

**Ryan White Planning Council (RWPC) of the Philadelphia Part A EMA
Comprehensive Planning Committee**

Meeting Minutes of

Wednesday, May 5, 2010

10:00 a.m. – 12:00 p.m.

Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia, PA 19107

Present: Christine Ambrose, Alicia Beatty, John Churchville, Karen Coleman (Co-Chair), Michael Myers, Ann Ricksecker (Co-Chair)

Excused: Peter Houle, Sandra Thompson

Staff: Michael Milsop, Briana Morgan

Call to Order/Introductions:

K. Coleman called the meeting to order at 10:12 a.m.

Approval of Agenda:

K. Coleman presented the agenda for approval. **Motion:** M. Myers moved, C. Ambrose seconded to approve the agenda. **Motion passed:** All in favor.

Report of Staff:

None.

Report of Co-Chair:

None.

Discussion Item:

• **Priority Setting Prep**

K. Coleman explained that the group needed to discuss the Priority Setting meeting in June, and that she hoped they would be able to get through all of the service categories at the last joint meeting the following day. M. Milsop explained that they had only scored eight of twenty-nine service categories over two meetings, so they had twenty-one service categories remaining to score. He then suggested that the group use their June meeting to finish scoring the categories. A. Ricksecker stated that they would need to consider how they would approach the non-funded service categories, and that they would need to determine when they would plan for the Priority Setting meeting as well.

A. Beatty asked if they could score the unfunded service categories first, and then score the remaining funded categories. M. Milsop replied that he thought the process would move faster this time, and there would be less and less data for the categories as they went down the list. The group then agreed that they would have a fourth joint meeting during the Comprehensive Planning Committee time slot during June.

A. Ricksecker asked when they should have the full Priority Setting meeting. K. Coleman replied that it would be best for their meeting to be toward the end of the month. A. Ricksecker suggested holding the Priority Setting meeting on July 1, and M. Milsop replied that he would discuss this with M. Ross-Russell, but that this could be too close to the Allocations meetings. The group agreed on June 17, June 24, and July 1 as possible dates, and also agreed to bring these before the Finance and Needs Assessment Committees at their joint meeting the following day. J. Churchville stated that June 17 might be too early to hold the Priority Setting meeting. C. Ambrose agreed that they still had a great deal of work to do. M. Milsop replied that they were also doing much of the heavier work before the Priority Setting meeting this year.

K. Coleman stated that they would need to consider having an additional meeting before the Priority Setting meeting. The group then decided to extend their June 2 meeting by one hour so they would not need to have a second meeting. C. Ambrose pointed out that they would also have members from the other two committees at this meeting. K. Coleman noted that they would also have enough time in the month to have an additional meeting if needed. C. Ambrose added that they could also meet early on the day of Priority Setting.

C. Ambrose asked if there had been any changes in the rankings for the first eight categories. M. Milsop stated that, with the current scores, medical care would be #4, medical case management would be #1, medications would be #2, and dental services would be #3. K. Coleman asked M. Milsop to provide the priorities for the current year as well as the draft priorities at their June meeting.

A. Ricksecker noted that, in previous years, committee members had done more research independently and each been assigned service categories. C. Ambrose explained that they were doing all of this work in each meeting this year. M. Milsop added that they had three committees working together on this process. A. Ricksecker stated that they would need to be prepared to answer questions about why the ranking looked the way it did. C. Ambrose stated that they would need to know the definitions of the service categories, as well as the definitions of the factors. M. Milsop added that some people might be curious about how they determined the percentages.

K. Coleman suggested creating a fact sheet with frequently asked questions for the full Priority Setting meeting, which could help them save time. C. Ambrose stated that they used this process the previous year, and suggested that they review the handouts from the previous year to see what would be relevant this year. A. Ricksecker stated that they included a spreadsheet with previous priorities, service definitions, and a sample sheet that showed the factors. She went on to say that they would also have the fact sheet this year. J. Churchville suggested having committee members specialize in different service categories. A. Ricksecker stated that comparing current rankings to their proposed rankings would also help them to determine what the hot topics were. K. Coleman suggested including snippets of the discussion in the fact sheet as well.

A. Ricksecker stated that a committee member would need to discuss the tweaking of the process, including trying to reach consensus, percentage weights, and inclusion of all three committees. M. Milsop noted that they had also discussed assigning a 0 for service utilization for unfunded services. A. Ricksecker added that they had previously given high scores to unfunded services for service utilization.

A. Ricksecker then asked the group to consider who they would like to have as their new committee co-chairs, since both she and K. Coleman would be stepping down.

Old Business:

None.

New Business:

None.

Announcements:

None.

Adjournment:

The meeting was adjourned at 10:47 a.m. by general consensus.

Respectfully Submitted by,

Briana L. Morgan, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- OHP Calendar

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Comprehensive Planning Committee
Meeting Agenda
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The Office of HIV Planning, 340 N. 12th Street, Suite 203, Philadelphia

Call to Order/Introductions

Approval of Agenda

Approval of Minutes

Report of Staff

Report of Chair

Discussion Items

- Priority Setting Prep

Old Business

New Business

Announcements

Adjournment

PLEASE TURN ALL CELL PHONES AND PAGERS TO SILENT OR VIBRATE.

The next meeting of the Comprehensive Planning Committee is Wednesday, June 2, 2010 from 10am – 12pm at 340 N. 12th Street, Suite 203, Philadelphia, PA 19107. Please refer to the Office of HIV Planning calendar of events for committee meetings & updates (www.hivphilly.org). If you require any special assistance, please contact the office at least 5 days in advance.