

**METROPOLITAN WASHINGTON REGIONAL
HEALTH SERVICES PLANNING COUNCIL**

Bylaws, Policies, and Procedures Committee

64 New York Avenue, NE

Washington, DC 20002

September 4, 2008

MINUTES

Council Members	Present	Absent	HAA	Present	Absent
<i>Fischer, Mark, Chair</i>	X		Panes, Sandra	X	
Albino, James	X		Guests		
Dunnington, Geno	X		Francis, Heaven	X	
Hawkins, Pat (Dr.)	X		Gantz-McKay, Emily	X	

CALL TO ORDER

Mr. Fischer called the meeting to order.

APPROVAL OF AGENDA

Mr. Fischer distributed agenda with specific topics to discuss. The agenda was approved.

APPROVAL OF MINUTES

Mr. Fischer recommended that the July and August 2008 meetings minutes be reviewed at the next committee meeting.

OLD BUSINESS

Mr. Fischer introduced Ms. Emily Gantz-McKay and she distributed a draft Bylaws document that included the Bylaws committee description for the committee to review and update.

NEW BUSINESS

Emily Gantz-McKay discussed her role to facilitate committee work on assigned tasks and the development of the committee work plan for the balance of GY18 as well as form GY19. Emily distributed Section IX from the proposed revised Bylaws. The committee made adjustments to the section to make it consistent without making any substantive changes. The committee identified its name and duties as follows,

“The Bylaws, Policies, and Procedures Committee shall be responsible for the development and periodic review and updating of the Planning Council Bylaws and other policies and procedures such as Conflict of Interest and Grievance procedures. It shall review policies developed by other committees (such as the Open Nominations Process and Priority Setting and Resource Allocations Process) to ensure that they meet Ryan White legislative requirements and HRSA/HAB guidelines, and are consistent with these Bylaws. The Committee shall also be responsive for overseeing the grievance process, which includes establishing panels as necessary to review grievances filed against the Planning Council.”

The committee shall include at least five (5) Planning Council members and a Chair and Co-chair. Because this is a governance committee that handles grievances, all committee members must be members of the Planning Council. These members will include people with experience in developing policies and procedures, such as legal-related experience.

The committee reviewed, made non-substantive wording changes in and recommended acceptance of the following Sections of the revised Bylaws:

1. Section XI Conflict of Interest
2. Section X Official Communications and Representation
3. Section XI Funding and Expense Reimbursement

The committee received the following sample Grievance Policies and Procedure documents.

1. DC Grievance Policy and Procedures (9-18-1997)
2. San Bernadino Grievance Policy

Emily Gantz McKay guided the committee through a number of key questions about the general position and policies that a new Grievance document should include. Using the San Bernadino document which is complaint with Ryan White Treatment Act of 2006 and current HRSA guidelines, Emily will develop a draft version of a new policy for the Planning Council. That draft document will be presented to and considered by the committee at its October meeting.

The committee discussed development of two Work Plans, for the balance of GY18 and for GY19. Emily will prepare draft versions of the two plans that will be presented to and reviewed by the committee at its October meeting. The following is a prioritized list of tasks currently needing committee action:

1. Review & Update Grievance Policies and Procedures
2. Review & Update Planning Council Member Standards of Conduct Policy
3. Review & Update Planning Council Member Conflict of Interest Policy
4. Review & Update Planning Council Member Conflict of Interest Declaration

Emily Gantz-McKay sent back the following updated sections of the revised Bylaws document which addressed Grievance procedures and Conflict of Interest procedures:

GRIEVANCE PROCEDURES

The Planning Council shall adhere to its established procedures for addressing grievances with respect to funding under Section 2601(a) of the Ryan White legislation. The specific grievance procedures are included as Attachment 1 to these Bylaws. These grievance procedures are in accordance with HRSA's guidance.

CONFLICT OF INTEREST

Conflict of Interest is defined as an interest by a Planning Council member in an action that may result in personal, organizational, or professional gain for the member or his/her spouse, domestic partner, parent, child, or sibling. The conflict of interest may be actual or perceived. Having an affiliation with a Part A funded provider – such as being a Board member, staff member, consultant, or volunteer for an average of more than 20 hours a week – constitutes a conflict of interest. Being a client of a Part A-funded provider is not considered or defined as a conflict of interest.

Participation of Conflicted Members:

Conflicted members must verbally disclose any conflict of interest at the beginning of each Planning Council or committee meeting using a procedure specified by the Planning Council, and at the beginning of a discussion related to which they have a conflict of interest. Members shall not make a motion or vote on any such matters, but may participate in discussion.

During priority setting and resource allocations or reallocations, a member with a conflict of interest shall not take part in voting related to that service category, such as setting the service priorities or allocations or recommending for that service category, except that s/he may vote to approve or disapprove an entire slate of priorities or allocations.

The following e-mail communication was prepared by Mark Fischer and sent to all Planning Council members by Ms. Panes:

1. The Bylaws, Policies, and Procedures Committee recommended that all Planning Council committees send revisions of their committee names and structure to Ms. Panes and Emily Gantz-McKay by Friday, September 12, 2008 and Ms. Panes will send to all Planning Council members to approve.
2. The updated Bylaws will be sent to all Planning Council members to vote on and approve to ensure that they are included in this year's Washington Metropolitan Region's Ryan White application.

Mr. Fischer led a discussion regarding election of a committee Co-chair and requested that Ms. Panes send an e-mail to Planning Council members requesting nominations. The Bylaws, Policies and Procedures will vote on the Co-chair at the next meeting which will be on the 1st Thursday of the month on October 2, 2008 from 3:00 pm to 5:00 pm.

ADJOURNMENT

Mr. Fischer adjourned the meeting. The next Bylaws, Policies and Procedures Committee meeting will be on Thursday, October 2, 2008 from 3:00 pm – 5:00 pm.