



**HIV PLANNING COUNCIL  
BUSINESS MEETING MINUTES  
Meeting Date: 5/10/2011**

**Meeting Called to at Order: 6:06 PM**

**PC Members in attendance:** Tim Bailey, Shanika Cornelius, Joseph Collins, Christopher Hamilton, Paul Hassell, Delfred Hastings, Justin Irving, Victor Martinez, Courtney McElhaney, Winifred Muhammad, Kenneth Placke, Charlotte Simms, Tom Schnorr, and David Barstow (teleconference).

**Staff in attendance:** Kimberly Pemberton and Mark Peppler.

**Community members in attendance:** Lu Russell (Parliamentarian), Nora Maposa, Theresa Roland, Deborah Lowndes, Linda Cantu, Januari Leo, and Randall Ellis.

Minutes from the April 12, 2011 Business Meeting were approved with noted corrections.

**Chair Briefing:**

Christopher Hamilton reviewed the membership report. He also stated that on May 18, 2011 there would be a Strategic HIV Community Planning Meeting. Christopher Hamilton asked the Planning Council to RSVP by Monday before the meeting to ensure that the correct food order can be made.

**Administrative Agent Report:**

Mark Peppler stated that the Ryan White Part A unobligated balance estimate is \$147, 919 and the Minority AIDS Initiative (MAI) unobligated estimate is \$76, 945. He also informed the Planning Council that the Administrative Agent has not received notice for the remaining FY2011 funding amounts.

**Staff Report:**

Kimberly Pemberton stated the staff office will be closed from 2:00p.m. to 5:00p.m. on May 11, 2011, she also stated that new member orientation was held on May 4, 2011 and that four new members participated.

**Sub-Committee Reports**

**Allocations:** Courtney McElhaney stated that the committee reviewed the rapid reallocation policy.

**Care Strategy:** Christopher Hamilton stated that the committee is making a work plan for the Minority AIDS Initiative (MAI) carry over amount.

**Comprehensive Planning:** Joseph Collins stated that the committee reviewed the achievements of the Comprehensive Plan and they also reviewed the goals and objectives.

**Evaluation/Quality Management:** Paul Hassell stated that the committee finalized the Client Satisfaction Survey.

**Needs Assessment:** Tim Bailey stated that the committee reviewed Growth Rate and the Priority Setting Tool.

**Membership re-application for Mayoral Appointment:**

Justin made a motion to accept Courtney McElhaney's re-application for membership to the Planning Council, Charlotte Simms 2<sup>nd</sup> motion. **Voting results: 12-favor; 0-opposed; motion passed.**



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**Revised policy for rapid re-allocation of Ryan White Part A grant funds:**

The Allocations committee made a motion to accept the revised rapid re-allocation policy as written. Joseph Collins made an amendment to the motion that would make procedure #1 to read: "the administrative agent shall notify the Chair of the Planning Council as soon as it is aware of any unexpended funds or any service categories that could benefit from any additional funds." Justin Irving 2<sup>nd</sup> amendment. **Voting results: 13-favor; 0-opposed; amendment passed.**

**Voting results for new amended motion: 13-favor; 0-opposed; motion passed.**

**Growth Rate calculation for assessment and quantification of HIV service needs:**

The Needs Assessment committee made a motion to accept the growth rate as written.

**Voting results: 13-favor; 0-Opposed; motion passed.**

**Hearing no objections the meeting was adjourned: 7:50 PM.**

Approved