

**RYAN WHITE CARE COUNCIL  
PLANNING AND EVALUATION COMMITTEE  
MARCH 21, 2006  
10:00 A.M. TO 12:00**

**MINUTES**

**CALL TO ORDER**

The meeting was called to order at 10:00 a.m. by Chair, Jim McGarvey

**ATTENDANCE**

Members Present: Vivian Candelaria, Lisa Cohen, J. Marie Dolphin, Barb Green, James McGarvey, John Melartin, Mark Mischon, Amy Mock, Bob Reynolds, James Roth, William Wilbanks, Jr.

Members Absent: Elizabeth Bailey, Deborah Robinson

Guests Present: Gilda Roman Nay Torres, Lee Luther

Staff Present: Aubrey Arnold, Susan Josephson

**CHANGES TO AGENDA**

There were no changes to the agenda.

**APPROVAL OF MINUTES**

Minutes were approved with no corrections.

**CARE COUNCIL REPORT**

Jim McGarvey gave the Care Council report. The Title I award was received and it included a 4% increase bringing to total Title I award amount to \$9,517,830. Dave Rogoff from Hillsborough County visited the meeting. A bylaw amendment requiring an in-person interview for prospective CC members was passed and R. Allan Westnitzer was recommended for CC membership.

**CONSUMER CO-PAYS  
MEDICARE PART D**

Aubrey reported that he received some input from case managers regarding consumer requests for assistance with Medicare Part D co-pays. One agency in Hillsborough County reported that 21 people received \$2300 in assistance collectively. An agency in Pinellas County reported that 161 people received \$11,950 in assistance collectively. The reason for the difference between the counties is not known at this time, although requests for service overall have been going up in Pinellas County. Aubrey will distribute the PDF version of the memo from Department of Health regarding Part D

implementation. Vivian Candelaria said it has been a challenging year in Title I. Case managers there have seen that if consumers become too frustrated with obtaining meds and meeting other needs that they sometimes drop out of care or discontinue their medications. She reported that all the intakes for their program in the month of February included requests for assistance with co-pays. Lisa Cohen reminded everyone that Medicaid continues for consumers who are dually-eligible.

**SERVICE PRIORITIES 2007/08** Group members reviewed the service priorities set in 2006/07. Jim McGarvey reminded everyone that the elements of the needs assessment updated this year did not include the elements used to determine service priorities. After discussion, the committee decided to retain the 2006/07 service priorities. The following motion passed (Motion: V. Candelaria, Second: A. Mock) with 11 yes votes, 0 no votes and 0 abstentions:

**MOTION 06-03/01**

**THAT THE PLANNING AND EVALUATION COMMITTEE RECOMMEND THE SERVICE PRIORITIES FOR 2007/08 TO CARE COUNCIL.**

There will be public hearings on the Service Priorities on Tuesday, 3/28/06 at 7:00 pm at Spring Oaks in Tampa and on Wednesday, 3/29/06 at 11 am at Metro Center in St. Petersburg. Flyers were given to members for distribution.

**STATUS OF COMPREHENSIVE PLAN GOALS & OBJECTIVES** The committee reviewed the comprehensive plan goals and objectives and found most goals to be on track and on time. It was noted that the qualified provider survey completed by the Health Services Advisory Committee is now completed annually rather than semi-annually. It was suggested that the column saying "Person Responsible" be changed to "Responsible Party," and some additional responsible parties be added to some goals. It was suggested that the term "cultural competency" be replaced with "cultural proficiency." The timeline for Objective 2(D) regarding methodology and data collection to determine unmet needs was moved to June 2006. The timeline for Objective 3(C) regarding the Ryan White Information System was moved to June 2006.

**UNMET NEEDS  
METHODOLOGY**

The committee reviewed several options for an unmet need survey and methodology. Susan Josephson reported input from several prevention and early intervention providers regarding locations to distribute surveys and questions to include in a survey. The committee recommended following those suggestions.

**HRSA TRAINING 2/8/06**

Jim McGarvey and other committee members reported that the HRSA training, "Monitoring and Evaluating the Planning Process," was helpful. Additional copies of the workbook were distributed and members were encouraged to review the materials in the workbooks and prepare to discuss their possible use at a later meeting.

**COMMUNITY CONCERNS**

Vivian Candelaria reported that Gulfcoast Community Care has several openings in Hillsborough, Pasco, and Pinellas Counties for case managers. She asked committee members to help spread the word regarding these open positions.

**ANNOUNCEMENTS**

There were be two candlelight vigils for World AIDS Day on 5/21/06. Members were referred to the summary of announcements for details.

**NEXT MEETING**

The next meeting is scheduled for Tuesday, April 18, 2006 at 10 am at the Jan Platt Library.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting adjourned at 11:40 A.M.