

Implementation & Evaluation COMMITTEE MEETING

HIV Health Services Planning Council

Meeting Date: February 4th, 2002
Meeting Place: 25 Van Ness Ave., Room 330B
Meeting Time: 5pm - 7pm
Members Present: Brad Hume; John Conley; Karen Wuopio; Donald Frazier; Susan Shea; Ken Pearce; and Charlene Pugh.
Others Present: Eric Whitney (Council Coordinator); Russ Zellers (HHS); David Mancias (HHS); Celinda Cantu (HHS); Marshia Herring (HIV Health Services); Joseph A. Cecere (DPH); Michelle Long Dixon (HIV Health Services); and Robert Owens (Council Admin. Asst. - Minutes).
Next Meeting: Tuesday, March 12th, 2002, 25 Van Ness, Room 330B, 3pm - 5pm

Introductions

Announcements / Public Comment

There were no announcements or public comments.

Continued Discussion from the Retreat

Susan Shea overviewed the discussion about the Implementation & Evaluation committee from the council retreat, with discussion centering how the past I & E focused more on the evaluation part of the work rather than the implementation part. The discussion included the following:

- Separating I & E committee into two committees; an Implementation Committee and an Evaluation Committee. Hence, creating two meetings a month.
- Problems with attendance with an increase in the number of committees and meetings.
- Developing an email discussion group.
- Keeping I & E committee together, with subject matter sub-committees, i.e. mental health, substance abuse, etc.

The committee decided to keep I & E together in the same committee and table having sub-committees or task force committees under I & E for discussion at a future meeting.

Meeting Day & Time Discussion

The committee reviewed the current day and time of the meeting and with great discussion decided to move the meeting to the second Tuesday of the month from 3pm - 5pm for a trial period of three months.

Co-chair Nominations

Susan Shea, John Conley and Charlene Pugh were nominated for co-chair positions on the committee. John Conley declined the nomination. *Susan Shea* purposed that she and *Charlene Pugh* would be co-chairs and that *Susan* would mentor *Charlene* while she awaits her appointment to the council. *Susan Shea* also suggested that *Sam Kaplan* might be interested in a co-chair position as well. A vote was taken resulting in the approval of *Susan Shea* and *Charlene Pugh* as co-chairs for the I & E committee.

Strategic Planning for the next 6 Months - Implementation Action Plan

Susan Shea and the committee outlined the following tasks for the implementation part of the committee:

- Review of the last two years of prioritization. Have the Department of Public Health present, at the April I & E meeting, an update about what has and hasn't been implemented from the prioritization, problems implementing the plan, and figure out what the committee needs to do next.
- Review of Unfunds. Have the Department of Public Health present, at the March I & E meeting, the status of unfunds, what they are used for, and where do they come from. The strategy set forth by the I & E committee is to help the full council become pro-active concerning unfunds.
- Review of Integrated Services. Have the Department of Public Health present, at the April meeting, a report on the services provided, and gaps in services.

The committee discussed each outlined task and requested information and reports regarding each one.

Susan Shea and the committee outlined the following task for the evaluation part of the committee:

- Review of Standards of Care completed by Harder & Company. *The committee* would like a report presented at the March I & E committee meeting. *The committee* discussed the Standard of Care report which focused on primary health, dental, mental health, and substance abuse issues concerning the minimum standards that client should expect across the EMA.
- Review of the Grantee Assessment. *The committee* discussed when the next assessment should happen and requested the language that focuses on Grantee Assessment in the Ryan White Care Act.

- Needs Assessment was discussed and the committee decided to remove responsibility from I & E, and allow the Needs Assessment Task Force to handle it fully. *Eric Whitney* gave a status update on the Needs Assessment process.

The committee then requested from the Department of Public Health an update on Quality Management and the role of DPH to the I & E Committee.

Adjournment