

**WEST CENTRAL FLORIDA RYAN WHITE CARE COUNCIL**

**PLANNING AND EVALUATION COMMITTEE**

**SUNCOAST HOSPICE, CLEARWATER**

**THURSDAY, MARCH 8, 2018**

**9:30 A.M. – 11:00 A.M.**

**MINUTES**

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| **CALL TO ORDER** | The meeting was called to order by Chair, Jim Roth at 9:36 a.m. |
| **ATTENDANCE** | Members Present: Charlie Hughes, Sheryl Hoolsema, Jim Roth, Marylin Merida, Elizabeth Rugg, Vicky Oliver  Members Absent: Kirsty Gutierrez, Ginny Boucher, Lisa Condor, Nicole Kish  Guests Present: None.  Recipient Staff Present: None.  Lead Agency Staff Present: Demarcus Holden  Health Council Staff Present: Lisa Nugent, Naomi Ardjomand-Kermani |
| **CHANGES TO AGENDA** | None. |
| **ADOPTION OF MINUTES** | The minutes for January 11, 2018 were approved **(M:** Oliver**, S:** Hughes**)** and were passed by acclamation.  The minutes for February 8, 2018 were approved **(M:** Hughes**, S:** Oliver**)** and were passed by acclamation. |
| **CARE COUNCIL REPORT** | Care Council Chair and Planning and Evaluation member, Charlie Hughes reported that the Part A grant has been closed out as of February 28 and the Part B grant will be closed at the end of March. Quarterly Expenditure Reports were reviewed and showed that Part A closed at about 98% spent. March 1, 2018 will start the 18-19 grant year. Recipient staff took the time to explain the Quality Management process for Part A and announced that they will be applying for a Part C grant for data improvements to e2Hillsborough. The Lead Agency informed members that they will close out their grant year at about 95% spent.  A member raised a question regarding an $11,000 decrease in Pasco County Oral Health funding and it was explained that these services are not being sufficiently utilized in the county. |
| **REVIEW EPIDEMIOLOGY REPORT** | Staff, Naomi Ardjomand-Kermani, presented the Epidemiology report for FY 2017-2018 to members and pointed out specific demographics of interest.  The Epidemiology Report was adopted **(M:**  Hoolsema; **S:** Hughes) and passed by acclamation to be shared with Care Council at the April Care Council meeting. |
| **REVIEW QM STANDARDS & PROCEDURES** | Members reviewed the Quality Management Continuous Quality Improvement Program Standards and Processes benchmarks for the Total Service Area (TSA). Percentages of interest, among specific measures, were discussed by members. |
| **REVIEW CARE CONTINUUM** | Members reviewed the Care Continuum and noted disparities among within the continuum. It was noted that the Total Service Area’s (TSA) continuum percentages are higher than the state’s. Discussion occurred in regards to Hernando County’s retention and viral suppression, as it is the highest among the counties. This is likely due to a much smaller population size as compared to other counties in the TSA. Members raised the point that the state’s percentages have improved overall throughout the continuum. |
| **REVIEW INTEGRATED PLAN** | Members reviewed the Integrated Plan’s goal #3 along with indicators for data collection. Members discussed baseline numbers for people reached for several strategies’ data. The Care Council’s responsibilities, including conducting several focus groups were noted along with deadlines to meet specific strategies requirements. Marilyn Merida, a member of the Women, Infants, Children, Youth and Families (WICY&F) volunteered the committee, along with the Ybor Youth Clinic (YYC) to conduct the focus groups for Black individuals and Youth. These focus groups’ purpose is to determine how to best capture individuals who are a part of these populations. WICY&F has agreed to have these focus groups completed by the month of May. |
| **COMMUNITY INPUT/ANNOUNCEMENTS** | National Women & Girls’ HIV Awareness day is tomorrow and today is National Women’s Day. Outreach will be conducted at Out Of The Closet from 3:00-6:00 p.m. on March 9, along with HIV testing by Pinellas Planning Partnership (PPP) and the Department of Health. |
| **ADJOURNMENT** | There being no further business to come before the Committee, the meeting was adjourned at 10:37 am. |