

**Philadelphia HIV Integrated Planning Council
Nominations Committee
Meeting Minutes of
Thursday, August 10, 2017
1:00p.m.-2:00p.m.**

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

Present: Juan Baez, Lupe Diaz

Excused: Kevin Burns, Michael Cappuccilli, Sharee Heaven, Samuel Romero

Absent: None

Staff: Debbie Law, Antonio Boone, Stephen Budhu

Call to Order/Introductions: L. Diaz called the meeting to order at 1:04pm, and those who were present introduced themselves.

Approval of Agenda: L. Diaz presented the agenda for approval. **Motion: J. Baez moved, L. Diaz seconded to approve the agenda. Motion Passed: All in favor.**

Approval of Minutes (July 13, 2017): L. Diaz presented the minutes for approval. **Motion: J. Biaz moved, L. Diaz seconded to approve the July 13, 2017 minutes. Motion Passed: All in favor.**

Report of Co-Chairs: No report.

Report of Staff: D. Law welcomed a new member of staff, S. Budhu, who will be replacing J. Hayes as the Administrative Assistant. A. Boone reported that social media questions in the content bank were represented, and A. Boone continued to follow up on conversations from past meetings. He stated the content bank has been reviewed by M. Ross-Russel, and would be updating the content today. A. Boone stated at the meeting, he would leave index cards at tables, and collect responses at the conclusion of the meeting. The index cards would pose the questions why are you a member of the Planning Council and why do you attend HIPC meetings. A. Boone stated that the responses would be collected after the meeting, and the responses would be incorporated into the next Nominations Committee meeting on September 14, 2017, when they would decide how to use the responses. L. Diaz stated she approved of the idea previously brought forward by A. Boone. D. Law noted that the idea would help OHP better gauge the satisfaction with HIPC membership, and can incorporate any membership complaints. A. Boone noted that he could use responses for social media, and in the newsletter. A. Boone stated that there were two responses that he had used, and they were incorporated into a draft of the Positive Committee newsletter.

A. Boone asked the committee if there is anything else that should be included in the social media outreach. L. Diaz stated that a few social media posts this month included the first person pronoun "I", and thus the posts became more relatable and personable. L. Diaz stated she would like to see more of that. J. Baez stated he had nothing else to add.

Action Items: None

Discussion Items:

Planning Council Application

D. Law stated that last month that the committee worked on HIPC Application to address requirements of both planning bodies. D. Law noted that those edits are reflected in the FINAL draft of the HIPC Planning Council Application. It will be voted on in the Planning Council meeting that follows. D. Law noted that the changes to the application were minor and the changes were made to modify the language to better coincide with HRSA and CDC guidelines. D. Law noted that the application no longer used the term RWPC and instead going forward HIPC will be used instead. D. Law asked if L. Diaz and J. Baez would be ok presenting the changes later at the HIPC Planning Council meeting, since the committee co-chairs were not present. L. Diaz stated that the membership application was made sleeker, and also noted that on page 4 of the application needed to be amended for a grammatical error. A. Boone also noted on that on page 5 a similar error was made. D. Law stated that new format of the application made the application more inclusive of prevention representation.

Recruitment

D. Law stated once the Planning Application is approved by HIPC, it would be used moving forward after the fall nominations process, and the group will review applications in September. D. Law stated there are currently 9 applications; however, some were from the same agency. D. Law emphasized that policy only allowed for 2 applications maximum from the same agency. J. Baez inquired if there any current Planning Council members from that agency. D. Law replied not currently, but staff from those organizations have been attending meetings. L. Diaz noted that it was good that non-Ryan White funded organizations were participating in meetings, and they should also be a target for recruitment. D. Law explained the application deadline would be set for September 8, 2017, so that would give groups sufficient time to review. L. Diaz asked what was needed, in terms of fulfilling membership gaps. D. Law stated the council needed Federally Recognized Indian tribes, PLWHA from Philadelphia, and PLWHA from Pennsylvania counties and there is one opening for New Jersey. D. Law also stated the main focus was on African American males. D. Law explained that HIPC members will have to reapply for membership in 2 to 2.5 years. D. Law asked about any ideas regarding recruitment. J. Baez suggested that the Positive Committee should do more recruitment. A. Boone stated that they have a meeting on Monday, and that the Positive Committee will go over recruitment along with the brochure and newsletter.

L. Diaz asked how many members are currently on the committee. D. Law answered currently the Nominations Committee had 6 members, which is sufficient accordingly to the By-laws, but typically 4 members are needed to conduct the voting process. L. Diaz reiterated that it is imperative committee members attend meetings, since the Nominations Committee was such a small group. L. Diaz suggested that she and J. Baez will contact other committee members. J. Baez agreed and suggested that they do that for Non-RSVP'd members.

Old Business: None.

New Business: None.

Announcements: None.

Adjournment: Motion: (L. Diaz) moved (J. Baez) seconded to adjourn the meeting at (1:28) p.m. Motion Passed: All in favor.

Respectfully submitted by,

Stephen Budhu, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- July 13, 2017 Meeting Minutes
- Updated Planning Council Application (Draft)
- OHP Calendar