



**PLANNING AND EVALUATION COMMITTEE  
HOSPICE, CLEARWATER  
THURSDAY, JUNE 9, 2011  
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 Marty Clemmons, Chair at 9:36 a.m.

**ATTENDANCE** Members Present: Ginny Boucher, Marty Clemmons, Lisa Cohen, Barb Green, James McGarvey, Marilyn Merida, Vicky Oliver, Bob Reynolds, Jim Roth, Bill Thomas

Members Absent: David Hasiba, Mac McDougale, Rick Mendiola, Andrew Paquette, Billy Quercia, Priya Rajkumar, Amanda Schall, Woody Wilbanks

Guests Present: none

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 May 12 were approved (M: McGarvey, S: Green) with 10 yes votes and 0 no votes.

**CARE COUNCIL REPORT** Marty shared that the Care Council voted to suspend the bylaws through the end of the year to allow alternates to attend meetings for voting members as often as necessary; removed three members for attendance/participation violations; opened and accepted nominations for Care Council Chair, Vice-Chair and Parliamentarian; approved the Funding Stream Analysis; approved revisions to the Minimum Standards of Care; approved revisions to the Service Caps/Limits and Eligibility; and approved an allocation adjustment to FY '11 Part B allocations. The Quality Management provider surveyed members as part of the Assessment of the Administrative Mechanism (AAM).

**PRIORITY SETTING** Members reviewed the priority setting worksheet which lists each service with its 2010 priority rank, service utilization information from the 2010 client survey, 2010 expenditure amounts accompanied by number of clients served and the number of units of service provided. The 2011 allocation amount is included as well as a percentage of Ryan White funds allocated to each service. This information is used in conjunction with the Funding Stream Analysis, service needs and gaps, and unmet

needs to prioritize the services.

The following motion passed (M: Merida, S: McGarvey) unanimously:

**PRIORITIZE THE SERVICES AS FOLLOWS:**

1. Outpatient/Ambulatory Medical Care
2. AIDS Pharmaceutical Assistance (local)
3. Medical Case Management
4. Health Insurance Premium and Cost Sharing Assistance
5. Oral Health Care
6. Mental Health Services
7. Substance Abuse Services - outpatient
8. Medical Nutrition Therapy
9. Early Intervention Services
10. Home Health Care
11. Hospice Services
12. Home and Community Based Health Services
13. Emergency Financial Assistance
14. Housing Services
15. Food Bank/Home Delivered Meals
16. Medical Transportation
17. Case Management (non-medical)
18. Health Education/Risk Reduction
19. Treatment Adherence Counseling
20. Outreach Services
21. Psychosocial Support
22. Rehabilitation Services
23. Linguistic Services
24. Respite Care
25. Child Care Services
26. Legal Services
27. Substance Abuse Services- residential
28. Referral Services

**COMMUNITY CONCERNS/ ANNOUNCEMENTS**

Members announced upcoming community events.

Members shared fond memories of John Melartin and sadness at his passing. John will be greatly missed for his many contributions to the Care Council, its committees, the members and the greater HIV community.

Budget cuts to general revenue funding are impacting disease control programs at local health departments. Hillsborough County will retain its specialty care clinic, but all primary care will be taken over by community health centers. Pinellas County will be closing their pharmacy in Clearwater with all clients having to access medications through the St. Petersburg office. Pinellas will still offer screenings in their jail linkage program, but will no longer offer vaccines in jail because of the loss of their nurse in the jail. Other changes are anticipated.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 10:45 a.m.