



**PLANNING AND EVALUATION COMMITTEE
HOSPICE, ST. PETERSBURG
THURSDAY, JULY 10, 2008
10:00 A.M. - 11:30 A.M.**

MINUTES

CALL TO ORDER The meeting of the Planning and Evaluation Committee was called to order by Jim McGarvey, Chair at 10:05 a.m.

ATTENDANCE Members Present: Michael Amidei, Marty Clemmons, Lisa Cohen, David Hasiba, Lee Luther, Jim McGarvey, John Melartin, Patrick Mercier, Marylin Merida, Jim Roth, Woody Wilbanks, Jr.
Members Absent: Ginny Boucher, Barb Green, Bob Reynolds, Jackie Walsch
Guests Present: Wendell Martin
Grantee Staff Present: none
Health Councils Staff Present: Collette Tomberlin

CHANGES TO AGENDA There were no changes to the agenda.

ADOPTION OF MINUTES The minutes for June 12 were approved (M: Clemmons, S: Roth) unanimously.

CARE COUNCIL REPORT Jim shared the Care Council action items from their July meeting included the allocation of some unbid Part A funds, the approval of the Expert/Case Manager Survey Report, and the adoption of the comprehensive plan goals and objectives. There was also discussion and clarification on eligibility for ex-offenders. Upon their release, ex-offenders are given documents to meet certain eligibility requirements, but they do not have automatic eligibility.

STATE COMP PLAN UPDATE Staff shared the final state comprehensive plan document that is ready for submission to the state Bureau of HIV/AIDS. The same information will be used in various formats along with additional information in the full comprehensive plan that will be submitted to HRSA in January 2009.

DMOGRAPHICS AND EPIDEMIOLOGY Staff presented the draft of the Demographics and Epidemiology Report and pointed out highlights in the report including trends/ changes in the

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data, limitations of certain data pieces and the new addition of zip code information. The following motion passed (M: Clemmons, S: Mercier) with 11 yes votes and 0 no votes:

ACCEPT THE FY 2008 DEMOGRAPHICS AND EPIDEMIOLOGY REPORT AND FORWARD TO CARE COUNCIL FOR APPROVAL

SERVICE PRIORITY RANKING

Since the committee now has the data of ranked service needs from the last focus groups, client survey and Expert/Case Manager Survey, the committee discussed the weighting of each element. It was decided to weigh the client survey most heavily since it was very recent information directly from more than 1,700 clients. The members decided to weigh the Expert/Case Manager next since it was a large number of recent responses, but a step removed from the clients. The focus group results received the smallest weight since they were two years old and involved a limited number of clients. The following motion passed (M: Amidei, S: Mercier) with 11 yes votes and 0 no votes:

ACCEPT THE WEIGHTING OF THE FOLLOWING ELEMENTS: CLIENT FOCUS GROUPS WEIGHTED ONCE, EXPERT/CASE MANAGER SURVEY WEIGHTED TWICE AND ANONYMOUS NEEDS SURVEY (CLIENT SURVEY) WEIGHTED THREE TIMES.

Staff provided members with two lists of ranked services using these weightings. One list included all services in their ranked order with core services highlighted and the other list separated core services and support services in their ranked order. The committee discussed some limitations of several elements and requested to see some additional data pieces to help with their final rankings. As in previous years, the committee will use information on other funding sources, unmet need, waiting lists for services and service utilization data to further refine the priority recommendations. This data will be provided at the next committee meeting.

COMMUNITY CONCERNS

There were no community concerns presented.

ANNOUNCEMENTS

No announcements were shared.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 11:45 a.m.