



**RESOURCE PRIORITIZATION AND ALLOCATION RECOMMENDATIONS
HOSPICE, ST. PETERSBURG
THURSDAY, NOVEMBER 8, 2007
12:30 P.M. - 2:00 P.M.**

MINUTES

- CALL TO ORDER** The meeting was called to order by Marty Clemmons, Co-Chair at 12:35 p.m.
- ATTENDANCE** Members Present: Carla Baity, Ginny Boucher, Marty Clemmons, Lisa Cohen, William Harper, David Hasiba, John Melartin, Patrick Mercier, Marylin Merida, Andrew Paquette, William Perry, Bob Reynolds, Jim Roth, Elizabeth Rugg
Members Absent: Dave Konnerth, Lorraine Langlois, Suzanne Lewis, Lee Luther, Woody Wilbanks
Guests Present: Ramon Benitez, Armando Carrasco, Michelle Carrasco, Lolita Emmanuel-Brown, Suzanne Matthews, Gilda Roma-Nay-Torres, Jacqueline Welsch
Grantee Staff Present: Aubrey Arnold
Health Councils Staff Present: Collette Tomberlin
- CHANGES TO AGENDA** There were no changes to the agenda.
Marty made note of the December committee meeting date on the agenda. The committee will meet on Tuesday, December 4 in order to pass final reallocations before the December Care Council meeting.
- ADOPTION OF MINUTES** The minutes for September 13 were approved unanimously.
- CARE COUNCIL REPORT** Marty shared the action items from the November Care Council meeting. Two by-law revisions were passed to allow the Care Council Vice Chair to serve as the Chair of the Standards, Issues and Operations Committee (SIOC) and to formalize the role of parliamentarian. Nominations were taken for parliamentarian (Michael Amidei and Robbie Bouplon) and the election for parliamentarian will be held in December. A bylaw revision was presented for a 30 day review to change bylaw language to reflect that of the current legislation. The Care Council approved revisions to the minimum standards of care and adopted outpatient/ambulatory standards for Women, Infants, Children and Youth. The Council Chair shared information about conflict of interest with members, and Ray Reed presented a mini training on how Hillsborough

County manages the Ryan White program. The Grantee shared that the Part A grant application has been submitted and our EMA (Eligible Metropolitan Area) is requesting a five percent increase; current Request for Application (RFA) bid documents are due November 27 and contracts will be 5 years with annual renewal; clients in all eight counties are required to have been through the eligibility screening or have a scheduled appointment by February 29, 2008. Any client in the EMA found ineligible by income may still be served through Part A funds.

**EXPENDITURE
REPORT
REVIEW**

The Grantee's office provided expenditure reports for Part A, Part A MAI, Part B and General Revenue (GR) through September 2007. They included a narrative report to summarize each service category by funding stream to explain spending rates. Members discussed specific contracts that were over and under expended and what that means for future planning efforts, especially the final reallocations coming up next month. The Grantee reminded members of the new legislative mandate that the grant be 98% expended or we lose our supplemental award in the upcoming year. Our local supplemental award is around \$3 million.

**ASSESSMENT
OF THE
ADMINISTRATIVE
MECHANISM**

Gilda Roman-Nay-Torres presented a summary of the Assessment of the Administrative Mechanism Report. She detailed the reason for the assessment, the methodology and the results. Members suggested several changes to increase the readability and all feedback is due to Gilda by November 15. The following motion passed (M: Harper, S: Merida) with 13 yes votes and 0 no votes:

**MOTION
11/07-01**

**ACCEPT THE ASSESSMENT OF THE ADMINISTRATIVE
MECHANISM AS AMENDED**

**COMMUNITY
CONCERNS/
ANNOUNCE-
MENTS**

There were no community concerns presented. Members announced upcoming events including several for World AIDS Day on Dec 1.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:00 p.m.