



**PLANNING AND EVALUATION COMMITTEE
HOSPICE, ST. PETERSBURG
THURSDAY, SEPTEMBER 11, 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 Martin Clemmons, Co-Chair at 10:05 a.m.

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

CHANGES TO AGENDA There were no changes to the agenda. Since no quorum is present, members in attendance will cast votes for action items with e-mail/phone votes taken for absent members.

ADOPTION OF MINUTES The minutes for August 14 were approved (M: Melartin, S: Merida) by all 7 members present and by 6 absent members via e-mail vote.

CARE COUNCIL REPORT Marty shared that the Care Council approved the following items: a new voting member representing Hardee County, the Demographics and Epidemiology Report, the Funding Stream Analysis and Part A Carry-over Allocations. Marty restated information shared by the Grantee that the Part A grant application will be ready for review by September 22, Part B eligibility requirements are changing from 300%FPL to 400% FPL and eliminating the asset limit, and that the Ryan White Information System has more than 5000 unduplicated clients entered and certified.

EXECUTIVE SUMMARY REPORT The committee reviewed the draft of the Executive Summary report and recommended a few minor changes for consistency; adding the year to two table headings, adding the word 'aware' to a row of the unmet need framework, and including a statement about an addendum to the epidemiology report. The following motion passed (M: Reynolds, S: Melartin) with 13 yes votes and 0 no votes (six votes received via e-mail):

ACCEPT THE FY 2008 NEEDS ASSESSMENT: EXECUTIVE

SUMMARY REPORT WITH CHANGES AND FORWARD TO CARE COUNCIL FOR APPROVAL

**08-09
COMMITTEE
WORK PLAN**

The committee reviewed the draft of the work plan and made a few changes to due dates. The following motion passed (M: Merida, S: Melartin) with 12 yes votes and 1 no vote (six votes received via e-mail):

APPROVE THE 08-09 COMMITTEE WORK PLAN AS AMENDED

**ELECTION OF
CHAIR AND
CO-CHAIR**

Members nominated Jim McGarvey as Chair and Marty Clemmons as Co-Chair. Both accepted the nomination. The following motion passed (M: Reynolds, S: Melartin) with 11 yes votes and 0 no votes (six votes received via e-mail):

ELECT JIM MCGARVEY AS CHAIR AND MARTY CLEMMONS AS CO-CHAIR

**SELECT
MEETING DAY,
TIME
LOCATION**

Staff and Co-Chair shared limitations with current meeting space and the availability of a new location. The following motion passed (M: Merida, S: Reynolds) with 13 yes votes and 0 no votes (six votes received via e-mail):

HOLD COMMITTEE MEETINGS ON THE SECOND THURSDAY OF EACH MONTH AT 10 AM. HOLD MEETINGS AT CURRENT LOCATION THROUGH DECEMBER AND THEN AT THE HOSPICE BAYFOREST ON ROOSEVELT AVENUE BEGINNING IN JANUARY 2009

**COMMUNITY
CONCERNS**

Andrew would like the committee to look at setting income limits for Part A services.

Bob stated that the committee should review the City of Tampa HOPWA Housing Report. The following motion passed (M: Reynolds, S: Merida) with 11 yes votes and 1 no votes:

THAT THE COMMITTEE RECOGNIZE THE CITY OF TAMPA HOPWA REPORT, REVIEW IT AND TAKE A POSITION ON IT

**ANNOUNCE-
MENTS**

Members announced upcoming community events.

Wendell shared that they are starting a new PLWA dinner in Bradenton and have secured a meeting location and a sponsor for the entire year. They are also beginning a women's support group.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 11:15 a.m.