



**PLANNING AND EVALUATION COMMITTEE
HOSPICE, CLEARWATER
THURSDAY, NOVEMBER 12, 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 Marty Clemmons, Chair at 9:35 a.m.

ATTENDANCE Members Present: Ginny Boucher, Marty Clemmons, Lisa Cohen, Barb Green, David Hasiba, Mac McDougle, James McGarvey, Priya Rajkumar, Bob Reynolds, Jim Roth
Members Absent: Marylin Merida, Andrew Paquette, Woody Wilbanks
Guests Present: Mario Ferri
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 October 8 were approved (M: McGarvey, S: Boucher) with 9 yes votes and 0 no votes.

CARE COUNCIL REPORT Marty shared that the Care Council approved a new voting member, adopted the 2009 Demographics and Epidemiology report, and approved allocations for Part A and Part B and MAI Carry Over. The Part A grant application was submitted, Part B will receive some additional funds to spend during the next contract year and the Grantee's office will now oversee HOPWA funds for Manatee County. The Ryan White Extension Act was enacted for four years with a five percent increase at the federal level.

EXECUTIVE SUMMARY REPORT Staff shared the draft of the report. Members requested that eHARS be explained on the unmet need chart and that the Medicare donut hole be further clarified as the Part D coverage gap. The following motion passed (M: Roth, S: McGarvey) with 9 yes votes and 0 no votes:

ACCEPT THE FY 2009 NEEDS ASSESSMENT: EXECUTIVE SUMMARY REPORT WITH CHANGES AND FORWARD TO CARE COUNCIL FOR APPROVAL

**NEEDS
ASSESSMENT
SURVEY**

Members reviewed a draft of the 2010 Anonymous Needs Survey that has been standardized for all Part B areas. Members agreed to make suggestions to the Bureau to change 'during the past year' to 'during the past 12 months' and to either combine the race and ethnicity questions or ask the ethnicity question first. Changes to be made locally to make the survey work for Part A needs include adding questions to request zip code, understanding of viral load and CD4 count, and if the respondent needed assistance in completing the survey. Staff will also investigate the feasibility of printing the survey on oversize paper in a tri or quad fold format to avoid the bulk of numerous pages and their overwhelming appearance.

**COMMUNITY
CONCERNS**

There is a Town Hall being held in Ft. Lauderdale. Comments can be provided online before the event.

**ANNOUNCE-
MENTS**

Members announced upcoming community events including those for World AIDS Day.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 10:50 a.m.