

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**SUNCOAST HOSPICE, CLEARWATER**

**THURSDAY, SEPTEMBER 8, 2016**

**9:30 A.M. – 11:00 A.M.**

**MINUTES**

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| **CALL TO ORDER** | The meeting was called to order by Jim Roth, Chair at 9:32 a.m.  |
| **ATTENDANCE** | Members Present: Ginny Boucher, Marty Clemmons, Kirsty Gutierrez, Court Holloway, Marylin Merida, Jim Roth, Elizabeth RuggMembers Absent: Nicole Frigel, Sheryl Hoolsema, Vicky Oliver, Guests Present: Gary Dean UnderwoodRecipient Staff Present: Aubrey ArnoldLead Agency Staff Present: Demarcus Holden, Floyd EgnerHealth Council Staff Present: Lisa Nugent |
| **CHANGES TO AGENDA** | There were no changes to the agenda at this time. |
| **ADOPTION OF MINUTES** | The minutes for August 11, 2016 were approved (M: Clemmons, S: Merida).  |
| **CARE COUNCIL REPORT** | The Care Council did not meet in September. The next meeting is scheduled for October 5, 2016.  |
| **ELECTION OF CHAIR AND CO-CHAIR**  | The floor was opened for nominations for Chair and Co-Chair. Attendees were given a paper with the duties and responsibilities associated with chairing a committee. **Elizabeth Rugg nominated Jim Roth to continue as committee Chair. The nominated was seconded by Marylin Merida. Jim accepted the nomination and was voted in by acclamation.** **Marylin nominated Kirsty Gutierrez to continue as committee Co-Chair. Elizabeth seconded the nomination. Kirsty accepted the nomination was voted in by acclamation**.  |
| **MEETING TIME, DAY, AND LOCATION**  | **A motion was made to keep the meeting time, day, and location the same (M:Merida; S: Rugg).** The motion passed by acclamation.  |
| **COMMITTEE WORK PLAN** | Members discussed the committee work plan for 2016-2017 by reviewing the previous year’s work plan. The Comprehensive Plan goals listed on the first page of the work plan will be updated to the new Integrated Plan goals. Members made other updates to the work plan including: minor word changes, updating due dates, and referencing the integrated plan instead of the needs assessment/comprehensive plan. **The committee voted to accept the work plan for 2016-2017 with the above changes (M: Roth; S: Rugg).**  |
| **COMMUNITY INPUT/ANNOUNCEMENTS** | Members were encouraged to send all announcements to staff to be shared in the information share. Aubrey Arnold discussed changes to the Insurance Services Program voted on by Care Council and the implementation. A call with case management agencies was held on 9/9/16. The changes are on hold/temporary delay and the program will continue operating at status quo for the time being. Aubrey noted that this is not a permanent fix to the program. The Recipient is looking at carryover dollars and the reallocation of funds. Demarcus Holden congratulated Floyd Egner on his promotion as the Part B Lead Agency Grants Manager. The committee congratulated Floyd. A regional fiscal training for Ryan White providers will be held on October 24-25 at the Embassy Suites by USF. More information will be sent to providers. E2 Hillsborough is set to launch on January 1, 2017. Trainings will be held in December. Kirsty is going on maternity leave. The committee wished her well and congratulated her on her upcoming birth.  |
| **ADJOURNMENT**  | There being no further business to come before the Committee, the meeting was adjourned at 10:29 am. |