

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, January 30, 2020: 3:00 p.m.**

**Call to Order and Roll Call:**

The Priorities, Allocations and Policies Committee meeting, held at the Norfolk Department of Human Services, was called to order at 3:15 p.m. A roll was called, and the following members were in attendance:

**Present:**

Jerome Cuffee  
Ashley Brown  
Gloria Robinson

Lisa P. Laurier  
Davon White  
Gwendolyn Ellis-Wilson

**Recipient Staff-Present**

Christine Carroll  
Robert Hargett  
Jacquelyne Wiggins

**PC Support Staff-Present:**

Deryk M. Jackson  
Teresa Malilwe

**Guests:**

Syreeta Dawkins-P.C. Member

**Moment of Silent Reflection:**

A moment of silence and reflection was observed for those infected and affected by HIV and AIDS.

**Confirmation of Notice of Meeting Posting:**

No confirmation of notice of meeting posting was received.

**Public Comment and Discussion:**

There were no guests at the meeting and, therefore, there was no public comment and/or discussion.

**Approval of Minutes of Previous Meeting:**

After review of the minutes, a motion was moved by Ashley and seconded by Davon to approve the minutes with noted correction on the date of the meeting. The motion passed.

**Review of the Planning Council Activity Timeline:**

The committee reviewed the Planning Council Activity Timeline, and these included the following:

- Review Expenditures by Service Category
- Review Reallocation Requests from the Recipient
- PSRA-Develop Directives to the Recipient
- Review/Update Bylaws, Policies, Procedures, and MOU with the Recipient
- Review/Update Committee Planning Council Activity Timeline (P-CAT)
- Review/Prepare Committee Activity Budget to the Recipient
- Compile Unresolved Issues in Parking Lot

*Review of the MOU between the Planning Council and Recipient's Office:* The committee reviewed the MOU at the October meeting but did not make any final

decisions. Review of the MOU between the Planning Council and the Recipient was deferred to the January meeting in order to provide an opportunity for the Recipient to provide input to the MOU.

During review, some revisions were made to:

- Roles and Responsibilities of the Planning Council
  - Assessment of the Administrative Mechanism
- Roles and Responsibilities of the Recipient
  - Contract Monitoring
- Information to be Provided by the Recipient to the Planning Council:
  - The Quarterly Expenditures Report.

A motion was moved by Gwendolyn and properly seconded by Ashley to accept the revisions that were made to the Memorandum of Understanding (MOU) between the Norfolk TGA Part A Recipient and the Greater Hampton Roads HIV Health Services Planning Council. The motion carried.

*Review of the Expenditures by Service Category:* In view of the time constraint, the committee will review and discuss the Expenditure Summary Report at the Executive Committee meeting.

**Next Meeting Date:**

The next committee meeting will be Thursday, February 27<sup>th</sup>, 2020 at 3:00 p.m.

**Adjournment:**

With no further business to discuss, a motion was moved by Gwendolyn and properly seconded by Ashley to adjourn the meeting. Motion was accepted.

Respectfully submitted,

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Lisa P. Laurier – Co-Chair

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Jerome Cuffee-Co-Chair