

**VIRTUAL: Nominations Committee  
Meeting Minutes of  
Thursday, January 12th, 2023  
12:00 p.m. – 2:00 p.m.**

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

**Present:** Lupe Diaz, Michael Cappuccilli. Sharee Heaven, Shane Nieves,

**Excused:** Julie Hazzard, Juan Baez

**Staff:** Debbie Law, Sofia Moletteri, Kevin Trinh, Mari Ross-Russell, Tiffany Domingue

**Call to Order:** M. Cappuccilli called the meeting to order at 12:13 pm

**Introductions:** M. Cappuccilli asked everyone to introduce themselves.

**Approval of Agenda:**

M. Cappuccilli referred to the January 2023 Nominations agenda and asked for a motion to approve. **Motion:** L. Diaz motioned; M. Cappuccilli seconded to approve the January Nominations agenda. Motion passed: all 3 in favor. The January 2023 agenda was approved.

**Approval of Minutes (December 8th, 2022):**

M. Cappuccilli referred to the December 2022 Nominations minutes. **Motion:** D. Law motioned; M. Cappuccilli seconded to approve the December 2022 meeting minutes and Agenda via a Zoom poll. Motion passed: 3 in favor. The December 8th Minutes were approved.

**Report of Co-chairs**

None.

**Report of Staff**

D. Law had sent the training materials to all the nominees. D. Law reported that none of the nominees had replied back to her. M. Cappuccilli asked D. Law if she sent materials were the PowerPoint. D. Law replied that the sent materials were the information found on the OHP website (Office of HIV Planning) under the resources tab. M. Ross-Russell asked D. Law if she had asked the email recipients to reply back to her once they had read the email. M. Ross-Russell confirmed that some people had received the email. The email contained a SurveyMonkey quiz and M. Ross-Russell was notified when nominees had answered the survey.

D. Law said she previously had sent them all the materials for the nominations. She planned to send the HIPC materials piece by piece to keep the members engaged leading up to orientation.

M. Ross-Russell asked again if D. Law asked the nominees to reply back. D. Law confirmed that she had in the email. D. Law believed that the members were not replying back because some are comfortable using technology. L. Diaz asked if D. Law could send the nominees a personal message during the HIPC (HIV Integrated Planning Council) meeting later that day. D. Law said she would if the nominees were present at the meeting.

D. Law transitioned to the next topic. She asked M. Ross-Russell why 35 members were chosen for HIPC. M. Ross-Russell explained that 35 was an odd number and would minimize the number of ties when HIPC would vote on a topic. M. Cappuccilli asked if there was an HRSA membership minimum requirement. M. Ross-Russell said there used to be a requirement for an epi person in the group.

M. Cappuccilli asked if there was a requirement. M. Ross-Russell said there have been EMAs where there were 10 members total. M. Ross-Russell said the actual number is determined by the planning body. For example, M. Ross-Russell said New York has a high membership due to their planning body. T. Dominique asked a question about the member. M. Ross-Russell said that it was during the pandemic that the number of members became an issue. M. Cappuccilli asked if suburban areas did not receive a tax clearance due to the new laws enacted by the city of Philadelphia. M. Ross-Russell said that she had visited the Philadelphia government's site and explained that the site requires an address. However, it does not ask if the person is a renter or owner. M. Ross-Russell said the site asked for the address and OPA number.

M. Cappuccilli asked if they should recommend people regardless of whether they had paid taxes or not. M. Ross-Russell said that they should because the EMA covers areas in the city and suburbs. L. Diaz asked if all the members were approved. M. Ross-Russell confirmed that all the members were approved by the city. M. Ross-Russell said that they need to prepare for what happens if the city government staff will stay the same or if there will be different people after the mayoral race.

### **Discussion Items:**

#### ***-Increasing Engagement for Orientation-***

M. Cappuccilli asked D. Law if the Orientation meeting taking place on February 9th will be taking the place of the nominations meeting. M. Cappuccilli and L. Diaz voiced that they would be committing to attending the Orientation Meeting. L. Diaz said that she and S. Heaven would be present at the Orientation as the co-chairs.

M. Ross Russell felt the Planning Council did not have a roles and responsibilities discussion for the whole body and she wanted to include this section in the Orientation Meeting.

M. Ross Russell predicted that the Nominations Committee could be receiving their final award in February. If this happened, M. Ross-Russell said the Planning Committee would need to have an allocations discussion. M. Cappuccilli confirmed with M. Ross-Russell that they would be having the Orientation Meeting at noon on February 9th and M. Ross-Russell would be responsible for the Roles and Responsibilities meeting in the general meeting. M. Ross-Russell would concisely explain the responsibilities that the mayor, recipient, and the CPC.

M. Cappuccilli asked if D. Law would be the presenter for the Orientation Meeting between 12 p.m. to 2 p.m. on February 9th. D. Law said that it would depend on the final formation of the Orientation meeting. In the previous meeting, the committee wanted to know if they should add games or allow the members to speak during the orientation to further engagement.

M. Cappuccilli said if they planned the orientation on Feb 9th at around 12 p.m., there should be no need for a meeting afterward. D. Law said that they could always ask the members to stay around for about 5 minutes. D. Law confirmed that J. Baez and S. Heaven would not be able to attend the orientation. D. Law confirmed that M. Cappuccilli and S. Nieves would attend the orientation.

L. Diaz notified the committee may not attend the orientation due to health reasons. She promised that she would email D. Law before the orientation to give her an update. M. Cappuccilli recommended reaching out to the nominees to confirm if they can attend orientation and then divide the attendees into groups. D. Law voiced her concern that the orientation members may be uncomfortable speaking about certain topics. M. Ross-Russell suggested asking more experienced members to present the topics if they were knowledgeable. M. Ross-Russell suggested that if they encountered a topic that is too sensitive, they could allow a Nominations Committee member to present it or remove the topic entirely. M. Ross-Russell explained that giving a knowledgeable member a topic to present would give them something comfortable to speak about and create a more diverse voice within the orientation.

M. Cappuccilli said he had reviewed the orientation Powerpoint and felt confident that he could present any topic with the information readily at hand. He believed that information left off the slide would be information the audience would not retain. D. Law was concerned about how comfortable S. Nieves and J. Hazzard would be presenting the information. M. Ross-Russell volunteered to contact Shane and Julie to see if they were comfortable presenting the information. If S. Nieves and Julie were not comfortable, then the other staff can substitute. M. Ross-Russell asked Shane who was in attendance at the meeting. Shane said they were comfortable attending orientation and were more comfortable facilitating engagement from the members by answering questions rather than presenting. L. Diaz volunteered to present slides that focused on topics such as the history of HIPC and other non-quantitative topics.

D. Law asked how they will incorporate breaks and games into the orientation. M. Cappuccilli believed that breaks and games would only add time to an already long presentation. He suggested the committee could ask the members to share their stories during small breaks and allow them to share their background stories. D. Law asked the committee how they would assign presenters for each slide. She was concerned that the members would be disengaged if they had only heard one voice. L. Diaz said that they should determine this based on the number of people attending the orientation. S. Moletteri stated there would be 50 people attending orientation. L. Diaz proposed breaking the presentation into 10 pages for each person. M. Cappuccilli asked D. Law to assign persons to each slide since she knows the presentation best. D. Law indicated that she was uncomfortable with this idea. D. Law went to slide 21 of the presentation regarding community planning. D. Law said M. Ross-Russell will present this slide to the planning council.

T. Dominique asked if the orientation is about building a community and engagement as much as it is about informing the community. M. Cappuccilli reaffirmed that it was the goal.

D. Law recalled that the committee previously allotted time for testimonials at the end of orientation when they were held in person. D. Law said she usually starts her icebreaker by letting members share their stories but acknowledged that not every person would want to share. M. Cappuccilli suggested that had

four to five members share their stories. M. Ross-Russell agreed and added they should share their stories throughout the orientation. M. Ross-Russell believed it made the presentation seem more about the personalities and community rather than something that members have to remember.

D. Law said she would add the presenter's name before each slide as a cue that it was their turn to present. M. Cappuccilli asked to be given the slide number assign to him before the orientation and D. Law promised that she would. D. Law said the committee is free to edit the presentation. L. Diaz said she was willing to share her story and that she wanted to present the section on the history of Ryan White on slide 12.

M. Ross-Russell said she was willing to help anyone during their presentations if they asked her. D. Law reminded the committee that sharing their story was optional. S. Nieves asked what kind of stories they would be sharing. M. Cappuccilli and L. Diaz offered their support and gave some examples of information S. Nieves could present. D. Law said she will find a spot for S. Nieves to present and notify them before the orientation.

D. Law brought the discussion back to breakout rooms. L. Diaz said there were too many slides to do in breakout rooms. M. Ross-Russell asked how many MP3 recordings were in the presentation. D. Law planned that not all members would be able to attend the orientation and has placed many recordings in the presentation for the absent members. M. Ross Russell suggested limiting the number of recordings during the presentation to save time. M. Ross-Russell would leave the mp3 files and other recordings since they may take longer.

D. Law asked if it was important for the staff to share their stories. M. Ross-Russell said it was more important for the members to share their stories. M. Cappuccilli suggested reviewing the quiz with the members at the end if there is time left over from the presentation. He hoped that the quiz would spark discussion and intrigue the members. M. Ross-Russell approved because she wanted the presentation to be as interactive as possible.

S. Heaven said that the quiz should be fun and reflect the personalities of the committee. T. Dominique confirmed that they could do polls and quizzes to make the orientation more interactive. L. Diaz suggested portioning out the question evenly throughout the orientation. M. Cappuccilli stated that between January 12 and February 9th, they would be in contact with D. Law to make sure the materials and sections for the presentation were correct. D. Law suggested meeting the day before the orientation to make sure that everything is in order. M. Cappuccilli and L. Diaz stated they were interested. S. Nieves said it might be difficult for them to attend if it was the day before the orientation. S. Nieves opened their calendar and said the meeting would have to be in the morning and not in the afternoon since they had meetings in the afternoon. M. Cappuccilli said any time would be appropriate for him. L. Diaz said any time before 3:30 p.m. would be fine. S. Heaven said she would be on vacation during this time. D. Law said there was no obligation to attend the meeting since it is an unofficial meeting. M. Ross Russell suggested February 8th at 11 am as the meeting date. S. Nieves agreed that it was a suitable date but they would have to leave at around 12 p.m. due to prior commitments. M. Ross Russell said she did not anticipate that the meeting will last an hour or more since they only reviewing the presentation.

M. Cappuccilli reminded the committee to make sure that the word "overview" is written as one word rather than two on the slide presentation. S. Moletteri made the corrections to the slide. M. Cappuccilli asked if they were using the word "recipient" or "grantee". M. Ross-Russell confirmed they were using the word recipient. M. Cappuccilli asked to change certain slides to make the language more consistent. S. Moletteri made the corrections on slide 25. M. Cappuccilli asked

why the priority setting was 1 to 3 years on slide 29. M. Ross Russell explained that the priority setting could have been earlier but the committee had voted to hold off on it due to the possible effects the pandemic may have on the results. D. Law explained that the Integrated Plan is a 5-year plan and that allocation happens every year while the priority setting happens every 1 to 3 years. D. Law stated that these 3 topics were separate. M. Ross Russell said that the Integrated Plan can be updated during the 3-year period.

M. Ross-Russell said the epidemiology profile is in the middle of being updated. The section is under scrutiny because the data used for the profile is being called into question. M. Cappuccilli asked a question about slide 27 about HIPC's roles and responsibilities. M. Cappuccilli asked if HIPC had the authority to develop standards of care. He had thought the recipient had that power. M. Ross-Russell said it was a dual role where the planning body and the recipient could choose to do together. M. Ross-Russell said that when they are asking questions about service on the quiz, they were also evaluating the effectiveness of the service. M. Ross-Russell said the community survey is the evaluation process. D. Law said that if M. Cappuccilli goes to slide 15, it will answer the question that M. Ross-Russell had answered.

M. Cappuccilli went to slide 47 and asked if the presentation had explained what a conflict of interest would be. D. Law said they generally reviewed conflicts of interest before allocations and they were reviewed multiple times per year. M. Ross-Russell said conflict of interest is built into the legislative interest. She explained conflict of interest is unavoidable and that the problem is how it is managed. For example, M. Ross-Russell said that if she wanted someone to represent AIDs services organizations on the planning council, the reality that the AIDs service organization is funded by Medicare Part A makes it a conflict of interest. M. Ross-Russell concluded that she would be presenting the slide on conflict of interest.

### **Review Membership Bylaws/Open Nominations process**

M. Cappuccilli asked if the committee would want to table the review of the Membership Bylaws. L. Diaz agreed to table the ByLaws discussion because J. Baez, who was an AIDs lawyer, was not at the meeting.

M. Ross-Russell said that if they wanted to change the language on the ByLaws, they would still need to go through the planning body and wait 30 days. M. Ross-Russell added that additional time would be needed depending on what was to be changed. M. Ross-Russell explains that the open nominations process is a policy as well because the planning body has to agree to it. D. Law reminded the committee that the reason the topic was up for discussion was that HIPC was below membership levels and the question was why they could not change the ByLaws. D. Law added that they had to change the ByLaws due to the changes in the tax law and the change in format to Zoom. M. Cappuccilli asked if this was an issue for a more open nominations group. L. Diaz said there was not enough time for this discussion and the committee agreed to table the discussion. M. Ross-Russell believed the earliest they could have the discussion would be in March 2023. D. Law reminded them that they have Spring nominations coming up.

### **Any Other Business:**

None.

**Announcements:**

None.

**Adjournment:**

M. Cappuccilli called for a motion to adjourn. **Motion:** L. Diaz motioned, and M. Cappuccilli seconded to adjourn the January Nominations meeting. **Motion passed:** Meeting adjourned at 1:42 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- January 2023 Meeting Agenda
- December 2022 Minutes
- HIPC Bylaws
- Open Nominations Process