

**Philadelphia HIV Integrated Planning Council (HIPC)**  
**Nominations Committee**  
**Meeting Minutes**  
**Thursday, September 14, 2017**  
12:00-2:00pm

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

**Present:** J. Baez, K. Burns, M. Cappucilli., L. Diaz, S. Heaven, S. Romero

**Excused:** None

**Absent:** None

**Guests:** None

**Staff:** Debbie Law, Stephen Budhu

**Call to Order/Introductions:** K. Burns called the meeting to order at 12:17pm, and those who were present introduced themselves.

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

**Approval of Minutes:** (August 10, 2017) K. Burns presented the minutes for approval. **Motion:** J. Baez moved, L. Diaz seconded to approve the agenda. **Motion Passed:** All in favor.

**Report of Chair:** None

**Report of Staff:** D. Law informed the committee the membership applications are ready to be reviewed by the committee. She clarified the planning council has 41 members and the maximum capacity is 55. She reminded the committee there can only be two applicants on the council from the same agency. She also informed the committee there is space for applicants from the New Jersey counties, Pennsylvania counties, and also Philadelphia. M. Cappucilli inquired if African American HIV+ males were under represented. D. Law replied African-American males living with HIV are still underrepresented according to the ideal membership percentages.

D. Law noted 13 applications were received, and the applicants' names were omitted for anonymity purposes on the copies of the application. D. Law explained the applications were numbered 101 to 113, and the committee would score applications on demographic needs and each applicant's credentials.

D. Law stated some of the veteran planning council members did not complete tax clearance forms so their applications were not considered. She explained that new member orientation will take place in October.

**Action Item:**

- Application Review and Membership Nominations:

D. Law reiterated to the committee current enrollment is 41, and the council can accommodate 55 members. D. Law opened up the nominations process to the committee. The committee began

to score recipients on a numerical 1-4 basis on a few categories; 1 being the poorest score, and 4 being the best score. The committee scored the candidates, and D. Law recorded the scores. L. Diaz recommended anyone without a double digit score should not be considered for membership.

D. Law notified the committee of the 13 applicants, 4 were consumers, 3 of the applicants were from New Jersey, and applicants 107-109 were from the same agency.

D. Law noted Candidate 105 received the highest score of all the candidates. She informed the committee is a Philadelphia provider. She notified the committee applicants 105 and 104 were Philadelphia providers from the same agency. D. Law stated applicant 111 received the second highest score of the applicants and was an NJ consumer. She said candidate 110 was a Philadelphia consumer. She informed the committee applicants 101, 106, 112, were all unaligned consumers; applicant 101 is from an agency that is at maximum representation in the Planning Council, and applicant 112 is a former member reapplying. D. Law stated applicant 103 has had email correspondence with M. Ross-Russel and is a NJ Provider. She explained applicant 113 was neither a consumer nor provider, but fits the target demographic.

**Motion:** The committee agreed to approve Applicants 105, 111, 104, 110, 109, 103, 102, 111, and 112 for Planning Council membership. **Motion Passed:** All in Favor.

The committee made note candidate 101 was a strong applicant, however their application was denied because there already were two members on the council from the same agency as candidate 101. The committee asked D. Law to contact candidate 101 and ask them to reapply during the spring nominations process. D. Law noted 8 applications had been approved, including 6 new members. She stated Planning Council membership is now 49 members.

**Old Business:** None

**New Business:** None

**Announcements:** D. Law explained to the committee the next meeting was Thursday, October 12, 2017 at 1 p.m. instead of 12p.m. She informed the committee new candidate orientation would take place during the next scheduled meeting.

**Adjournment: Motion:** K. Burns moved J. Baez seconded to adjourn the meeting at 1:40 p.m. **Motion Passed:** All in favor.

Respectfully submitted by,

Stephen Budhu, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- August 10, 2017 minutes
- Planning Council Candidate Applications
- OHP Calendar