



**PLANNING AND EVALUATION COMMITTEE  
HOSPICE, CLEARWATER  
THURSDAY, MAY 14, 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 9:30 a.m.
- ATTENDANCE** Members Present: Ginny Boucher, Marty Clemmons, Lisa Cohen, Barb Green, Jim McGarvey, John Melartin, Patrick Mercier, Andrew Paquette, Jim Roth, Woody Wilbanks, Jr.  
Members Absent: David Hasiba, Marylin Merida, Bob Reynolds,  
Guests Present: Gene Bundrock, Janet kitchen  
Grantee Staff Present: none  
Health Councils Staff Present: Collette Tomberlin
- CHANGES TO AGENDA** Members agreed by consensus to add a presentation on peer programs by Janet Kitchen.
- ADOPTION OF MINUTES** The minutes for April 9 were approved unanimously (M: Clemmons, S: Green).
- CARE COUNCIL REPORT** Marty Clemmons shared that the Care Council approved a new voting member and an associate member and approved bylaw revisions for membership applications and new member orientation. Members that had attended the Ryan White Program meeting in Orlando shared their experiences. The Grantee shared our Part A award which included an increase of \$65,884. It was announced that there is no grace period for eligibility. Clients must have a notice of eligibility on the date they receive services. The Care Council also accepted nominations for the position of Chair, Vice-Chair and Parliamentarian with elections to be held in June.
- MINIMUM STANDARDS OF CARE REVIEW** Members reviewed suggested changes to the standards for each service category and determined appropriate revisions. The following motion passed (M: Mercier, S: Green) unanimously:  
**APPROVE THE REVISED MINIMUM STANDARDS OF CARE FOR ALL SERVICES**
- NEEDS ASSESSMENT: FOCUS GROUPS** Due to time constraints, this item was tabled until the next committee meeting.

**PEER PROGRAM**

Janet Kitchen presented information on behalf of the Client Services Committee. Client Services requested that the care Council consider establishing a peer support system to assist clients with their special needs. Janet shared information gathered from several websites and presentation she had attended in addition to how a similar program that she is currently involved with is working. The groups discussed the role of peers, their training needs and compensation for them. Questions were raised about the particulars of such a program. The following motion passed (M: Paquette, S: Clemmons) with 10 yes votes and 0 no votes:

**PLANNING AND EVALUATION SUPPORTS ESTABLISHING A PEER ADVOCATE PROGRAM AS PRESENTED.**

**COMMUNITY CONCERNS**

No community concerns were shared.

**ANNOUNCEMENTS**

No announcements were shared.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 11:00 a.m.