

Community Planning & Assessment Committee



Larry Stähli, Chair

Wednesday, February 18, 2009
4:00 pm to 6:00 pm
Public Health
4041 N. Central Avenue, Phoenix
15th Floor, Joshua Room

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Meeting Minutes

Participants

Support Staff: John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Larry Stähli called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of Quorum

Quorum was not established, with two of five members present at 4:10 pm. The meeting participants reached a consensus to continue as a work group.

Review of the minutes and action items from the prior committee meeting

The committee silently reviewed the minutes from the November 19, 2008 combined meeting with the Health Care Strategies Workgroup. No corrections were voiced.

The following action items were discussed:

- Oral health update: John Sapero related that Judy White of the Oral Health Program was not in the office.
- QM Grantee meeting: Cheri Tomlinson discussed that Barbara Rosa, a HIVQUA/NQC consultant, had presented at the meeting, and that the session was very productive and informative.
- Needs Assessment: John Sapero related that PCS was waiting until next years grant award is announced before moving forward with contracting the Newly Diagnosed needs assessment.

Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Modernization Act of 2006 and the Maricopa County Department of Public Health.

All of the documents discussed may be requested from Planning Council Support.

MEETING MINUTES *continued*

- Emergency Financial Plan: A work group met and made revisions to financial assistance program policies. Debby Elliott discussed financial assistance challenges, including a progressive increase of COBRA assistance requests.
- HAB Indicators: Cheri Tomlinson related that MIHS submitted comments, including those made by the Planning Council regarding proposed HRSA/HAB indicators.

Administrative Agent Update

No update was provided.

Committee Chair update

No update was provided.

Committee policies and procedures review

Larry Stähli discussed that the each Planning Council committee conducts an annual review of its policies and procedures, and asked participants to review the provided document.

Cheri Tomlinson asked if the membership requirements for this committee differed from the established policies for all Planning Council committees. Larry Stähli replied that the membership section simply restated the Council's policies.

A consensus was reached to not make revisions to the document.

2009-2012 Comprehensive Plan Development

John Saperro provided a draft of the goals and activities developed by JVGA (the consultants writing the document) for inclusion in the Comprehensive Plan. Additionally, separate handouts that itemized the history of HIV and the Ryan White program in the Phoenix EMA, and diagrammed the current continuum of care were distributed. Committee members provided additional information for inclusion and made minor revisions to both documents.

The committee then reviewed the goals and objectives document. Discussion topics included:

- Perceived inconsistencies with what was discussed at the community input forums and what was detailed in the plan
- The amount of tasks delegated to Planning Council Support
- Activities were not necessarily relevant to the completion of goals
- Additional activities needed to be added to complete goals

Larry Stähli asked Planning Council Support staff to contact JVGA regarding the comments made during the meeting, and to request the documentation from the January 25th community forum.

The committee reached a consensus to meet on February 25, 2009 from 2:00 pm to 4:00 pm to review the next draft of the document.

MEETING MINUTES *continued*

Development of 3-year Needs Assessment Plan

This agenda item was tabled.

Scheduling of next meeting and determination of agenda items

In addition to the recurring items, the committee determined the following topics for the next meeting:

Agenda Items

Comprehensive Plan Development

Action Items to be completed by the next meeting:

Task	Assigned To
Contact JVGA to obtain requested documents	John Sapero

Current events summaries

Cheri Tomlinson discussed that March 10, 2009 is National HIV Awareness for Women & Girls Day. There will be a community event at Fresh Start. Mayor Gordon will speak at the event.

Larry Stähli related that the CDC has revised their national estimate for the out-of-care population to 21%.

Call to the public

No public comments were voiced.

Adjourned

The meeting adjourned at approximately 6:00 pm.