

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee  
Minutes  
Norfolk Department of Human Services  
Thursday, March 26, 2015**

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

**Roll Call:**

**In attendance were:**

- Lisa Laurier
- Charmaine Brown
- Christine Carroll-Grantee Staff
- Jeff Daniel-P.C. Support;
- Teresa Malilwe-P.C. Support Staff.

**Excused:**

- Cynthia Banks
- André B. Christian

**Guest:**

- Franklin Todd England

**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. The minutes were approved as written.

**Old Business:**

*Discuss proposed changes to the Current Bylaws:* It was noted that some committees were merged. As indicated in the Bylaws on:

Page 13: Article VII-Committees; Section 2-Standing Committees: the Planning Council Standing Committees are as follows:

- 1. Executive Committee**
- 2. Priorities, Allocations and Policies Committee:**  
*A combination of the Policies and Procedures Committee with the Priority Setting and Resource Allocations Committee*
- 3. Membership and Nominations Committee**
- 4. Quality Improvement & Strategic Planning Committee**  
*A combination of the Care Strategy Committee and the Needs Assessment and Comprehensive Planning Committee*
- 5. Community Access Committee**

Page 10: Article V-Officers, Section 3-Vacancies in Office: To paragraph (a), add “and” so that the sentence reads as follows:

“(a) If the Chair is unable to complete his/her term, the Vice-Chair will immediately assume the position and a special election...”

Page 12: Article VI-Meetings; Article 4-Notices: To (b), add “a” for the sentence to read: Public Notification – The public shall be afforded adequate notice in the form of “a” published...”

Page 12: Article VII-Committees; Section 1-General: The last sentence under:

- (a) In the absence of a committee chair, the Planning Council Chair or Vice-Chair may assume the role and duties of the chair as an ex-officio member outlined in Section 2 “*and until a new chair is chosen by the committee.*”

Page 8: The committee discussed possible reasons and behaviors that can cause a Council member to be terminated from the Planning Council. The Membership and Nominations Committee will review/revise the Membership Application Form to make it more in line for members who reapply after either being terminated or voluntarily resigned from the Council.

It was agreed that the committee will review/update the Bylaws annually. After discussion, a motion was moved and was properly seconded to approve the recommended revisions/updates to the Bylaws. The motion passed. The Bylaws will be e-mailed to the Council members for review, fourteen (14) working days in advance of the meeting, in accordance with the Bylaws requirement: Article XII-Amendments and Ratification: Section 1-Amendments.

*Review changes/Updates to the MOU between the Grantee and the Planning Council:*  
The committee agreed to defer the review of the MOU to next month and will be presented to the Planning Council at the April meeting.

*Agenda for Next Month:* The committee will meet on April 30, 2015 at 3:00 p.m. and the agenda will be as follows:

- Review Expenditures by Service Category (Review FY 2014 Expenditures)
- Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information
- Review framework for PSRA
- Re-review MOU between the Planning Council and the Grantee.

**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