

**METROPOLITAN WASHINGTON REGIONAL
HIV HEALTH SERVICES PLANNING COUNCIL
Bylaws, Policies & Procedures Committee**

64 New York Avenue, NE
Washington, DC 20002

December 4, 2008

MINUTES

Council Members	Present	Absent	HAA	Present	Absent
<i>Fischer, Mark, Chair</i>	X		Panes, Sandra	X	
Corbett, Wallace	X		Guests		
Hawkins, (Dr) Pat	X		Gantz McKay, Emily	X	
Smith, Laurence	X				

CALL TO ORDER

Mr. Fischer called the meeting to order.

APPROVAL OF AGENDA

The agenda was approved. .

APPROVAL OF MINUTES

The November 6, 2008 meeting minutes were approved.

OLD BUSINESS

Mr. Fischer reported on the status of the following Planning Council Policies and Procedures:

Grievance Policy & Procedure

The Planning Council approved the Grievance Policy and Procedures with recommended updates. Emily Gantz McKay will present the updated Grievance Policy and Procedures to the Executive Committee on November 18, 2008 for approval. The approved Grievance Policy and Procedures will be presented to the full Planning Council for review and final approval at the meeting on December 18, 2008.

Conflict of Interest Policy Disclosure form

The updated Conflict of Interest Policy Disclosure form will be presented by Emily Gantz McKay to the Executive Committee on November 18, 2008 for approval. The approved Conflict of Interest Policy Disclosure form will be presented to the full Planning Council for review and final approval at the meeting on December 18, 2008.

NEW BUSINESS

Needs Assessment and Utilization Data discussion

Mr. Fischer and the committee discussed that the Needs Assessment Committee's role to assess utilization data for priority setting and allocations for all jurisdictions in the EMA. Mr. Smith reported that there is data for the District of Columbia, West Virginia and Maryland. Mr. Smith reported that Mr. Hoover reported that he will send Virginia data that should be included in the EMA data for the 2009 priority setting and allocation process. Dr. Pat Hawkins recommended that the Planning Council Chairs that are at this Bylaws committee meeting bring up the data discussion at the Needs Assessment Committee meeting regarding how it will be utilized for priority setting and allocations of Ryan White Service categories across the EMA. Emily Gantz McKay recommended that the Chairs work on their recommendations to the Needs Assessment committee.

Emily Gantz McKay recommended that the Chairs develop a data source chart that would include the following:

1. Jurisdictions in the EMA
2. Service categories
3. Funding streams
4. Population

Confidentiality Policy and Pledge form discussion

Mr. Fischer discussed with the committee the Confidentiality Policy and Pledge form and the recommended updates. The updated Confidentiality Policy and Pledge form will be presented by Emily Gantz McKay to the Executive Committee on November 18, 2008 for approval. The approved Confidentiality Policy and Pledge form will be presented to the full Planning Council for review and final approval at the meeting on December 18, 2008.

Bylaws Committee GY 19 Work Plan Discussion

Mr. Fischer led the discussion on the Bylaws committee's work plan deliverables. The committee members provided their recommended input for the updated Bylaws work plan. Mr. Fischer reviewed the Bylaws committee members which included the following Planning Council members:

1. Mark Fischer, Bylaws Chair
2. James Albino, Bylaws Co-chair
3. Nicolette Solan-Pegler, Membership Chair

Mr. Fischer invited Dr. Pat Hawkins, CSCS Chair, to be a member of the Bylaws committee and she accepted.

January, February, March 2009 proposed tasks for Bylaws committee

- Code of Conduct update
- Develop MOU for Planning Council committees to partner with Grantee
- Update Expense Reimbursement Policy
- Update Food for Planning Council Committee meetings policy, work with Grantee to develop policy

Committee Protocols Discussion

Mr. Fischer discussed the Bylaws committee protocols and the committee agreed that they will operate under the overall Planning Council Committee protocols that were approved. The Bylaws committee specific protocols are that each member's Bylaws documents will be three hole punched and will go into their committee binder.

Mr. Fischer and the committee members discussed the Planning Council Committee protocols which includes the Planning Council Committee support staff, Grantee Support Staff, Logistical Support Staff and HRSA Support Staff.

FORMAL REQUEST FOR HRSA STAFF

The Bylaws and CSCS committee chairs made a formal request for HRSA Staff, Emily Gantz McKay to help Planning Council Chairs to develop a MOU with the GRANTEE. Mr. Fischer and the committee members agreed to meet as a group to discuss what they want to be included in the MOU prior to meeting with GRANTEE.

ADJOURNMENT

Mr. Fischer adjourned the meeting and advised that the updated documents will be distributed to all committee members to review prior to the next meeting. Mr. Fischer announced that the next Bylaws, Policies & Procedures meeting will be held on Wednesday, January 7, 2009.