

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, January 28<sup>th</sup>, 2016 – 2:30 p.m. to 3:30 p.m.**

**Call to Order:** The meeting was called to order at 2:30 p.m.

**Roll Call:**

**The following members were in attendance:**

Jerome Cuffee, Katrina Fontenla, Kanedra Nwajei, Gwen Ellis-Wilson, Kimberly Sparrow, Devilna George, Gloria Anderson, Anthony Ruffin, Christine Carroll-Grantee Staff, Robert Hargett-Grantee Staff, Jacquelyne Wiggins-Grantee Staff, Jeff Daniel-PC Support, Teresa-PC Support Staff.

**Excused Members:** None

**Absent Members:** None

**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. It was moved and properly seconded to approve the minutes as written. The motion passed.

*Review Planning Council Activity Timeline (P-CAT):* For the month of January, the committee's agenda is to:

- Review Expenditures by Service Category
- Review Reallocation Request from the Grantee
- Review Framework for PSRA (including Directives)
- Review and Approve 2016 Planning Council Support Budget
- Bylaw and MOU Review and Update

**Committee Business:**

**Old Business:**

*Review Expenditures by Service Category:* The Grantee Staff presented the Expenditure Summary Report for the period ending November 2015. Overall target expenditure was at 73%. There is, therefore, still need for some funding through reallocations. Areas of reallocation of funds were identified. The TGA has received the 2014 carryover. In accordance with the Reallocation Policy, the grantee's Office will move funds from underspending categories to overspending service categories. A report of the reallocations will be presented to the Priorities, Allocations, and Policies Committee. The Grantee also reported that some funds were taken from the Grantee Administration, and Quality Management and were allocated into MAI. No reallocations were presented by the Grantee during the meeting.

**New Business:**

Planning Council Support staff presented the 2016 proposed budget. The proposed budget was the same as 2015. The committee discussed the budget at length. Tony Ruffin made a motion to approve the budget and the motion was seconded by Devilna George. Tony, Devilna, Jerome and Robert voted for the motion. Andre, Gwen, Kanedra and Gloria abstained. It was determined by the committee that PC Staff would send out the budget prior to the February meeting for a final vote.

Planning Council Supports staff presented 2016 committee budget requests. The Budget requests are as follows:

Community Access: \$4,490

Membership/Nominations: \$140

Quality Improvement/Strategic Planning: up to \$35,000 for a Needs Assessment

Priorities, Allocations and Policies: \$1,000

Executive: \$0

Planning Council: \$0

Total Committee budget requests: \$40,630

Motion to approve the Committee budget requests was made and properly seconded. The motion passed and the committee budget requests will be sent to the Grantee staff for final review and approval.

**Other Business:**

The committee will continue discussion of the Planning Council Directives to the Grantee at the February 2016 committee meeting.

**Adjournment/Next Meeting:** With no further business to discuss, it was moved to adjourn the meeting. Motion passed. The next meeting will be Thursday, February 25<sup>th</sup> at 2:30.

Respectfully submitted,

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Robert Bailey-Committee Chair