1:50p.m. Motion Passed: All in favor.

Respectfully submitted by,  
Jennifer Hayes, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- May 11, 2017 Meeting Minutes
- RWPC Application
- HPG Application
- OHP Calendar