

Implementation & Evaluation COMMITTEE MEETING

HIV Health Services Planning Council

Meeting Date: March 12th, 2002
Meeting Place: 25 Van Ness Ave., Room 330B
Meeting Time: 5pm - 7pm
Members Present: Donald Frazier; Mjay Sanders; Kevin Johnson; Sam Kaplan; Elyse Graham; Dirk Doepfner; William Blum; Margot Antonetty; John Conley; Donald Frazier; Susan Shea; and Charlene Pugh.
Others Present: Eric Whitney (Council Coordinator); Russ Zellers (HHS); David Mancias (HHS); Celinda Cantu (HHS); Marshia Herring (HIV Health Services); Michelle Long Dixon (HIV Health Services); Edwin del Carpio (AEF); Jim Illig (Project Open Hand); Laura Thomas (DPH); Carla Wilson (QYNAC); and Robert Owens (Council Admin. Asst. - Minutes).
Next Meeting: Tuesday, April 9th, 2002, 25 Van Ness, 330B, 3pm - 5pm

Introductions

Announcements / Public Comment

Mary Jane Wood's partner died last Friday.

Review of Agenda

Jim Illig added to the agenda a discussion about the recent reductions.

Implementation Activities

Susan Shea led a brief discussion about setting up criteria to use in the future for cuts if and when they occur and should be based out of Prioritization. The discussion was then tabled. *Charlene Pugh* stated that the council should devise different scenarios for reduction from best situation to worst to aide in next years process. *Susan Shea* announced that in April the committee will review the past Prioritization, to get a sense of where we are at, what has been done, and what has recently happened.

Jim Illig announced that the average cuts in the reduction were about 5.76%. In addition there is a possibility that 1/3 of the funds cut could be supplemented from the general fund out of this year's budget. Several city supervisors are

leading this purpose and will be discussed at the next city finance committee.
Jim Illig will inform council support of the day and time of the meeting.

Update on Reduction

Michele Long Dixon reported that each contractor percentage of cuts was slightly different, but on average it was around 6%.

Standards of Care

Eric Whitney will contact Harder and Company about the Standard of Care.
Susan Shea will check with the other co-chairs to see if the council would want Harder and Company to do a presentation.

Evaluation Activities

Susan Shea announced that *Sam Kaplan* is also a co-chair of the I & E committee and will mostly focus on the Evaluation part, Grantee Assessment and its process. *Sam Kaplan* reported that he has reviewed that last three proposals for conducting the Grantee Assessment and all of them were problematic and he believes that we should start from scratch, but it might be possible to build upon previous reports.

Susan Shea asked if the Grantee Assessment was required by HRSA? *Laura Thomas* stated that EMA's are not required to do a full Grantee Assessment every year, but HRSA asks for the report in the annual application. *Laura Thomas* also stated that the Grantee Assessment was an assessment of the effectiveness of the mechanisms in place. *Charlene Pugh* asked if there is a specific format that could guide us in conducting the Grantee Assessment. *Michele Long Dixon* announced that there is specific language in the legislation on the format. *The committee* then discussed past Grantee Assessment, gathering information from other EMA's on how they conduct their Grantee Assessment and their cost, and the problems with the last Grantee Assessments. *Kevin Johnson* reported that Lenny Green a TA for HRSA might be a good resource on gathering information about other EMA's and their cost. *Susan Shea* set assignments for members to gather information concerning the Grantee Assessment. *See Attachment A – Action Plan.* *The committee* then discussed the communication issues with the last Grantee Assessment, the role of Prioritization, and the score of the last Grantee Assessment and it's evaluation. *Susan Shea* requested that an evaluation of available money to conduct the Grantee Assessment to be discussed at the next Steering Committee.

Adjournment