



**PLANNING AND EVALUATION COMMITTEE
HOSPICE, ST. PETERSBURG
THURSDAY, SEPTEMBER 13, 2007
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 10:10 a.m.

ATTENDANCE Members Present: Marty Clemmons, David Hasiba, Lee Luther, Jim McGarvey, John Melartin, Patrick Mercier, Marylin Merida, Vicky Oliver, Bob Reynolds, Jim Roth, Woody Wilbanks, Jr.

Members Absent: Barb Green

Guests Present: Ginny Boucher

Grantee Staff Present: Aubrey Arnold

Health Councils Staff Present: Collette Tomberlin

CHANGES TO AGENDA There were no changes made to the agenda.

ADOPTION OF MINUTES The minutes for August 9 were approved unanimously.

CARE COUNCIL REPORT Jim shared the action items from the September Care Council meeting. Two by-law revisions were presented for a 30 day review. One revision addresses the desire to establish a formal parliamentarian and the other establishes the Care council Vice-Chair as Chair of SIOC (Standards, Issues and Operations Committee). The council selected interim co-parliamentarians (Amidei and Bouplon) until a final vote is determined. The Care Council approved the 2007 Executive Summary, revisions to the minimum standards of care for Transportation and Legal services, FY 07-08 Part B allocations, FY 07-08 Part A and B reallocations, and a revision to the nutritional supplements criteria. The council also voted in favor of having the PLWH (Persons Living with HIV) mileage reimbursement rate always reflect the Hillsborough County rate and to allow committee members to request mileage reimbursement.

2007-2008 WORK PLAN The committee reviewed the draft of the work plan and requested to change all references to Title I and II to Part A and B. The following motion passed (M: Clemmons, S: Hasiba) with 11 yes votes and 0 no

votes:

**MOTION
9/07-01**

APPROVE THE 2007-2008 WORK PLAN AS AMENDED

**MEETING DAY,
TIME,
LOCATION**

The committee agreed by consensus to continue holding their meeting in conjunction with the RPARC meeting.

**CHAIR AND
CO-CHAIR
ELECTION**

Jim indicated that he would be willing to remain as Chair and stated that Marty Clemmons had been recommended as Co-Chair. No other nominations were presented and the committee voted unanimously to

**MOTION
9/07-02**

ELECT JIM MCGARVEY AS CHAIR AND MARTY CLEMMONS AS CO-CHAIR OF THE PLANNING AND EVALUATION COMMITTEE.

**EXPERT/CASE
MANAGER
SURVEY**

Staff revised the survey based on committee input and presented the final draft and committee suggested methodology. The following motion passed (M: Clemmons, S: Hasiba) with 11 yes votes and 0 no votes:

**MOTION
9/07-03**

APPROVE THE 2007 EXPERT/CASE MANAGER SURVEY AND METHODOLOGY FOR IMPLEMENTATION

**MINIMUM
STANDARDS
OF CARE**

The committee reviewed the minimum standards of care for Outpatient/ Ambulatory Medical Care, Health Insurance, Mental Health, Substance Abuse Services Outpatient, Treatment Adherence Counseling, AIDS Pharmaceutical Assistance (local), Medical Case Management Services and Oral Health. The standards were reviewed to ensure alignment with the new service definitions from HRSA (Health Resources and Services Administration) and had previously been reviewed by the Health Services Advisory Committee from the clinical perspective. The following motion passed (M: Hasiba, S: Reynolds) with 11 yes votes and 0 no votes:

**MOTION
9/07-04**

APPROVE THE REVISED MINIMUM STANDARDS OF CARE FOR OUTPATIENT/ AMBULATORY MEDICAL CARE, HEALTH INSURANCE, MENTAL HEALTH, SUBSTANCE ABUSE SERVICES OUTPATIENT, TREATMENT ADHERENCE COUNSELING, AIDS PHARMACEUTICAL ASSISTANCE (LOCAL), MEDICAL CASE MANAGEMENT SERVICES AND ORAL HEALTH

The Women, Infants, Children, Youth and Families Committee (WICY&F) created draft Outpatient/ Ambulatory Medical Care standards based on a recommendation from the CARE RARE (Rapid Assessment, Response and Evaluation) Study. The standards were created to address the specific medical needs of women, pregnant women, exposed newborns, children and adolescents. The standards were passed to the Health Services Advisory committee for a review from the clinical perspective and then forwarded to P&E. The following motion

passed (M: Clemmons, S: Hasiba) with 11 yes votes and 0 no votes:

MOTION
9/07-05

**APPROVE THE MINIMUM STANDARDS OF CARE FOR
OUTPATIENT/AMBULATORY MEDICAL CARE OF WOMEN,
INFANTS AND CHILDREN**

**COMMUNITY
CONCERNS**

Bob Reynolds shared a memo with the committee regarding several areas of concern and proposals to create ad hoc committees to review the issues. Committee members stated that there had been special studies conducted and reports generated by the planning council on several of these issues and that information could be made available.

**ANNOUNCE-
MENTS**

Members announced upcoming events.

ADJOURNMENT

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