

**RYAN WHITE CARE COUNCIL
PLANNING AND EVALUATION COMMITTEE
PARK STATION
TUESDAY, AUGUST 15, 2006
10:00 A.M. – 11:30 A.M.**

MINUTES

- CALL TO ORDER** The meeting was called to order by the Chair, Jim McGarvey at 10:12 a.m.
- ATTENDANCE** Members Present: Lisa Cohen, Barb Green, Lee Luther, James McGarvey, John Melartin, Vicky Oliver, Bob Reynolds, William Wilbanks, Jr.
Members Absent: Elizabeth Bailey, Vivian Candelaria, Marie Dolphin, Mark Mischan, Deborah Robinson, Jim Roth
Guests Present:
Grantee Staff Present: Aubrey Arnold, Gilda Roman-Nay-Torres
Health Councils Staff Present: Collette Tomberlin.
- CHANGES TO AGENDA** There were no changes to the agenda.
- ADOPTION OF MINUTES** The minutes for July 18 were adopted (M: Reynolds, S: Green) with 7 yes votes, 0 no votes.
- CARE COUNCIL REPORT** Jim McGarvey reported that there was no Care Council meeting in August and presented a report from SIOC. SIOC has decided to meet the months of August, December, and April. Members discussed a possible consumer gathering prior to Care Council meetings to exchange ideas and information. The September Care Council meeting is Political Action Leaders month with a reception to be held 30 minutes prior to the meeting and also the month that Care Council will vote on 2007 allocations. September is the month for committees to elect chairs and co-chairs. Aubrey Arnold informed the members that the guidance for the 2007 application had been received and the deadline for submission is October 2. He also stated that the Hillsborough Board of County Commissioners had each signed and forwarded a letter of support to Congress. Committee chairs reported on current committee projects. Jim McGarvey indicated that P&E would be seeking volunteers to assist with upcoming focus groups. Client services is working to finalize their brochure for the newly diagnosed and Minority Advocacy is working with RNT and Associates on a marketing campaign for capacity building.
- CLIENT FOCUS GROUPS** The committee had previously requested that a list of underrepresented groups from the last client survey in 2003 be compiled and presented

this month. Once presented, Gilda stated that the changes in epidemiology data since 2003 in addition to the CareRARE and MAI study conducted by RNT and Associates indicate that the number of Latinos with HIV had dramatically increased in Pasco and Pinellas counties and should be the target of at least one focus group. Gilda volunteered to look at population data and send more information to the committee. Being bi-lingual, Gilda also volunteered to facilitate focus groups in Pinellas and Pasco for Hispanic participants and recruit from the upcoming Hispanic conference she is attending.

At last month's meeting, the group discussed collaboration with pre-planned group meetings to help improve attendance. Barriers to accessing certain groups were discussed. In light of recent political activities, immigrants are very reluctant to attend meetings and certain sub-populations may not want to be found such as substance abusers.

A copy of the script used with the last focus groups was distributed and all members were asked to bring suggested changes to the next meeting.

**MONITOR COMP
PLAN GOALS AND
OBJECTIVES**

The committee reviewed tasks for goals one, two and three for updates on completion and will review goals four and five at the next meeting.

**ELIGIBILITY
CRITERIA**

The chair asked Bob Reynolds to share his concerns regarding eligibility that were sent to many members via e-mail. Bob stated his concern that the process was started without a clear methodology or guidelines and he did not feel comfortable making decisions at this point. Aubrey indicated that the process had evolved but the intent remained unchanged. As the Grantee for Title I and the Lead Agency for Title II, Aubrey hoped to bring equity to the entire TSA in the provision of services. Title II counties cannot offer services to anyone above 300% federal poverty level and then only the core services while neighboring counties under Title I do not have such restrictions. Bob recommends that the more client represented committees be presented with the data and allowed to give input prior to a final decision by Care Council on alignment of Title I eligibility with Title II.

Currently, the committee must look at service caps/limits recommended by the ad hoc committee and not the removal of any service. Staff shared the minutes from the ad hoc meetings and a table detailing the recommended cap/limit by category. The Grantee volunteered to contact leadership from the client committees and share the information with them. The following motion passed (M: Melartin, S: Green) with 4 yes votes and 2 no votes:

FORWARD THE RECOMMENDED SERVICE CAPS AND LIMITS TO THE CARE COUNCIL.

CHANGE OF P&E MEETING DAY

The committee discussed moving their meeting day to align with RPARC's meeting day change. The following motion passed (M: Reynolds, S: Melartin) unanimously:

MOTION 08/06 - 01

CHANGE PLANNING AND EVALUATION COMMITTEE'S REGULAR MEETING DAY TO THE SECOND THURSDAY OF THE MONTH WITH THE STARTING TIME TO REMAIN AT 10 AM.

HRSA COMPREHENSIVE PLAN REVIEW

Aubrey distributed HRSA review of the most recent comprehensive plan and stated that the review was very positive overall and listed several strengths and very few weaknesses. Aubrey stated that since we had also met all conditions of award that our area has been issued carryover funds.

COMMUNITY CONCERNS

No community concerns were presented.

ANNOUNCEMENTS

Members announced upcoming events. Bob Reynolds announced that 211 will be available in Pasco this fall.

ADJOURNMENT

There being no further business to come before the Planning and Evaluation Committee, the meeting was adjourned at 12:40 p.m.

Service Category	Recommended cap/limit	Exceptions	
	All limits (except treatment education) are established per client per contract year beginning with the '07 program year	Grantee considers exceptions on a case by case basis	
Food Bank Nutritional Supplements	No cap/limit established		No change from current criteria which establishes service limits
Transportation	No cap/limit established		No change from current criteria
Substance Abuse	No cap/limit established		No change from current criteria
Mental Health	No cap/limit established		No change from current criteria
Drug Reimbursement	No cap/limit established		No change from current criteria
Health Insurance	Enrolled clients receive up to \$175 per month for co-pays and up to \$450 per month for COBRA, group and individual insurance premium payments		No change from current criteria which establishes service limits
Housing Emergency rent and utility Transitional housing	\$1000 plus a once in a lifetime deposit one year		No change from current criteria No change from current criteria
Oral Health	\$2000	Only if medically necessary	
Acupuncture	\$500		
Legal services	\$1000		
Primary Care Patient Education/ Treatment Adherence	No limit on office visits or labs No more than 25% of total primary care contract may be used for patient education		
Case Management	\$2400		

Note: The cost for an individual unit of service varies based on current contract with providers and makes it difficult to predict the additional units of service that may be created or the additional number of clients that can be served with caps/limits imposed.