

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
MINUTES OF THE PLANNING COUNCIL SPECIAL MEETING
Thursday, July 18, 2019: 3:30 p.m.
The Salvation Army Ray & Joan Kroc
Corps Community Center of Hampton Roads
1401 Ballentine Blvd, Norfolk**

Call to Order: The Planning Council meeting, held at the Salvation Army Ray & Joan Kroc Center in Norfolk, was called to order at 9:00 a.m. on Thursday, July 18, 2019.

The Planning Council met prior to the Priority Setting and Resource Allocations Session, to consider the Executive Committee recommendations; namely:

- Revising the Planning Council/Sub-Committee Meeting Schedule
- Policy for the Old and New Planning Council members from same Agency

Roll Call: The membership roll was called, and the following were in attendance:

Cindy Walters	Doris McNeill
Earl Hamlet	Gloria Robinson
Gwendolyn Ellis-Wilson	Jerome Cuffee
Lexus Walker	Lisa P. Laurier
Rachael Artise	Syreeta Dawkins
Todd Franklin	Tony Boston

Absent Members:

Gregg Fordham	Beverly Franklin
Michael Singleton	Catherine Derber

Grantee Staff:

Christine Carroll	Robert Hargett
Marsha Butler	Jacquelyne Wiggins

Planning Council Support Staff:

Thomas Schucker-PC Support
Deryk M. Jackson
Teresa Malilwe-PC Support Staff

Committee Report:

At the Special meeting held on Monday, July 15th, the Executive Committee expressed concern that the current meeting schedule was not working because Planning Council and Committee work was running behind schedule, and thus were not able to fully meet their responsibilities. The Executive Committee agreed to revert to the former Planning Council-Sub-Committee meeting schedule. That is, meeting every month. Committee chairs will, going forward, make a determination whether to hold or cancel a scheduled meeting, depending on the committee's workload.

After some discussion, a motion was moved by Cindy and seconded by Earl to revert to the prior meeting schedule; that is,

- **Second Wednesday of the month:**
Community Access Committee 6:00 p.m.

- **Third Thursday of the month:**
Membership and Nominations Committee 3:00 p.m.
Quality Improvement & Strategic Planning Committee 4:00 p.m.

- **Last Thursday of the month:**
 Priorities, Allocations and Policies Committee 3:00 p.m.
 Executive Committee 4:00 p.m.
 Planning Council 5:00 p.m.

The motion passed.

The revised Planning Council/Sub-Committee meeting schedule will be emailed to all Planning Council members. The new calendar will take effect September 1, 2019.

Policies and Procedures:

The Executive Committee was also asked to consider a policy or procedure; for Planning Council members who are within two months of rotating off and have a new representation from their agency, for the new member to be allowed to join the Council and be seated as a non-voting member for the two months. It was agreed to send the recommendation to the Priorities, Allocations and Policies Committee to write the Policy for the Council’s consideration.

Next Meeting:

The next meeting will be Thursday, September 26th, at 5:00 p.m.

Adjournment: There being no further business to discuss, a motion was accepted to adjourn the meeting.

Respectfully Submitted:

 Gwendolyn Ellis-Wilson – Co-Chair

 Rachael Artise – Co-Chair