



Metropolitan Jacksonville Area HIV Health Services

PLANNING COUNCIL

Ryan White Part A and Part B Programs
Social Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

A G E N D A

Meeting Date: 4:00 PM - Thursday, April 24, 2014

Call to Order

Ellen Schmitt

Moment of Silence

Mission Statement

Member

The mission of the Planning Council is to provide a means for planning and implementing a coordinated response to the needs of people living with and affected by HIV disease.

Roll Call

Patricia Sampson

Public Comments

General Public

(Speakers should fill out a Blue Card and turn in to Council Chair Schmitt prior to start of today's meeting.)

Approval of February 27, 2014 Minutes

Ellen Schmitt

Administrative Agency Report

Deidre Kelley

Committee Reports

- Executive Page 5 Kim Geib
- Bylaws Page 11 Heather Kilpatrick
 - ♦ 2nd Reading of the Bylaw change to include EIIHA Committee as part of the Jacksonville Planning Council

OUR MISSION: The mission of the Planning Council is to provide a means for planning and implementing a coordinated response to the needs of people living with and affected by HIV disease.
⇒

- Women, Adolescents & Children Page 13 Errol Schell
- PLWHAA Page 17 Nathaniel Hendley
- Nominating Page 21 Justin Bell
 - ♦ Motion that the Jacksonville Planning Council recommends Roberto Polanco to the Mayor's Office to fill the mandated category of Part C Representative.
- Needs Assessment Page 29 Justin Bell



- EIHA Page 31 Max Wilson

Unfinished Business

Ellen Schmitt

New Business

Ellen Schmitt

Announcements

Members

Adjournment

Ellen Schmitt



Metropolitan Jacksonville Area HIV Health Services

PLANNING COUNCIL

Ryan White Part A and Part B Programs
Social Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

MINUTES

Meeting Date: Thursday, April 24, 2014

Council Members Present: Ellen Schmitt (Chair), Kim Geib (Vice-Chair), Patricia Sampson (Secretary), Velda Stokes (Treasurer), Justin Bell (PLWHA Rep), Errol Schell (Parliamentarian), Dana Barnes, Paula Burns, Mark Cleveland, Gloria Coon, Kendall Guthrie, Nathaniel Hendley, Heather Kilpatrick, Gregory O'Gwinn, Sharon Peterson, Torrencia Shiloh, Alfreda Telfair, Antoinette Turner, Heather Vaughan, and Max Wilson

Council Members Absent: Verlon Blair, Frank Emanuel, Sharon Hunter, Eric McBride, Marion Merritt, and Annie Youngblood

Proxy Members Present: None **Proxy Members Absent:** Jim Bernert and Gloria Ealey

Support Staff Present: Deidre Kelley, Sue Andrews, and Sandy Sikes

Guests: Rashad Burgess, Renee Hellen, Janice Murphy, and Roberto Polanco

Call to Order

The meeting was called to order at 4:10 p.m. by Chair Ellen Schmitt.

Moment of Silence

Chair Schmitt asked for a moment of silence to be observed for PLWHAA committee member Jimmie Baird, for Scott Saraga, for Mary Martinez' mother-in-law, for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

Mission Statement

Torrencia Shiloh read the mission statement to the group.

Roll Call

Chair Schmitt called the newest member, Dr. Dana Barnes, to the table. Secretary Pat Sampson took the roll. There were no proxy pool members present; a quorum was declared.

Chair Schmitt announced that she received a resignation letter from Marion Merritt, via email. Marion is resigning from the Planning Council effective April 23, due to health reasons.

Public Comments

There were no public comments.

Approval of Minutes

A motion was made and seconded to accept the February 27, 2014 Minutes as presented. The motion was carried.

Administrative Agency Report

Deidre Kelley announced that Johnnetta Moore has been confirmed as Chief of the Division, and that the Jacksonville City Council has approved Phase II of the Mayor's reorganization plan renaming our Division from Behavioral and Human Services to Social Services.

There is no word yet on when we will receive the remainder of our funding for this year. The grant for 2013-2014 has been closed out and contracts for the current year are being signed and processed. There is a proposal being floated around to consolidate Part C and Part D into one Part. If approved, this will be in effect next grant year – 2015-2016. For grantees, this will reduce the administrative burden of managing two funding sources that are closely related, but it could also mean a reduction in total funding. Our Part C and Part D grantee in the Jacksonville TGA is UF CARES Rainbow Center.

Significant progress has been made in implementing the Part A Health Insurance Premium Assistance Program. Although we anticipated a larger number of individuals to take advantage of the benefits of the insurance plans in the health insurance marketplace, our service provider, Northeast Florida AIDS Network has enrolled 15 individuals into the program and assisted the Department of Health in enrolling another 5 individuals into the Part B ADAP Premium Assistance Program. As we implement the Part A Health Insurance Assistance Program, we're finding that we may want to make some changes to the premium assistance and co-payment caps. Dee will be monitoring enrollments and analyzing results for a recommendation to the Planning Council in June. We continue to work with the State Department of Health staff to put together a statewide program that will eventually replace the AIDS Insurance Continuation Program.

Administrative Agency staff will be visiting each of our service providers in the months of May and June to monitor their Part A programs for fiscal and programmatic contract compliance. Dee has developed policies and procedures for contract compliance that detail contract expectations and these have been shared with our service providers.

Committee Reports

Executive

Kim Geib

During the Executive Committee's March meeting, it was decided that all future voting by ballot be done as a separate line item on the agenda. This will allow members time to concentrate on the voting process, before the meeting discussions progress to the next item of business.

At the April meeting, there was further discussion on the upcoming 20th Anniversary of the Planning Council. Thanks to Kendall Guthrie, one of the conference rooms at UF Health has been reserved for Friday, November 7. This date and location has not yet been finalized by the Executive Committee. Several Council members are also contacting pharmaceutical companies about possibly covering the cost of the food for this dinner.

Committee Co-Chairs attended the April meeting and brought the officers up-to-speed on the goals and the work of each of these committees. One item discussed was to assign a resource person to each committee; that resource person would be an Executive Committee member. Several Co-Chairs and officers attended a meeting April 24 to talk about Needs Assessment questionnaires. This project is still in the works and will be presented at a later meeting.

Bylaws

Heather Kilpatrick

The committee presented the second reading of the proposed change to Bylaws Article X Standing Committees, Section 3.I. This is adding the EIIHA Committee as one of the official standing committees of the Planning Council. Also presented was a change to Policy & Procedure 2006-01 – Policies for Committee Membership and Voting, to include the EIIHA as a standing committee. **Motion** made by Mark Cleveland, seconded by Antoinette Turner, **to accept the proposed changes to Bylaws Article X, and to the Policy & Procedures 2006-01.** There was no discussion; a vote was taken and the motion was approved.

Women, Adolescents, and Children

Errol Schell

The committee met in March and April and their report is included in the packet. Committee members are currently working on the upcoming National HIV Testing Day event on June 27. The location this year has changed from Gateway Mall to the Pearl Street Plaza, and CRC has graciously donated one of their storefront offices for the day.

PLWHAA

Torrenia Shiloh

The committee met in March and April, and in addition, their CONNECTIONS Ad-Hoc committee also met in April. Torrenia Shiloh showed the Council the Star Chart they are currently utilizing for committee members, which gives credit to members for attending meetings and participating in outside events.

Nathaniel Hendley updated everyone on the CONNECTIONS committee, which is trying to gauge public interest in holding a conference later this year. There is a survey online at survey monkey; also a hard copy of that same survey was distributed at the meeting and Council members were asked to complete and return the survey to Nathaniel or Torrenia. PLWHAA will be holding its first quarterly social on May at Hamburger Mary's. One of the items on their action plan is to get more youth involvement in the PLWHAA committee and the Planning Council.

Nominating

Justin Bell

This committee also met in March and April. Members are currently involved in revising the questions on the Interview Questionnaire, and some of these questions might also be included on the next Reappointment form. Members have also started discussion on proposing a Leave of Absence Procedure, and hope to have a finalized procedure ready to present to Council at their June meeting.

During their March meeting, members interviewed Roberto Polanco for a seat on the Planning Council representing Part 'C' grantee. Mark Cleveland moved and Antoinette Turner seconded a **motion to submit the name of Roberto Polanco for recommendation to Mayor Brown as an appointee to the Jacksonville Planning Council.** Motion was approved.

Coordination Committee

Justin Bell

The Needs Assessment Sub-Committee met in March. Unfortunately neither committee co-chair was available to attend, and the needs assessment data from the State of Florida has been delayed. The sub-committee took the opportunity to look over the epi data that was available, and held a round-table discussion regarding the data.

EIIHA

Max Wilson

The committee met in January and in March; regular committee meetings are every other month. Likewise their two sub-committees, the Initiative & Rapid Response and the Continuum of Care, also meet every other month. In March, the committee reviewed the epidemiology in Area 4.

Committee Co-Chairs gave a short presentation on EIIHA and copies of a power-point presentation were given to those in attendance.

Unfinished Business

None

New Business

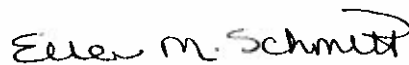
None

Announcements

- St. Johns County is starting rapid testing services. Contact Paula Burns for details.
- River Region is hosting an Open House Friday, May 2 from 10:00 to Noon. They will be dedicating a building in memory of Derya Williams.
- A domestic violence survivors support group has recently started up in Fernandina Beach. This support group meeting Tuesdays from 6:00 to 8:00 p.m. Contact Kim Geib for more details.
- PFLAG meets the 3rd Thursday of every month.
- The next meeting of the Nominating Committee has been changed from May 2 to May 9.

Adjournment

The meeting was adjourned at 5:15 p.m. by Chair Ellen Schmitt.



Ellen Schmitt, Chair



Patricia Sampson, Secretary

ES/PS:ss



EXECUTIVE COMMITTEE

Ryan White Part A and Part B Programs

Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100 • Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Tuesday, March 4, 2014

Committee Members Present: Ellen Schmitt (Chair), Kim Geib (Vice-Chair), Patricia Sampson (Secretary), Velda Stokes (Treasurer), Justin Bell (PLWHA Rep), Errol Schell (Parliamentarian), and Alfreda Telfair (Immediate Past Chair)

Support Staff Present: Sandra Sikes

1. Call to Order

Following the officer training class, this meeting was called to order at 4:20 p.m. by Chair Ellen Schmitt.

2. Public Comments

There were no public comments.

3. Program

Sue Andrews, Human Services Planner II, gave a brief presentation on her role and job duties in the Ryan White Part 'A' office. Sue processes invoices from our agencies, as well as conducts annual monitoring of these agencies.

3. Unfinished Business

- 20th Anniversary of the Jacksonville Planning Council: Pat Sampson has two possible venues for this; one is at Florida State College at Jacksonville's (FSCJ) Northside campus, and the other one is Blue Fish Restaurant in Avondale. With FSCJ, the dinner would be prepared by students at their culinary school; the college can accommodate 40 to 50 people, but they cannot do this during class time. With Blue Fish, they are recommending that we have the event outside in their courtyard area, and there was a question about parking. Justin Bell reported that he did not pursue Derby on Park because of their limited seating, and limited parking. Justin did speak to Lee Hamby about having the anniversary celebration at Lee's theatre, Pangea Live, which is located on North Liberty Street. Another issue is regarding the date. We have learned that the Evelyn 'Peaches' Phillips Banquet will be held Saturday, October 18, the day after the Council's anniversary date. Alternate dates to now look at are October 10 and 24. Pat and Justin asked Sandy to research several questions the committee has, and to report back via email as soon as practical.

- Is there a restriction on the Planning Council for hosting an event on a weekend?
- Can we have a cash bar at this event?
- Can the event last until 7:00 or 8:00 p.m., if it begins before 5:00 p.m.?
- Can we have an idea of the amount budgeted for this?

4. New Business

- Incorporate Line Item on the Planning Council Agenda: Committee members discussed including a separate line item on agendas going forward, whenever there is a vote by ballot. This discussion came about due to some confusion during the February Planning Council meeting. At that meeting, ballots were distributed to members, but the meeting continued on and members had a difficult time listening and following the business while at the same time trying to concentrate on their voting. In the future whenever there is a vote by ballot, the voting portion will be listed separately. This will primarily be for election of officers and reappointments.

5. Staff Report

- Calendar: The March and April calendars were attached to the agenda.
- Committee Co-Chairs: Sandy will email committee co-chairs to invite them to the April Executive Committee meeting. This will be an opportunity for each co-chair to advise the officers how their committees are doing, what goals or objectives they are working on, and talk about the committee's composition.
- Additional Council Meeting: Sandy asked about the possibility of having another Planning Council meeting before the June 26 meeting. At the moment, we have 2nd reading on the Bylaws change, and one candidate to be voted on by the Council. By consensus, the members agreed to conduct the next Planning Council meeting on April 24.

6. Announcements

- Players by the Sea will be presenting '*Angels in America*' March 14, 15, 16, 21, 22, and 23. A portion of the proceeds will be donated to the North Florida Quilt Chapter.

7. Adjournment

The meeting was adjourned at approximately 5:30 p.m.

ACTION REQUIRED BY PLANNING COUNCIL:

None



EXECUTIVE COMMITTEE

Ryan White Part A and Part B Programs

Social Services Division

1809 Art Museum Drive, Suite 100 • Jacksonville, FL 32207

**Summary
of Meeting**

Meeting Date: Tuesday, April 1, 2014

Committee Members Present: Ellen Schmitt (Chair), Kim Geib (Vice-Chair), Patricia Sampson (Secretary), Velda Stokes (Treasurer), Justin Bell (PLWHA Rep), Errol Schell (Parliamentarian), and Alfreda Telfair (Immediate Past Chair)

Support Staff Present: Sandra Sikes

Guests: Kendall Guthrie, Nathaniel Hendley, Sharon Hunter, Heather Kilpatrick, Torrenca Shiloh, and Heather Vaughan

1. Call to Order

The meeting was called to order at 4:05 p.m. by Chair Ellen Schmitt.

2. Public Comments

There were no public comments.

3. Unfinished Business

- 20th Anniversary of the Jacksonville Planning Council: There was further discussion on the possibility of having the event at Florida State College at Jacksonville's Culinary School. The date selected is Friday, October 17, and we are looking at having this dinner from around 4:30 to 7:00 p.m. Attendees brought up several new ideas, including looking at the UF Resource Center as an alternate location, and asking several local pharmaceutical companies if they would sponsor the dinner for us.
 - Pat and Kendall will check with UF of Jacksonville regarding the Atrium at the LRC Building.
 - Torrenca, Heather Vaughan, and Justin will contact pharmaceutical companies about food.

4. Report from the Committee Co-Chairs

- **Priority & Allocation** (Kendall Guthrie and Heather Vaughan) - Meets four or five times a year; currently has 18 members. Most recent project was reallocation of funding to assist with ACA co-payments. Priority & Allocation committee specifically looks at the core medical and support services under the Ryan White Treatment Extension Act, keeping in mind that a minimum of 75% of the funding must be allocated to core medical services. Each member of this committee must complete a Conflict of Interest annually, and if there is a motion or business being discussed that directly affects you or your employer, then you have an obligation to disclose that conflict at the beginning of your statement or discussion. Committee reviews the needs assessment and epi data on Area 4, as well as reviewing public comments.
- **PLWHAA** (Nathaniel Hendley and Torrenca Shiloh) – Recently revised their mission statement, which now reads *"Our mission is to educate, advocate, and empower all PLWHAA's (People Living with HIV/AIDS and Affected) in Northeast Florida communities. We also exist to be a vocal planning body focused on raising awareness by way of "High Impact Prevention" strategies and our goal is to help with "Getting to Zero".* During the past few months this committee has formed two ad-hoc sub-committees: the Recruitment and the CONNECTIONS committees. Nathaniel visited NFAN and JASMYN and left flyers there, telling about the PLWHAA Committee. The committee is also publishing and distributing monthly calendars at the meetings, letting members and guests know about birthdays, upcoming meetings, etc. A quarterly social is planned, and the first one will be held in May at Hamburger Mary's; this will be a Bingo and the proceeds will go to a non-profit organization. Committee Co-Chairs are putting effort into recruiting younger adult PLWHA members, with an end-goal of these younger members being groomed to take leadership roles in the not-to-distant future. Overall, the entire committee will be putting more energy into planning and hosting a CONNECTIONS Conference later this year.
- **Bylaws** (Heather Kilpatrick and Pat Sampson) - Meets on an as-needed basis, usually two times a year. Main purpose of the committee is to revise bylaws as needed. This committee goes into action usually when another committee proposes a bylaws change, and refers it to Bylaws for their review and blessing. After reviewing, Bylaws then brings the proposed change to the entire Planning Council for approval. Challenge this year has been the drop in committee membership. This has since been corrected by a change to the Procedures whereby all Executive Committee members will also serve on the Bylaws Committee.
- **EIIHA** (Heather Vaughan and Max Wilson) – The Early Identification of Individuals with HIV/AIDS Committee is commonly referred to as EIIHA. This committee meets on the odd numbered months (January, March, May, July, and November), usually on the 3rd Friday of the month. EIIHA has two sub-committees: the Rapid Response and Initiatives, and the Continuum of Care. Currently the Rapid Response and Initiatives sub-committee meets immediately following the EIIHA committee meeting. Rapid Response looks at HIV testing and identifies which areas of the community we should be focusing on with testing. The Continuum of Care sub-committee meets on the months in between EIIHA (February, April, June, etc.). Continuum of Care addresses linkage and looks at the treatment cascade. A person can be a member of the sub-committee without being a member of the main (EIIHA) committee.

- **Women, Adolescents, & Children** (Errol Schell and Alfreda Telfair) – Envisions a community of women, adolescents, and children leading lives free of issues and problems that limit their positive, self-directive and productive lives. W.A.C. Committee wants to increase their knowledge, skills and self-esteem. This committee has approximately 15 members and meets monthly. W.A.C.'s most recent projects were helping out with the Hopewell/1st Baptist Health Fair and the Take It To The Street event. There are several health fairs coming up in April and May that the committee has been asked to participate with.
- **Nominating** (Justin Bell and Sharon Hunter) – Primary job duties of this committee are:
 - To recruit and interview prospective members to the Planning Council,
 - Process the reappointment applications for current members applying for another term, and
 - Conduct the process for annual elections of Planning Council officers

Nominating Committee has the responsibility of monitoring the 33% unaligned ratio, as well as seeing that the demographics of the Planning Council membership (all categories) reflect the demographics of the local HIV community. Justin also brought up the need to train several Planning Council members to conduct Pre-Orientation training for new and prospective members of the Council. Ellen asked if an Education sub-committee should be formed, and if so, would that sub-committee fall under the Executive Committee or the Nominating Committee? Justin responded that for the time being, a sub-committee is not needed, and Pre-Orientation training can fall under Nominating's responsibility.

- **Executive** – This committee sets the agenda for the Planning Council meetings; ensures that the work of the committees is on target; reviews attendance of Council members to verify that all members are actively participating at both the Planning Council and the committee level; approves on behalf of the Priority & Allocations committee the dollar amount of the allocated funds; signs the Letter of Assurance to HRSA; and assigns duties or projects to committees as needed.

5. New Business

- Review member attendance: Sandy provided Ellen a copy of the attendance record for members. There were two members identified who have missed three Planning Council meetings over the past 12 months. Both members had extenuating circumstances, and their attendance has improved in 2014. It was decided not to mail them letters at this time, but continue to monitor their attendance.
- Assign resource person for each committee: Kim brought up an idea where each of the officers would be assigned a committee, and would serve as a resource person for that committee. There are seven officers and eight committees; each officer could take a committee, or four officers each take two committees. This could be a buddy system, where a new co-chair can get with their resource person (officer) and go over the objectives and responsibilities of their committee. The assigned officer is their 'go-to' person. Members will continue this discussion at their May Executive Committee meeting.

- Needs Assessment questionnaire: Kim asked the attendees their thoughts on coming up with a two or three question survey to be used at different venues throughout the year. Suggested questions would be, "What are your most important needs?" or "What do you think are the most important needs for the HIV community in this area?" Most of the attendees expressed interest in putting together a questionnaire. This group will meet again on April 24 at 3:15 p.m. to work on this project.

6. Staff Report

- Calendar: The April and May calendars were distributed.
- April 24 Agenda: In addition to two months' worth of committee reports, there will also be the 2nd reading of the Bylaws change, and a recommendation for a new Planning Council member. Ellen stated that it would be a good idea going forward to have one committee highlighted each month. EIIHA was selected as the first committee to be highlighted at the April 24 meeting. The Co-Chair, during his/her committee report, should bring the level of detail to the Planning Council's presentation as they did at this Executive meeting.

7. Announcements

- Velda asked for members to remember her over the next few weeks as she undergoes some tests.
- Red Tie Affair is selling tee-shirts as a fundraiser.
- Dining Out For Life – April 24.
- Brain Games I Trivia Tournament 7:00 p.m. April 4 at Mudville Grille. Proceeds benefit the LSS Refugee Youth Program and A.C.E. Men's Group.

8. Adjournment

The meeting was adjourned at approximately 5:45 p.m.

ACTION REQUIRED BY PLANNING COUNCIL:

None

Section 2 All Committee meetings will be open to the public.

Section 3 Planning Council committees will include:

- A. Executive Committee - ensures orderly and integrated progression of the Planning Council committee work, plans future activities, and approves the Planning Council budget when it is impractical to convene the full Planning Council.
- B. Bylaws Committee - reviews and updates the bylaws as necessary and at least annually.
- C. Priority and Allocations – establishes service priorities and allocates/reallocates funds to service categories.
- D. Continuum of Care Coordination Committee - serves as a communication link to the three (3) subcommittees described below:

Eligibility - reviews and makes recommendations regarding eligibility for Ryan White services in Area 4 (Baker, Clay, Duval, Nassau and St. Johns Counties);

Needs Assessment - identifies needs and barriers to care for individuals affected by HIV disease;

Comprehensive Planning - oversees the development and implementation of a Comprehensive Plan for Jacksonville Transitional Grant Area 4.

- E. Pharmacy & Therapeutics - reviews and recommends changes to the Ryan White Formulary and processes for dispensing pharmaceuticals.
- F. Nominating Committee - recommends candidates for vacancies on the Planning Council as outlined in the open nominations operating procedures and recommends nominations for officers of the Planning Council.
- G. Women, Adolescents, and Children with HIV- develops recommendations to address the needs of women, adolescents, children and family centered care.
- H. PLWHAA Committee – acts as a platform within the affected and infected community for the development of treatments and a cure, supports individuals to make informed choices about their HIV health, advocates for quality health care to respond to HIV and related conditions, and promotes medical strategies that prevent new infections.
- I. **EIIHA – (Early Identification of Individuals with HIV/AIDS) focuses on facilitating rapid case identification and barrier-free linkage to ambulatory HIV/AIDS care for individuals living in Region 4. This committee looks at providing tools that can assist in the identification of persons who do not know their HIV status or who are out of care and provide the means to link them to health and support services.**

Metropolitan Jacksonville Area HIV Health Services Planning Council

POLICIES and PROCEDURES

No. 2006-01

Issued: 05-01-06
Amended: 02-01-08 Amended: 03-01-10
Amended: 06-01-08 Amended: 11-15-12
Amended: 07-01-09 Amended: 10-24-13

6. **Nominating** - Recommends candidates for vacancies on the Planning Council as outlined in the open nominations operating procedures. Provides nominations for officers of the Planning Council.
7. **PLWHAA** - (People Living With HIV/AIDS and Affected Community) acts as a platform within the affected and infected community for the development of treatments and a cure, supports individuals to make informed choices about their HIV health, advocates for quality health care to respond to HIV and related conditions, and promotes medical strategies that prevent new infections.
8. **Women, Adolescents, and Children** - Develops recommendations to address the issues of women, adolescents, children and family centered care.
9. **EIIHA** - (Early Identification of Individuals with HIV/AIDS) focuses on facilitating rapid case identification and barrier-free linkage to ambulatory HIV/AIDS care for individuals living in Region 4. This committee looks at providing tools that can assist in the identification of persons who do not know their HIV status or who are out of care and provide the means to link them to health and support services.

Committee Membership - Planning Council

The Chair and Vice Chair of the Planning Council will appoint the Co-Chairs of each of the committees upon recommendations of the committees. Nomination for committee Co-Chairs will be made in October at regularly scheduled committee meetings. Appointment of committee Co-Chairs by the Planning Council Chair and Vice Chair will occur in January. Committee Co-Chairs will be limited to two terms of one year each per committee. Upon the approval of the committee Co-Chairs, persons who are not members of the Planning Council may be included as members of committees in accordance with the pre-orientation policy (Article X, Section 1, Planning Council Bylaws, Amended 2008).

Any member of the Planning Council can be a member of any Planning Council committee or subcommittee. Members of the public can make a written request for committee/subcommittee membership from the Co-Chairs of the committee/subcommittee the person is interested in joining. Upon approval by the Co-Chairs, the member of the public becomes a member of the committee/subcommittee.



Metropolitan Jacksonville Area HIV Health Services Planning Council
**WOMEN, ADOLESCENTS, and CHILDREN
COMMITTEE**

Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Thursday, March 6, 2014

Committee Members Present: Errol Schell (*Co-Chair*), Alfreda Telfair (*Co-Chair*), Gloria Coon, Julie Cromer, Carol Fulton, Audrey Gardner, Audrey Green, Ella Russell, Kimyata Whaley, and Brandi Williamson

Support Staff Present: Mary Martinez

Guests: Janice Murphy and Valene Bozeman

1. Call to Order

The meeting was called to order at 9:05 a.m. by Co-Chair Errol Schell.

2. Moment of Silence

There was a moment of silence for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

3. Introductions

Members did self-introductions.

4. Public Comments

There were no public comments.

5. Unfinished Business:

- National Women and Girls HIV/AIDS Awareness Day – March 10: Julie Cromer met with Torrencia Shiloh to discuss plans to coordinate an event. Due to the requirements of various host locations, it was decided that W.A.C. should not pursue this any further. Instead, committee members are free to participate with other agencies for this awareness day.
- First Church/Hopewell Health Care Ministry: Details were finalized for this March 15 health fair.

- Take It To The Streets: Details were finalized for this March 15 event as well.
- National Week of Prayer for the Healing of AIDS: Co-Chair Telfair stated that she was doing something at her church this week, and will advise Torrencia Shiloh.

6. New Business:

- Several members discussed problems they have encountered when coordinating a W.A.C. event, such as the Women & Girls HIV/AIDS Awareness Day, the National Testing Day, and even some of the health fairs. It was suggested that members document the problems they have had in the past, such as with fee requests, need for liability insurance, making reservations, etc. After the W.A.C. committee gathers all this information, they can present it to staff and ask for a procedure to be written up.
- Members agreed to participate in a health fair at Magnolia Gardens on April 5, from 2:00 to 5:00 p.m. Details were previously emailed to committee members yesterday.

7. Announcements

- *Women on a Mission* is a new group getting started. Please contact Janice Murphy if you are interested in joining and in telling your HIV story.

8. Adjournment

Co-Chair Schell adjourned the meeting at 9:35 a.m.

ACTION REQUIRED: None



Metropolitan Jacksonville Area HIV Health Services Planning Council
**WOMEN, ADOLESCENTS, and CHILDREN
COMMITTEE**

Ryan White Part A and Part B Programs
Social Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Thursday, April 3, 2014

Committee Members Present: Errol Schell (*Co-Chair*), Alfreda Telfair (*Co-Chair*), Gloria Coon, Julie Cromer, Bonita Drayton, Cathy DuPont, Carole Faria, Audrey Gardner, Audrey Green, Janice Murphy, Gregory O'Gwinn, Ella Russell, Kimyata Whaley, and Brandi Williamson

Support Staff Present: Sandra Sikes

1. Call to Order

The meeting was called to order at 9:05 a.m. by Co-Chair Alfreda Telfair.

2. Introductions

Members did self-introductions.

3. Public Comments

There were no public comments.

4. Unfinished Business:

- First Church/Hopewell Health Care Ministry: Two committee and one Planning Council member attended this health fair in Mandarin. AHF's testing van tested 12 individuals with no positives found.
- Take It To The Streets: Three committee members attended this event at St. Luke's Baptist Church; attendance was estimated at around 230 people. UF CARES tested 10 individuals. Other vendors included Legal Aid, River Region, and Commcare Pharmacy.
- Breath of Life: Two committee and one Planning Council member attended this event, coordinated by Women on a Mission. Department of Health tested 10 individuals. A radio personality from 94.7 FM was guest speaker. Because of this event, several other churches have approached Women on a Mission about doing something similar at their churches.

- National Women and Girls HIV Awareness Day: Bonita said UF CARES set up a small TV in their Emergency Room area; they were showing the DVD, "*Many Women, One Voice*" regarding HIV. In addition, they also conducted HIV testing and handed out condoms and brochures.

5. New Business:

- Magnolia Association Health Fair: This is a request routed to us from DOH and it appears the event is being held Saturday, April 5. Errol stated that he would double-check the date to see if it was this Saturday, or in May.
- Haitian American Professional Association: This is another request we heard about from DOH. This community expo is scheduled for the afternoon of May 17 at Tree Hill Nature Center on Lone Star Road. Several W.A.C. members expressed interest in attending this expo.
- New Bethel AME Church: New Bethel's health fair is also scheduled for Saturday, May 17. They are located at 1231 Tyler Street, off Kings Road. This is Bonita's church and the committee earlier this year committed to this event. New Bethel's health fair is scheduled for 10:00 a.m. to 1:00 p.m., and the timing would allow committee members to leave New Bethel shortly after 1:00 and travel to Tree Hill, if they would like.
- National HIV Testing Day: Kimyata volunteered a CRC property to host the testing day event, since we will not be using Gateway Mall this year. The property is located at Pearl Street Plaza, 5300 North Pearl Street. No decision yet on whether the event will be inside the storefront, or outside in the parking lot. Sandy Sikes, Alfreda Telfair, and Bonita Drayton will contact Kimyata and arrange for a tour of the area to get some ideas on set-up. Bonita will reserve UF's testing van for that afternoon up until 4:00 p.m.; someone else will need to contact River Region to see if they would like to take the time slot from 4:00 p.m. on. April Jordan of River Region should be contacted; RR might post a public notice of this event on their Facebook and Twitter. Sandy to do posters; she requested Lutheran Social Services to email her the ones Heather Vaughan did in prior years. During the May W.A.C. meeting, members should be prepared to state what they can bring, donate, or do for the event (i.e., hot dogs, buns, give-a-ways, condoms, testing, etc.).

6. Announcements

- Cathy DuPont reported that the Azalea Project is doing an event April 17, hosted by St. Vincent's. Location of the event is Azalea's office at 157 E. 8th Street (near 8th & Market). For more information, contact Cathy at cdupont@gatewaycommunity.com.

7. Adjournment

Co-Chair Telfair adjourned the meeting at 10:05 a.m.

ACTION REQUIRED: None



Metropolitan Jacksonville Area
HIV Health Services Planning Council

PLWHAA COMMITTEE

(People Living With HIV/AIDS and Affected Community)

Ryan White Part A and Part B Programs

Behavioral and Human Services Division

1809 Art Museum Drive, Suite 100

Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Thursday, March 13, 2014

Committee Members Present: Torrencia Shiloh (*Co-Chair*), Jim Baird, Verlon Blair, Jason Clark, Gloria Coon, Sharon Hunter, Jerry Murray, Gregory O'Gwinn, Sharon Peterson, Roberto Polanco, Velda Stokes, Antoinette Turner, Zane Urbanski, and Annie Youngblood

Support Staff Present: Sandy Sikes

Guests: Mark Cleveland, Elinor Holmes, and Janice Murphy

Call to Order

The meeting was called to order at 12:08 p.m. by Co-Chair Torrencia Shiloh.

Moment of Silence

Roberto Polanco led the group in observing a moment of silence for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

Purpose Statement

The new PLWHAA Purpose Statement was recited. The statement now reads, *"Our mission is to educate, advocate, support and empower all PLWHAA (People Living with HIV/AIDS and Affected) in Northeast Florida communities. We also exist to be a vocal planning body focused on raising awareness by way of "High Impact Prevention" strategies and our goal is to help with "getting to zero".*

Self Introductions

Public Comments/Announcements

- There were no public comments.
- PLWHAA Outing at Hamburger Mary's on May 12 at 6:30 p.m.

Unfinished Business

None

New Business

- Ad-Hoc Committee Report: The meeting scheduled for 11:00 a.m. today did not take place.
- Real Sense Prosperity Place: Jennifer King with Real Sense gave a presentation regarding the services her agency provides.
- PLWHAA Member Update: Remember to keep Marion Merritt, Eric McBride, and Jim Bernert in your thoughts and prayers.
- ACA: Nathaniel Hendley is in Tampa attending the state-wide CAG meeting. Nathaniel will bring up ACA issues that were mentioned during last month's PLWHAA meeting.
- Free Vaccines: The Department of Health is providing free Hepatitis A and B vaccines for a few more days.

Adjournment

The meeting was adjourned at 1:15 p.m.

ACTION REQUIRED: No action required.



Metropolitan Jacksonville Area
HIV Health Services Planning Council

PLWHAA COMMITTEE

(People Living With HIV/AIDS and Affected Community)

Ryan White Part A and Part B Programs

Behavioral and Human Services Division

1809 Art Museum Drive, Suite 100

Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Thursday, April 10, 2014

Committee Members Present: Nathaniel Hendley (*Co-Chair*), Torrencia Shiloh (*Co-Chair*), Jim Bernert, Bill Brim, Gloria Coon, Chris Day, Sharon Hunter, Janice Murphy, Gregory O'Gwinn, Velda Stokes, Antoinette Turner, Zane Urbanski

Support Staff Present: Denise Jackson and Sandy Sikes

Guests: Justin Bell, Johnny Bryant, April Jordan, Teresa Rudolph, Charles Wilkerson, and Brandi Williamson

Call to Order

The meeting was called to order at 12:05 p.m. by Co-Chair Nathaniel Hendley.

Moment of Silence

A moment of silence was observed for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

Purpose Statement

Torrencia Shiloh read the PLWHAA Purpose Statement: *"Our mission is to educate, advocate, support and empower all PLWHAA (People Living with HIV/AIDS and Affected) in Northeast Florida communities. We also exist to be a vocal planning body focused on raising awareness by way of "High Impact Prevention" strategies and our goal is to help with "getting to zero".*

Self Introductions

Public Comments/Announcements

- There were no public comments.
- PLWHAA Outing at Hamburger Mary's on May 12. Meet at 6:30 p.m.; game starts at 7:30 p.m. Committee members are asked to bring a wrapped gift by the next meeting, which can be used as door prizes. Part of the funds generated at this event will be donated to a non-profit.

- The Positive Living Conference will be September 19-21, 2014 in Ft. Walton Beach.
- Dining Out for Life is Thursday, April 24 and everyone is encouraged to participate.
- Get well cards were passed around to be signed for Marion Merritt and Eric McBride. Also a sympathy card for Jim Baird's family was signed by the group.

Program

- April Jordan of River Region gave a presentation on New Message New Media.
- Brandi Williamson gave a presentation on Crucial Care, a Baptist Medical Center program that is trying to identify and assist local women in getting free mammograms.

Unfinished Business

None

New Business

- CONNECTIONS Report: This ad-hoc committee met at 11:00 a.m. today, and minutes will be distributed in a week or two. The World AIDS Day Committee (WAD) is separating the CONNECTIONS Conference from WAD, and the PLWHAA Committee is assuming responsibility for holding the conference later this year. WAD will continue to advertise the CONNECTIONS Conference on their community calendar. PLWHAA committee members were urged to attend monthly WAD meetings going forward; already Antoinette Turner, Jim Bernert, and Jason Clark are attending, but more participation from PLWHAA is needed. Their next meeting is noon on Tuesday, May 13. Torrenia is finalizing an assessment survey to see how much participation we can expect to get from the PLWHA community. We need to identify any barriers people may have in attending, as well as finding out exactly what training they are looking for.
- Star Chart: Denise Jackson unveiled the Star Chart, which lists the members and places a gold star for every PLWHAA committee meeting they attend. In addition to the main Star Chart, there is a second chart that gives credit (gold stars) for every community event a member attends. Community events include attending WAD or EIIHA meetings, attending an HIV-related conference or training, working at health fairs, etc.

Adjournment

The meeting was adjourned at 1:25 p.m.

ACTION REQUIRED: No action required.



Metropolitan Jacksonville Area
HIV Health Services Planning Council

NOMINATING COMMITTEE

Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Friday, March 7, 2014

Committee Members Present: Justin Bell (*Co-Chair*), Mark Cleveland, Nathaniel Hendley, Alfreda Telfair, and Antoinette Turner

Support Staff Present: Sandra Sikes

1. Call to Order

The meeting was called to order at 10:03 a.m. by Co-Chair Justin Bell.

2. Moment of Silence

Members observed a moment of silence for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

3. Public Comments

There were no public comments.

4. Interview

Committee members interviewed Roberto Polanco for the Grantee Part 'C' Representative category. Following the scoring of his interview, Mark Cleveland made a **motion**, seconded by Antoinette Turner, **to recommend Roberto Polanco to the Planning Council**. The motion was voted on; there were four in favor, none opposed, and one abstention, therefore the motion was approved.

5. Unfinished Business

- Recruitment Flyers: The flyers are being finalized. Justin requested that they be emailed to Sandy, so that she can save a copy for our records.
- Interview Questions: Members discussed questions the committee currently uses to evaluate candidates. Members were each asked to bring in three questions to the next meeting, so that the committee can re-vamp the current questionnaire.

- **Reappointment Process and Voting:** Members reviewed how the reappointment process went during the February Planning Council meeting. Justin said that next year we should more fully explain how the process works, perhaps doing the explanation in January. Also, during the Executive meeting earlier this week, that committee decided to implement a line item on the Planning Council agenda anytime there will be a ballot vote. Going forward, whenever ballots are used, they will be distributed, members will be given a short period of time to complete the voting, and the ballots will all be collected prior to the Council moving on to the next order of business.

6. New Business

- It was announced that Carolyn Patterson has resigned from the Planning Council. Carolyn stated that once her replacement is hired, then that person's name will be submitted to the Council.

The Planning Council membership was at 27 members and 33% unaligned ratio. With the deletion of Carolyn and the addition of Roberto, membership number and ratio will remain unchanged.

7. Announcements

- Antoinette Turner announced that Medicaid recently mailed out letters to clients regarding insurance sign-up. She expressed concern that some people might receive this letter and think it is junk mail and simply not open and read it. The letter outlines the sign-up process and the deadline is March 31. Should a client not select his/her insurance coverage, then coverage will be selected for them.
- The next Nominating Committee meeting is being rescheduled to Thursday, April 10 at 1:45 p.m. This is due to the fact that both committee co-chairs will be attending the PCPG Conference in Tampa on April 4.

8. Adjournment

The meeting was adjourned at 11:45 a.m.

ACTION REQUIRED BY THE PLANNING COUNCIL:

Submit the name of Roberto Polanco for recommendation to Mayor Brown as an appointee to the Jacksonville Planning Council



Metropolitan Jacksonville Area
HIV Health Services Planning Council

NOMINATING COMMITTEE

Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

**Summary
of Meeting**

Meeting Date: Thursday, April 10, 2014

Committee Members Present: Justin Bell (*Co-Chair*), Sharon Hunter(*Co-Chair*), Nathaniel Hendley, Alfreda Telfair, and Antoinette Turner

Support Staff Present: Sandra Sikes

Guest: Velda Stokes

1. Call to Order

The meeting was called to order at 1:45 p.m. by Co-Chair Sharon Hunter.

2. Moment of Silence

Members observed a moment of silence for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

3. Public Comments

There were no public comments.

4. Unfinished Business

- Status of Open Seats: Former Council member Carolyn Patterson contacted staff to advise that her replacement at AHCA has been selected, and this person will be seeking the open seat as the Medicaid Representative. A membership application was emailed to Sheila Broderick on March 25, along with information regarding the Planning Council. Another email was sent April 9, inviting Sheila to the upcoming meetings. No response has been received to date. Sandy will contact Carolyn at the end of the month for a status update, if needed.
- Recruitment Flyers: Mark Cleveland will be contacting Nathaniel in a couple of days to provide Nathaniel with the flyers Mark has completed.

- HRSA Video: Committee members watched the short HRSA video, "*You Make the Difference*". While the members thought this video covered a lot of pertinent material and should be shown during Pre-Orientation training classes, several members also wanted the Jacksonville Planning Council to do their own video that would be specific to our members, our agencies, and our needs. Nathaniel suggested that we enlist Planning Council Chair Ellen Schmitt to do an introduction on the video, and that committee co-chairs or officers describe each committee and what they do. Clips could be made showing the Planning Council and committee meetings in progress. Nathaniel will take the lead on this project, and Justin offered his assistance.
- Interview Questions: Members discussed the Questionnaire they use to evaluate candidates. Several questions were changed, deleted, or added; and a draft of these changes is attached to the minutes. Members will review the draft and finalize the Questionnaire during their May meeting.

5. New Business

- Leave of Absence: This idea was raised during the reappointment review process. In closely reviewing members' attendance over a two-year period for all meetings, the committee noticed several instances where two or three members were absent for a period of time due to illness or family issues. Having a Leave of Absence in place would have provided those members with an option to step back from their Planning Council responsibilities for a short period of time and focus on their health or their personal issue.

Members discussed key elements of a Leave of Absence, and came up with suggestions on the maximum length of time, who would approve the leave, and voting privileges. The initial draft of this process is attached to the minutes. The committee requested Sandy to contact Ellen Schmitt and alert her to these discussions. The timing of putting a Leave of Absence into play is critical, as we have two Council members who may want to go on leave as soon as they can, due to health reasons.

6. Adjournment

The meeting was adjourned at 3:15 p.m.

ACTION REQUIRED BY THE PLANNING COUNCIL:

None

DRAFT – INTERVIEW QUESTIONNAIRE

1. Do you know what the Planning Council does?
2. Do you know what the resources are in the community?
3. Have you worked or volunteered with any agencies that work in the HIV community?
4. Have you ever been a member of a consumer advisory board?
5. Have you done any service projects or community events that focus on HIV awareness or prevention?
6. Why do you want to join the Jacksonville Planning Council?
7. What are some of the services you feel would serve our HIV community?
8. The Planning Council has several committees. Are you a member of any of these committees?
9. How do you see yourself representing your mandated category?
10. Are there any specific problems or issues that you would like the Planning Council to look at?
11. Do you have any suggestions on how the Planning Council can improve the nomination process?

Jack Jax

CURRENT ATTENDANCE

as of 03/31/14

Term: 2014-2016

Planning Council 2014	1 out of 2 meetings	50%	<u>Co-Chair:</u>
PLWHAA 2014	2 out of 4 meetings	50%	
W.A.C. 2014	2 out of 4 meetings	50%	

ANTICIPATED ATTENDANCE

as of 12/31/14

Combined: 69%

Term: 2014-2016

Planning Council 2014	3 out of 4 meetings	75%	<u>Co-Chair:</u>
PLWHAA 2014	4 out of 6 meetings	67%	
W.A.C. 2014	4 out of 6 meetings	67%	

WAC

PLWHAA

Planning Council

January	Present	Present	Present
February	Present	Present	Absent
March	Absent	Absent	No Meeting
April	Absent	Absent	On Leave, beginning 4/24/14
May	On Leave	On Leave	No Meeting
June	On Leave	On Leave	On Leave
July	On Leave	On Leave	On Leave
Aug	On Leave	On Leave	No Meeting
October	On Leave	On Leave	On Leave, ending 10/24/14
November	Present	Present	Present
December	Present	Present	Present

SUGGESTIONS FOR A LEAVE OF ABSENCE

A Planning Council member in any mandated category may apply to the Council Chair for a Leave of Absence. Requests can be made by a letter signed and dated, or by email. Requests should be sent to the current Planning Council Chair with a copy to the Program Support Aide. The specifics are as follows:

- Leave of Absence shall be granted for extenuating personal reasons.
- Leave of Absence may be granted for a period covering up to four (4) consecutive Planning Council meetings.
- A Leave of Absence shall not be retroactive, and will begin on the date the Council Chair approves the request.
- A Leave of Absence shall require a written or emailed explanation and must be approved by the Planning Council Chair, or in his/her absence, the Vice Chair.
- Members on a Leave of Absence who visit a meeting shall not have voting privileges, have rights of a member in good standing, nor be counted toward a quorum of that meeting during their leave.
- Members on a Leave of Absence cannot have their Designated Proxy at the table on their behalf.
- Leave of Absence will cover Planning Council and committee meetings.
- A member will be allowed two approved Leave of Absences during their two-year appointment term.
- The Executive Committee shall have the responsibility of monitoring the Leave of Absence, verifying when the leave begins and ends, and contacting the member should any issues arise regarding the leave and/or the member.

Member emails Planning Council Chair, copies PSA, stating that due to health reasons, they request a 4 month leave of absence.



Council Chair approves the leave and advises member and the PSA of date the leave begins and the anticipated end date.

PSA advises the appropriate Committee Chairs and also updates the attendance tracking system.

The member is still on the Planning Council, but without voting rights. Their seat is not considered 'open'.

The member has the primary responsibility of contacting the Council Chair and advising that they are ready to return from leave.



The Chair, or the Chair's designee, shall contact the member at the end of the leave time, if the member has not initiated contact. If no response is rec'd by phone call or email, then the Council Chair will mail a letter to the member.



If the member had selected 'any available Proxy Pool member', instead of a Designated Proxy, then a member from the Proxy Pool (will / will not) be called to the Table.

Council Chair will request in writing that the member advise the Chair of their intent to (a) return from leave, (b) request a second leave of absence, (c) transition to the Proxy Pool, if eligible, or (d) resign from the Planning Council. Letter should give a specific deadline for the member to respond.

Since the member on leave has no voting rights, then their Designated Proxy (if one was selected) will not be called to the Table.

If member does not respond by the deadline, then the Council Chair can request the full Council to either accept the member's lack of action as a resignation, or move the member to the Proxy Pool, if member is eligible.



The member is still counted for the membership total and continues to affect the Council's unaligned ratio and demographics.



Metropolitan Jacksonville Area HIV Health Services Planning Council
CONTINUUM OF CARE COORDINATION COMMITTEE

Needs Assessment Sub-Committee

Ryan White Part A and Part B Programs

Behavioral and Human Services Division

1809 Art Museum Drive, Suite 100 ♦ Jacksonville, FL 32207

Summary
of Meeting

Meeting Date: Thursday, March 13, 2014 at 1:45 p.m.

Committee Members Present: Sandra Ellis, Kim Geib, Heather Kilpatrick, Zane Urbanski, and Heather Vaughan

Support Staff Present: Sandra Sikes, Graham Watts, and Deidre Kelley

Call to Order

The meeting was called to order at 1:50 p.m.

Moment of Silence

Members observed a moment of silence for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

Public Comments

There were no public comments.

Unfinished Business

None

New Business

- HAB Letter: A copy of Dr. Laura Cheever's recent letter was distributed. Brief discussion on Dr. Cheever's letter as it related to integrating the planning activities of the Ryan White comprehensive plans with that of the CDC prevention plan.

- **Florida HIV Trends:** The group reviewed a slide presentation from Lory Maddox's office. Several of the slides prompted round-table discussions among the attendees. Unanswered questions were moved to the 'parking lot':
 - If a person is diagnosed with HIV, and later their diagnosis converts to AIDS, what is the process physicians are told to do regarding reporting the patient now as AIDS? Does Florida Department of Health have a policy on this? Sandra Ellis will check with Treva Davis.
 - Is the number that represents new AIDS cases actually representing people who were just diagnosed with AIDS, or is it including people who were previously diagnosed with HIV (i.e., converted from HIV to AIDS)?
 - There was a question on the 6-month time lapse between diagnosis and entering the information in CDC records. Sandra Ellis to check into this.

Adjournment

The meeting was adjourned at 3:20 p.m.

ACTION REQUIRED: None



Metropolitan Jacksonville Area
HIV Health Services Planning Council

EIIHA COMMITTEE

(Early Identification of Individuals with HIV/AIDS)

Ryan White Part A and Part B Programs

Behavioral and Human Services Division

1809 Art Museum Drive, Suite 100

Jacksonville, FL 32207

**Summary
Of Meeting**

Meeting Date: Friday, March 21, 2014

Committee Members Present: Heather Vaughan (*Co-Chair*), Max Wilson (*Co-Chair*), Tasha Brundge, Julie Cromer, Rayland Cunningham, Renee Evatt, Donna Fuchs, Kendall Guthrie, Lolita Hill, Brian Hopkins, Deidre Kelley, Gerardo Martinez, Dan Merkan, Shireathia Robinson, Graham Watts, and Brandi Williamson

Support Staff Present: Sandy Sikes

Guests: Gabby Delellis (AHF)

Call to Order:

The meeting was called to order at 10:35 a.m. by Co-Chair Heather Vaughan.

Mission: To facilitate rapid case identification and barrier-free linkage to ambulatory HIV/AIDS care.

Facilitate early diagnosis and entry in HIV/AIDS primary medical Care

Reduce disparities in access to HIV/AIDS primary medical care

Establish elapsed time to linkage completion for targeted groups

Document factors that facilitate and/or hinder linkage completion

Moment of Silence:

Members observed a moment of silence for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

Roll Call

A Roll Call was taken and each member stated if they wanted to remain on this committee as a member, or continue attending as a guest.

Jacksonville EIIHA Progress

- EIIHA is going through the process of becoming affiliated with the Jacksonville Planning Council. This requires approval of a bylaws change by the Council, and hopefully this will be successfully concluded by the end of April.
- The two sub-committees of EIIHA have met over the past few weeks. Heather reminded the group that a person does not have to be a member of EIIHA to be a member of the sub-committee. This can be advantageous to agency employees who have a limited amount of time that they are able to participate; they can work short-term on a particular project of a sub-committee, then roll off that sub-committee when the project is finished.

Quarterly Report

Co-Chair Max Wilson reviewed a power point presentation on the HIV/AIDS Epidemiology in Area 4, and also the new Area 4 Surveillance Newsletter. He noted that Area 4 has an 86% linkage rate, and their retention in care percentage is higher than the state average.

Sub-Committee Reports

Continuum of Care

Kendall reported that one of the goals was to improve clients' viral suppression load so that they would only need to see their HIV care physician once every 6 months, rather than every 3 months.

Initiatives & Rapid Response

Lolita reported that the sub-committee met on February 21. At that time, the sub-committee decided to have two co-chairs leading the committee, and they are Lolita Hill and Graham Watts. Additional sub-committee members are still being recruited. They are compiling a list of local stakeholders and are asking for input there. During the Initiatives & Rapid Response sub-committee meeting immediately following this meeting, Graham will be asking those in attendance to assist in prioritizing the things this committee will be doing going forward.

Adjournment:

The meeting was adjourned at 11:35 a.m.

CONNECTIONS CONFERENCE

Client Satisfaction Survey

April 2014

Thank you for taking the time to tell us about your experience or willingness to participate with the C.O.N.N.E.C.T.I.O.N.S. (Consumers Offering Navigational Networking Empowering Clients to Inform Others Needing Services) Conference. Your responses will be used to help improve services and future event ideas in order to make this a successful bi-yearly event.

___ Race ___ Gender ___ Age ___ Zip code

1. Do you know what the CONNECTIONS Conference is/or about?

☐ Yes ☐ No

2. Have you ever attended a CONNECTIONS Conference?

☐ Yes ☐ No

3. Would you be willing to attend this educational event about HIV/AIDS?

☐ Yes ☐ No

4. What would stop you from attending this event?

5. Would you be willing to help plan this event?

6. What information would you like to see at the CONNECTION Conference?

7. Are you in care? If so where?

☐ Yes ☐ No _____

8. Do you need transportation?

☐ Yes ☐ No

9. Do you have a support system?

☐ Yes ☐ No

Please return to Nathaniel Hendley Nathaniel.hendley@flhealth.gov (253-1167)
or Torrence Shiloh Torrence.shiloh@flhealth.gov (253-2984)

AIDS Surveillance Report

Duval, St. Johns, Clay, Nassau, & Baker Counties

Volume: XXVIII
Number: III

Area 4

March 2014

Sex	Florida	%	Duval	%	St. Johns	%	Clay	%	Nassau	%	Baker	%
Male	95,769	74%	4,944	70%	281	72%	234	76%	80	69%	42	71%
Female	34,144	26%	2,082	30%	111	28%	74	24%	36	31%	17	29%
Race	Florida	%	Duval	%	St. Johns	%	Clay	%	Nassau	%	Baker	%
White	41,264	32%	2,141	30%	189	48%	180	58%	56	48%	23	39%
Black	64,032	49%	4,462	64%	171	44%	88	29%	50	43%	30	51%
Hispanic	22,150	17%	234	3%	20	5%	28	9%	4	3%	4	7%
Other	2,467	2%	189	3%	12	3%	12	4%	6	5%	*	
Unknown	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Age	Florida	%	Duval	%	St. Johns	%	Clay	%	Nassau	%	Baker	%
0-12	1,547	1%	72	1%	3	1%	*		*		*	
13-19	1,179	1%	104	1%	4	1%	*		*		*	
20-29	19,759	15%	1,376	20%	65	17%	62	20%	18	16%	8	14%
30-39	47,845	37%	2,552	36%	133	34%	129	42%	58	50%	22	37%
40-49	37,088	29%	1,906	27%	117	30%	75	24%	23	20%	15	25%
50-59	15,811	12%	740	11%	52	13%	33	11%	10	9%	7	12%
60+	6,684	5%	276	4%	18	5%	6	2%	5	4%	3	5%
Adult Exposure	Florida	%	Duval	%	St. Johns	%	Clay	%	Nassau	%	Baker	%
Sex (MSM)	51,517	40%	2,831	40%	128	33%	142	46%	45	39%	20	34%
IV Drug (IDU)	18,937	15%	1,139	16%	72	18%	30	10%	15	13%	10	17%
IV Drug/MSM	6,329	5%	441	6%	23	6%	24	8%	8	7%	3	5%
Hemo./Transf.	1,147	1%	61	1%	4	1%	*		*		*	
Heterosexual	37,294	29%	2,274	32%	137	35%	95	31%	46	40%	23	39%
No Risk Reported	12,801	10%	188	3%	25	6%	12	4%	1	1%	0	0%
Ped. Exposure												
Hemo./Transf.	44	3%	4	6%	*		*		*		*	
Parent @ Risk	1,478	96%	67	93%	3	100%	*		*		*	
No Risk Reported	21	1%	*		*		*		*		*	
Totals	Florida		Duval		St. Johns		Clay		Nassau		Baker	
Cases	129,913		7,026		392		308		116		59	
Deaths	**		3,725		214		144		62		27	

*** Denotes less than 3. **** Stat Unavailable Area 4 Department of Corrections cases have been excluded.
Area 4 county Stats are current thru: 3/31/2014 Florida Stats are current thru: 1/31/2014
All numbers on report are cumulative from date disease became reportable. National Statistics: www.cdc.gov/hiv/stats.htm

Florida Law (s.384.25, F.S.) requires cases of AIDS to be reported by anyone who diagnoses or treats a person with AIDS.
A person who tests positive for Human Immunodeficiency Virus (HIV) on or after July 1, 1997 is also reportable.
Note: There is a \$500 fine per case for failure to report.

Confidentiality is strictly enforced & guaranteed. Please comply with all information security and mailing protocols.
Submit your HIV/AIDS case reports(s) in an envelope marked "CONFIDENTIAL" to any of the following personnel:

Name	Title	Phone #
Treva Davis	Sr. Surveillance Man./Regional Consultant	253-2989
Willie Carson	MMP Coordinator/Health Consultant	253-2990
Patricia Jenkins	Data Processing Control Specialist	253-2992
Wideline Julien	Surveillance Coordinator	253-2955
Aja Lampley	Surveillance Coordinator	253-2954
Miguel Lopez	NIR Coordinator	253-2988



Rick Scott
Governor

John H. Armstrong, M.D.
State Surgeon General

HIV/AIDS Surveillance Office
5917 105th Street, Jacksonville, FL 32244

HIV Surveillance Report

Duval, St. Johns, Clay, Nassau, & Baker Counties

Volume: XVII
Number: III

Area 4

March 2014

Sex	Florida	%	Duval	%	St. Johns	%	Clay	%	Nassau	%	Baker	%
Male	35,909	71%	1,675	62%	64	53%	79	66%	32	63%	16	64%
Female	15,007	29%	1,014	38%	57	47%	40	34%	19	37%	9	36%
Race	Florida	%	Duval	%	St. Johns	%	Clay	%	Nassau	%	Baker	%
White	15,101	30%	623	23%	63	52%	57	48%	31	61%	10	40%
Black	23,934	47%	1,890	70%	45	37%	52	44%	18	35%	13	52%
Hispanic	10,924	21%	107	4%	10	8%	4	3%	*		*	
Other	957	2%	69	3%	3	2%	6	5%	*		*	
Unknown	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Age	Florida	%	Duval	%	St. Johns	%	Clay	%	Nassau	%	Baker	%
0-12	603	1%	34	1%	*		*		*		*	
13-19	2,091	4%	148	6%	5	4%	8	7%	6	12%	*	
20-29	12,974	25%	882	33%	28	23%	34	29%	15	29%	8	32%
30-39	14,804	29%	724	27%	23	19%	36	30%	14	27%	8	32%
40-49	12,544	25%	589	22%	33	27%	26	22%	8	16%	4	16%
50-59	5,731	11%	245	9%	19	16%	8	7%	6	12%	4	16%
60+	2,169	4%	67	2%	11	9%	5	4%	*		*	
Adult Exposure	Florida	%	Duval	%	St. Johns	%	Clay	%	Nassau	%	Baker	%
Sex (MSM)	22,602	44%	1,069	40%	42	35%	50	42%	22	43%	10	40%
IV Drug (IDU)	3,339	7%	208	8%	22	18%	8	7%	4	8%	*	
IV Drug/MSM	1,239	2%	65	2%	3	2%	5	4%	3	6%	*	
Hemo./Transf.	28	0%	*		*		*		*		*	
Heterosexual	16,086	32%	1,207	45%	48	40%	49	41%	20	39%	12	48%
No Risk Reported	6,959	14%	103	4%	4	3%	5	4%	2	4%	1	4%
Ped. Exposure												
Hemo./Transf.	0	0%	*		*		*		*		*	
Parent @ Risk	592	98%	34	100%	*		*		*		*	
No Risk Reported	10	2%	*		*		*		*		*	
Totals	Florida		Duval		St. Johns		Clay		Nassau		Baker	
Cases	50,916		2,689		121		119		51		25	
Deaths	**		224		13		9		6		0	

*** Denotes less than 3. **** Stat Unavailable

Area 4 Department of Corrections cases have been excluded.

Area 4 county Stats are current thru: 3/31/2014

Florida Stats are current thru: 1/31/2014

All numbers on report are cumulative from date disease became reportable.

National Statistics: www.cdc.gov/hiv/stats.htm

Florida Law (s.384.25, F.S.) requires cases of AIDS to be reported by anyone who diagnoses or treats a person with AIDS.

A person who tests positive for Human Immunodeficiency Virus (HIV) on or after July 1, 1997 is also reportable.

Note: There is a \$500 fine per case for failure to report.

Confidentiality is strictly enforced & guaranteed. Please comply with all information security and mailing protocols.

Submit your HIV/AIDS case reports(s) in an envelope marked "CONFIDENTIAL" to any of the following personnel:

Name	Title	Phone #
Treva Davis	Sr. Surveillance Man/Regional Consultant	253-2989
Willie Carson	MMP Coordinator/Health Consultant	253-2990
Patricia Jenkins	Data Processing Control Specialist	253-2992
Wideline Julien	Surveillance Coordinator	253-2955
Aja Lampley	Surveillance Coordinator	253-2954
Miguel Lopez	NIR Coordinator	253-2988

Rick Scott
Governor

HIV/AIDS Surveillance Office
5917 105th Street, Jacksonville, FL 32244

John H. Armstrong, M.D.
State Surgeon General

Florida
HEALTH