

**GREATER HAMPTON ROADS HIV HEALTH SERVICES
PLANNING COUNCIL
Priorities, Allocations & Policies Committee Minutes
Norfolk Department of Human Services
Thursday, August 22, 2019 – 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 3:17 p.m. A roll was called, and the following members were in attendance:

Present:

Jerome Cuffee
Lisa P. Laurier
Rachael Artise-PC Co-Chair

Gwendolyn Ellis-Wilson
Ashley D.D. Brown

Committee Members Absent:

Davon White

Recipient's Staff Present:

Robert Hargett
Jacquelyne Wiggins

P.C. Support Staff

Thomas Schucker
Deryk M. Jackson
Teresa Malilwe

Recipient's Staff Absent:

Christine Carroll

Moment of Silent Reflection:

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

Confirmation of Notice of Meeting Posting:

No posting of Meetings confirmation was received by Support Staff. Support Staff will request the Recipient Staff to have a conversation with Sub-Recipients at the next quarterly meeting regarding this issue.

Public Comment and Discussion:

There was no public comment and/or discussion.

Approval of Minutes of Previous Meeting:

After review of the minutes, a motion was moved by Gwendolyn and properly seconded by Ashley to approve the minutes as written. The motion passed.

Review of the Planning Council Activity Timeline:

The committee reviewed the Planning Council Activity Timeline as follows:

- Review Expenditures by Service Category
- Review Reallocation Requests from Recipient
- Compile Carryover Request Supporting Documentation
- PSRA-Review Priority Setting and Resource Allocations Report
- Evaluate Priority Setting and Resource Allocations Process
- Compile Unresolved Issues in Parking Lot
- Planning Council Support with Collaboration from Recipient's Office

PSRA-Review Priority Setting and Resource Allocations Report:

The committee reviewed the 2020 requests for the Part A grant which will include Formula and Supplemental and was made of core and support services. It was noted that there were inaccuracies in the computations for the Grantee Administration and the MAI service category. After reviewing and making revisions to the MAI Service Category, a motion was moved by Jerome and seconded by Gwendolyn to accept the noted revisions. The motion passed.

With regard to the computations for the Grantee Administration, after extensive discussion, it was agreed that the Planning Council will work with the Recipient's Staff for the final figures.

Based on the need, the Chair requested that the committee meetings be extended by half an hour to cover the agenda items. The arrangement will enable the committee to complete much of the items on the agenda. In this regard, the next meeting will be on Thursday, September 26th at 2:30 p.m.

Planning Council Support with Collaboration from the Recipient's Office:

- *Review of MOU between the Planning Council and the Recipient's Office:*
The Program Manager requested the committee to table the review of the MOU in order to do some communications and have enough time to digest the potential changes to the original document so that participants can come with constructive views and input.

The committee agreed to table the rest of the agenda due to time constraints.

Compile Unresolved Issues in Parking Lot:

Election of the Committee's Co-Chair: The issue of electing a committee co-chair, which was not concluded at the last meeting, was brought up for discussion. After discussion and nomination of Jerome, a motion was moved by Gwendolyn and seconded by Ashley to appoint Jerome Cuffee as the Priorities, Allocations and Policies Committee Co-Chair. The motion passed.

Next Meeting Date:

The next meeting will be Thursday, September 26th, at 2:30 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,

Lisa P. Laurier – Co-Chair