

**Nominations Committee of the  
HIV Integrated Planning Council  
Virtual Meeting Minutes for  
Thursday, May 12, 2022  
12:00-2:00 p.m.**

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

**Present:** Juan Baez (Co-Chair), Mike Cappuccilli (Co-Chair), Julie Hazzard, Sharee Heaven, Shane Nieves, Clint Steib

**Excused:** Lupe Diaz, Sam Romero

**Staff:** Beth Celeste, Debbie Law, Sofia Moletteri, Elijah Sumners

**Call to Order:** M. Cappuccilli called the meeting to order at 12:10 p.m.

**Approval of Agenda:** M. Cappuccilli presented the May 2022 HIPC agenda for approval.

**Motion:** S. Heaven motioned, M. Cappuccilli seconded to approve the May 2022 agenda.

**Motion passed:** 4 in favor.

**Approval of Minutes** (*April 14, 2022*): M. Cappuccilli presented the previous meeting's minutes for approval. **Motion:** S. Heaven motioned to approve the minutes, M. Cappuccilli seconded to approve the April 2022 meeting minutes as amended. Motion passed: 4 in favor

**Report of Co-Chairs:**

No Report.

**Report of Staff:**

D. Law reported that OHP has sent five letters of recommendation to the Mayor's Office. She and S. Moletteri followed up to see if the new members were still interested to confirm addresses. Orientation has not been scheduled yet, but after D. Law received a response from the Mayor's Office a potential date will be discussed with the Nominations Committee. S. Moletteri and D. Law followed-up with candidates that applied to see if they were still interested and did not receive confirmation from a few of them.

M. Cappuccilli asked how many letters of recommendation were sent to the Mayor's Office and how many had clearance? D. Law stated that there were five total including the reapplicants and those approved had clearance but reiterated that not everyone responded to her request to verify their addresses. M. Cappuccilli asked of the 5 applicants how many were new and returning? D. Law answered that there were four new applicants and one veteran applicant.

S. Moletteri reported that they would begin the recruitment video as it was one of the facets of the Ad-Hoc Recruitment Workgroup guidelines. This included questions that could be asked in the video and answered. This was going to be a video for social media and they were going to begin to look for the best place to start this plan and set up a meeting soon.

## **Discussion Item:**

### **—New Member Support—**

M. Cappuccilli reported that the discussion item for this meeting was a follow-up to a previous conversation started back in March. The committee discussed the issue of whether or not Nominations members wanted to have a one-on-one mentorship program. This was not a popular option amongst the group, so we ended up talking about having quarterly new member meetings after the Planning Council meeting. J. Hazzard agreed and stated that the meeting ended with them trying to figure out when those quarterly meetings would occur. M. Cappuccilli stated that the idea was thrown out to start the quarterly meeting a month after the new members' first meeting. He continued that when D. Law scheduled the orientation for new members who were having their first meeting and that could act as a starting point to determine quarterly meetings. D. Law stated that agreed to have informal check-ins with new members.

J. Baez stated that he recalled that they agreed on quarterly meetings, but it was not specified where within the quarter meetings would take place. M. Cappuccilli stated that the idea originated from the group asking how an ancillary meeting got scheduled when there were meetings weekly. D. Law asked how long would these quarterly meetings take place and at what point would a "new" member not be considered "new" because people were added to HIPC twice a year. J. Baez answered that because it was not agreed upon it was unclear, but meeting four times a year was a good idea, the committee just needed to determine appropriate times to do so.

M. Cappuccilli asked D. Law if this was yet to be determined because new member orientation varied year-to-year? D. Law responded that it used to be much more consistent, but now the Mayor's Office approval process slowed down OHP's ability to conduct it. She continued that in her notes from the previous meeting the group agreed upon check-ins, which to her understanding was before or after the meeting. There was also the previous discussion of whether they wanted these to be standalone meetings. M. Cappuccilli stated that the committee previously discussed holding meetings after Planning Council meetings. J. Baez agreed that both parties were correct in what was previously discussed because the committee gave a lot of ideas with no concrete direction and this meeting was to narrow the ideas down to an executable plan.

M. Cappuccilli suggested that the Nominations Committee hold check-ins after the HIPC meeting as it would be less work to get people to them. J. Baez stated that the consensus generally was if there was to be a check-in it would be after the full council meeting because most members likely would have attended that meeting. Those who had questions would remain, and any questions that they had during the meeting could then be discussed. M. Cappuccilli agreed and stated that it could be announced in the meeting to remind people that there were going to be some members standing-by right after for about 10 minutes or so to go over any questions.

M. Cappuccilli suggested that there could be a less concrete schedule and just have 10 minutes set aside after the full council meeting where nominations and whoever else wanted to participate could meet. J. Baez agreed. D. Law agreed and stated that because full council meetings do not typically use the entire allotted time it could be a possibility. M. Cappuccilli suggested that the nominations committee could announce the debriefing during their committee report for interested members. D. Law stated that OHP

staff have a debrief after the meetings and she would have to verify with M. Ross-Russell that the check-ins with members would be possible.

M. Cappuccilli stated that to theoretically propose to M. Ross-Russell that after every planning council meeting, Nominations and other co-chairs, members, etc. want to stay behind, would go into a breakout room with one member of the staff for 10 minutes to answer any questions from the meeting. D. Law stated that she would put down that this idea would be tested and as it was not in the HIPC bylaws this would act as a trial for the next six meetings. M. Cappuccilli and J. Baez agreed.

**Other Business**

None.

**Adjournment**

M. Cappuccilli asked for a motion to adjourn. J. Hazzard made a motion to adjourn, S. Nieves seconded the motion. The meeting adjourned at 12:41 p.m.

Respectfully submitted,

Elijah Summers