

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
POLICIES AND PROCEDURES COMMITTEE MEETING  
Norfolk Department of Human Services  
Thursday, January 29, 2015**

**Call to Order:** The meeting was called to order at 2:15 p.m.

**Roll Call:**

**In attendance were:**

- Lisa Laurier
- Christine Carroll-Grantee Staff,
- Jacqueline C. Wiggins-Grantee Staff;
- Jeff Daniel-P.C. Support;
- Teresa Malilwe-P.C. Support Staff.

**Absent:**

- Charmaine Brown
- Cynthia B. Banks

**Excused:**

- Andre B. Christian

**Moment of Silence:** A moment of silence was observed for people who are infected and affected by HIV/AIDS.

**Review of Minutes:** Minutes of the last meeting were reviewed. A vote could not be taken because of lack of a quorum.

**Old Business:**

*Discuss proposed changes to the Current Bylaws:* With regard to notification of the Bylaw changes, according to Article XII-Amendments and Ratification; Section 1-Amendments, it is stated that Planning Council members shall receive, within prior fourteen working days, any bylaw changes, attached, that were worked on at the Policy and Procedures Committee. The changes will be voted on at the February 26 Planning Council meeting.

The committee proceeded to review the following sections of the Bylaws, and the proposed changes were done in real time by Jeff:

Article III-Membership; Section 4-Terms of Membership:

Article V-Officers; Section 3-Vacancies in Office:

(a), (b), and (d).

Under this Section, the committee discussed the number of times an officer (Chair or Vice-Chair) can be reelected. The committee agreed to revisit the issue in a year.

The committee also agreed to include, as a function of a chair or vice-chair, the responsibilities of the Ex-Officio on a committee.

Under Article VII-Committees; Section 2-Standing Committees; (b) Policies and Procedures Committee, it was agreed to include the function of reviewing the Assessment of the Administration Mechanism/Agent Tool; and to annually update the MOU between the Grantee's Office and the Planning Council.

While reviewing the Grievance Process, they agreed to make changes to (b) under:

- A. Initiation of Grievance Process.
- B. Grievance Committee Review

With regard to the "Code of Conduct", the committee proposed some changes to: C and J.

The committee also reviewed the Planning Council Sub-Committees' functions and responsibilities.

There was a brief review and discussion of the P-CAT and the possibility of combining some committees. The focus is to cut down on the number of meetings a member has to attend in a year, and also increase membership at meets where it has been a challenge to have a quorum. This will enable committee recommendations to move forward. The P-CAT will be discussed, in detail, at the Executive Committee. Jeff will also discuss the document with individual committees for input and comments.

**Other Business:**

**Adjournment/Next Meeting:** With no further business to discuss, it was moved and properly seconded to adjourn the meeting.

Respectfully submitted,

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Lisa P. Laurier - Chair