



**PLANNING AND EVALUATION COMMITTEE
HOSPICE, CLEARWATER
THURSDAY, APRIL 9, 2009
9:30 A.M. - 11:00 A.M.**

MINUTES

- CALL TO ORDER** The meeting of the Planning and Evaluation Committee was called to order by Jim McGarvey, Chair at 9:40 a.m.
- ATTENDANCE** Members Present: Ginny Boucher, Marty Clemmons, Barb Green, David Hasiba, Jim McGarvey, Patrick Mercier, Marylin Merida, Andrew Paquette
- Members Absent: Lisa Cohen, Bob Reynolds, Jim Roth, Woody Wilbanks, Jr.
- Guests Present: Jean Jones
- Grantee Staff Present: Aubrey Arnold
- Health Councils Staff Present: Collette Tomberlin
- CHANGES TO AGENDA** There were no changes to the agenda.
- ADOPTION OF MINUTES** The minutes for March 12 were approved unanimously (M: Green, S: Boucher).
- CARE COUNCIL REPORT** Marty Clemmons shared that the Care Council held a retreat on April 1st with presentations that included: Ryan White update from staff, Vocational Rehabilitation by Joan Kiker, a legislative update from the AIDS Institute, and HIV in special populations from Tibotec Therapeutics – Virology. The Care Council held a business meeting and passed the MAI (Minority AIDS Initiative) reallocations for FY 08-09 and allocations for FY 09-10.
- NEEDS ASSESSMENT: FOCUS GROUPS** The committee reviewed the handout on methodology and participation from the previous three cycles of focus groups. Members felt that this has not been an effective means of gathering data or utilizing resources and would like to try a new approach.
- It was suggested that we try structured individual interviews. There was discussion about the questions to ask, target audience and the best ways to solicit input. Consensus was gained on interviewing clients who had been in the system for 6-12 months and to have clients consent to be interviewed when meeting with their case manager or by having clients sign up for interviews or contact staff directly from flyers posted/distributed at various social, outreach and support group functions in the community. It was suggested that interview question be

given out prior to the interview so that clients could think about their answers and provide better feedback. The committee will also consider offering incentives for participation.

Questions to consider asking include: What made you seek out care? What stood in your way of accessing care? How long did it take you to get into care? What services did you need coming into care? What services were you offered? What services do you still need? What do you expect from case management? What is needed to keep you in care?

**MINIMUM
STANDARDS
OF CARE
REVIEW**

Due to time constraints, this item was tabled until the next committee meeting. Staff shared that input had been gathered from service providers, Grantee monitoring staff, the Health Services Advisory Committee and the WICY&F Committee. All input has been incorporated into the draft document for review.

**COMMUNITY
CONCERNS**

No community concerns were shared.

**ANNOUNCE-
MENTS**

Aubrey stated that there has still been no final grant award for this budget year.

There will be an eligibility and case manager training on Wednesday, April 22 led by Suzanne Stevens from the Bureau of HIV/AIDS. There is still time to register.

Dining out for Life will be held April 30th. Contact ASAP for details.

Metro Charities will be holding an open house for their new office in Pasco County located at 4747 US19 South in New Port Richey.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 11:30 a.m.