

**GREATER HAMPTON ROADS HIV HEALTH SERVICES  
PLANNING COUNCIL  
Priorities, Allocations & Policies Committee Minutes  
Norfolk Department of Human Services  
Thursday, October 31, 2019 – 2:30 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 by Jerome, the committee's Co-Chair, at 2:39 p.m. A roll was called, and the following members were in attendance:

**Present:**

Jerome Cuffee  
Ashley Brown

Rachael Artise-Ex-Officio  
Lisa Laurier

**Absent Members:**

Davon White

Gwendolyn Ellis-Wilson

**PC Support Staff-Present:**

Deryk M. Jackson  
Teresa Malilwe

**Recipient Staff-Present**

Christine Carroll

**PC Support Staff-Absent:**

Thomas Schucker

**Recipient Staff-Absent**

Robert Hargett  
Jacquelyne Wiggins

**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:**

One 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 Lisa and seconded by Ashley to approve the minutes as written. The motion passed unanimously.

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

The committee reviewed the Planning Council Activity Timeline.

***Review Expenditures by Service Category:***

The Recipient's Office asked the committee for authority to move funds as needed. However, it was noted that the Recipient's Office already has this authority as stated in the 2019 Directives.

The committee reviewed the Expenditure Summary Report for the period ending August 31, 2019. The target expenditures were at 50%. However, overall, the TGA's expenditures were at 44%. Underspending services were:

- HIPCSA at 26%

- Mental Health at 22%
- Substance Abuse at 20%
- Food Bank/Home Cooked Meals at 30% (Amendments are being done for the left-over funds from the agency that closed).

The Recipient Staff discussed how funds will be moved between services so that all services will have money to continue providing services to their clients.

### **Planning Council Support with Collaboration from Recipient's Office:**

*Review of the MOU between the Planning Council and Recipient's Office:* Signed copies of the 2015 MOU were distributed to the committee. Also distributed, were copies of the Norfolk TGA P-CHAT MOU. There is very little difference between the two MOUs. The Recipient's Office requested the committee to defer the review of the MOU to January 2020 so that they can also provide input. A motion was moved by Lisa and seconded by Ashley to accept a recommendation to table review of the MOU between the Planning Council and the Recipient's Office to the next committee meeting in January 2020. The motion passed.

*Review of Directives to the Recipient:* The committee reviewed the 2019 Directives to the Recipient for 2020. After review, a motion was moved by Lisa and seconded by Ashley to approve the 2019 Directives to the Recipient for 2020. The Directives will be presented to the Executive Committee and subsequently, the Planning Council for a final vote.

### **Next Meeting Date:**

The committee will not meet in the months of November and December. The next meeting will be Thursday, January 30, 2020 at 3:00 p.m.

### **Adjournment:**

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

Respectfully submitted,

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Jerome Cuffee-Co-Chair

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Lisa P. Laurier – Co-Chair