

**METROPOLITAN WASHINGTON REGIONAL
HIV HEALTH SERVICES PLANNING COUNCIL**

Bylaws, Policies & Procedures Committee

64 New York Avenue, NE
Washington, DC 20002

November 6, 2008

MINUTES

| Council Members | Present | Absent | HAA | Present | Absent |
|-----------------------------|----------------|---------------|--------------------|----------------|---------------|
| <i>Fischer, Mark, Chair</i> | X | | Felton, LaDale | X | |
| Albino, James | X | | Panes, Sandra | X | |
| Solan-Pegler, Nicolette | X | | Guests | | |
| | | | Gantz McKay, Emily | X | |

CALL TO ORDER

Mr. Fischer called the meeting to order.

APPROVAL OF AGENDA

The updated agenda was approved.

Motion by: James Albino
Motion 2nd by: Nicolette Solan-Pegler
Motion passed.

APPROVAL OF MINUTES

The October 2, 2008 meeting minutes were approved with correction to Emily Gantz McKay's name there is no hyphen.

Motion by: James Albino
Motion 2nd by: Nicolette Sloan-Pegler
Motion passed.

OLD BUSINESS

Mr. Fischer requested that James Albino accept nomination to be the Co-chair of the Bylaws, Policies & Procedures committee. **Mr. Albino, accepted and is now the Co-chair of the Bylaws, Policies & Procedures committee.**

Grievance Policy & Procedure Section 9 – Filing a Grievance update

At the direction of the full Planning Council when approving the Grievance Policy and Procedures, the Bylaws Committee modified Section 9 Paragraph A to read as follows.

- A. The affected party must submit a written Grievance Intake Form within ten (10) working days after the end of the attempt at informal dispute resolution, or, if no informal discussion is attempted, within twenty (20) working days after the event on which the grievance is based. **If new information, not previously available to the grievant, comes to light after the 20 business day limit but within no more than 120 business days (180 calendar days), an filing deadline may be extended on a case-by-case basis at the discretion of the Chair of the Bylaws, Policies and Procedures Committee.** (The form is provided in Attachment 2.) If no Grievance Intake Form is submitted within the time limits stated above, the affected party will forfeit the right to file a grievance.

NEW BUSINESS

Conflict of Interest Policy Disclosure form update

Mr. Fischer led the discussion with the committee regarding the Conflict of Interest Policy Disclosure form and the committee updated this document. At the beginning of each committee meeting each Planning Council member will have to introduce themselves and verbally disclose their conflicts. Mr. Fischer will work with James Albino and Emily Gantz McKay to finalize exact wording of the Conflict of Interest Policy and Disclosure Form. The resulting Policy and Form will be presented to the Executive Committee on November 18, 2008 and forwarded to the full Planning Council for review and approval at the meeting on November 20, 2008.

Code of Conduct Discussion

Mr. Fischer deferred discussion on the Code of Conduct to the December 4, 2008 Bylaws committee meeting.

Future Business Discussion

Mr. Fischer deferred all future business discussion to the December 4, 2008 meeting.

Committee Protocols Discussion

Mr. Fischer deferred committee protocols discussion to the December 4, 2008, meeting. Each Planning Council committee will have to develop their specific operating protocols.

Committee Work Plan Discussion

Mr. Fischer led the discussion on the committee's work plan.

ADJOURNMENT

Mr. Fischer adjourned the meeting and advised that documents updated at this meeting will be distributed to all Bylaws, Policies & Procedures committee members to review prior to the next meeting.

Mr. Fischer announced that the Bylaws, Policies & Procedures committee will be meeting on the first Thursday of each month from 3:30 pm to 5:30 pm; the December meeting will be held on Thursday, December 4, 2008; the January 2009 meeting will be held on Wednesday, January 7, 2009.