METROPOLITAN JACKSONVILLE AREA

***HIV HEALTH SERVICES PLANNING COUNCIL***

Ryan White HIV/AIDS Program

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

Meeting of March 22, 2012

4:00 P.M.

***I. Call Meeting to Order* Frank Emanuel**

***II. Moment of Silence* Public/Members**

***III. Roll Call* Heather Kilpatrick**

***IV. Comments* Public/Members**

***V. Approval of February 23, 2012 Minutes* FrankEmanuel**

***VI. Administrative Agency Report* Deidre Kelley**

***VII. Committee Reports***

Page 4

* ***Women, Adolescents & Children Committee* Errol Schell**

Action to be taken: None

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* ***Nominating Committee* Eric McBride**

Action to be taken:

(1) Recommendation that Minerva Bryant be appointed by the Mayor to fill the vacancy in the Substance Abuse provider category.

(2) Recommendation that Tammy Morris be appointed by the Mayor to fill the vacancy in the Incarcerated Community Rep category.

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* ***Executive Committee* Frank Emanuel**

Action to be taken: None

***VIII. Unfinished Business* Members**

***IX. New Business* Members**

***X. Announcements* Members/Public**

***XI. Adjournment* Frank Emanuel**

**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.**

**METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL**

Ryan White Part A and Part B Programs

Behavioral and Human Services Division

1809 Art Museum Drive, Suite 100

**Minutes**

March 22, 2012

4:00 p.m.

|  |  |  |
| --- | --- | --- |
| **Members Present:** |  Frank Emanuel, ChairAlfreda Telfair, Vice-ChairHeather Kilpatrick, SecretaryPatricia Sampson, TreasurerAntoinette Turner, PLWH RepresentativeJustin BellMark ClevelandKen FieldsKimberly Geib Leon Green | Elaine MathewsEric McBrideJacquelyn Nash (Phone)Sharon PetersonErrol SchellEllen SchmittMelissa ScitesVelda StokesAnnie Youngblood |

**Members Absent:** David Andress Paul LaBonte

 Gloria Coon Carolyn Patterson

 Kerry Dunlavey

|  |  |  |
| --- | --- | --- |
| **Proxy Members Present:****Proxy Members Absent:** | Sharon HunterMarion MerrittNathaniel Hendley  | Edward McDonald |
|  |  |  |

**Staff Present:** Deidre Kelley

 Sue Andrews

 Sandy Sikes

**Guests:**  Virginia Baker-Williams LaTonya Franklin

 Michael Bennett Rona Revels

 Minerva Bryant Paul Williams

**I. Meeting Called to Order Frank Emanuel**

The meeting was called to order at 4:01 p.m. by Chair Emanuel.

**II**. **Moment of Silence Public/Members**

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

**III. Roll Call Heather Kilpatrick**

Secretary Kilpatrick called the roll and a quorum was declared. Proxy members Marion Merritt and Edward McDonald were called to the table.

**IV. Comments Council Members**

There were none.

**V. Approval of February 23, 2012 Minutes Frank Emanuel**

Chair Emanuel received a motion to approve the minutes. There was a correction to the minutes; Proxy Member Sharon Hunter was listed as absent, but she was present. The minutes were approved as corrected.

**VI. Administrative Agency Deidre Kelley**

The Notice of Grant Award has been received in the amount of $5,574,188. The Priority and Allocations Committee will meet April 12 to look at reallocation of funding. We have a need for more dollars in dental and medical case management; also there is an allocated $2.5 million in general revenue dollars that will go toward ADAP, which should hopefully clear their waitlist before July 1.

The Ryan White Part A mental health service is being rebid, and proposals are due by March 28.

The Ordinance authorizing the Mayor to sign the Memorandum of Agreement to continue the merger of Part A and Part B planning bodies has made its way through the various committees and will be on the City Council’s Agenda for March 27. This Memorandum now includes a clause that will continue the agreement indefinitely with a provision that either the City or the Department of Health could cancel the agreement on 90 days written notice.

**VII. Committee Reports**

**Women, Adolescents, and Children Committee Errol Schell**

The Committee met on March 1 and the report is on page 4. There were no actions required.

**Nominating Committee Eric McBride**

The Nominating Committee met on March 2, 2012. Report is on page 5. The following actions were taken:

1) A motion was made and seconded that Minerva Bryant be appointed by the Mayor to fill the vacancy in the Substance Abuse provider category. There was no discussion; members voted and the motion was approved.

2) A motion was made and seconded that Tammy Morris be appointed by the Mayor to fill the vacancy in the Incarcerated Community Rep category. There was no discussion; members voted and the motion was approved.

**Executive Committee Frank Emanuel**

The Committee met on March 6 and the report is on page 6. Chair Emanuel formally announced the 2012 Committee Co-Chairs to the group. They are:

|  |  |  |
| --- | --- | --- |
| **Nominating** Mark Cleveland Jackie Nash | **Women, Adolescents & Children** Gloria Coon Errol Schell | **Coordination** (Eligibility, Needs Assessment, & Comprehensive) Heather Kilpatrick Ellen Schmitt |
| **Bylaws** Sharon Peterson Ellen Schmitt | **Priority & Allocations** Kim Geib Patricia Sampson |  |
| **PLWH/A** Justin Bell Eric McBride | **Pharmacy & Therapeutics** David Andress Melissa Scites |  |

There are no actions required.

**VIII. Unfinished Business** Members

 There were none.

**IX. New Business Members**

There were none.

**X. Announcements Members/Public**

* Mark Cleveland attended the Patient Care Planning Group meeting earlier this week. He gave a brief overview of the meeting and said Area 4 looked good compared to some of the other areas in the state.
* Justin Bell reminded everyone of the ‘Dining Out for Life’ event next month (April 26)
* Ken Fields attended the Positive Living Conference earlier this month and was very favorably impressed.
* 2011 Planning Council Chair Antoinette Turner presented three Certificates of Appreciation to outgoing committee co-chairs. Receiving certificates were (1) Alfreda Telfair – Women, Adolescents, and Children, (2) Velda Stokes – PLWH/A, and (3) Leon Green – Bylaws.

**XI.** **Adjournment Frank Emanuel**

The meeting was adjourned at 4:30 p.m.

Respectfully Submitted,

 Frank Emanuel, Chair

FE:HK:mjm

**Metropolitan Jacksonville Area**

**HIV Health Services Planning Council**

1809 Art Museum Drive, Suite 100

Jacksonville, FL 32207

***Women, Adolescents and Children Committee***

**9:00 a.m. March 1, 2012**

**Summary of Meeting**

The following members and staff were present: Errol Schell, Mark Cleveland, Shelly DeLaRosa, John Essex, Carol Fulton, Audrey Green, Sharon Hunter, Helen Mundy, Carolyn Patterson, Heather Vaughan, Kimyata Whaley, and Sandy Sikes. Alfreda Telfair, Gloria Coon, Kiszzie Jones, and Antoinette Turner were excused. Chair Errol Schell called the meeting to order at 9:03 a.m. and led members in a moment of silence to remember those infected and affected with HIV/AIDS.

**Introductions:** All members introduced themselves.

**Unfinished Business:**

**Status of W.A.C. Calendar of Events and Event Planner**: Due to a computer upgrade, John Essex has not been able to retrieve the WAC Event Planner, and may need to re-enter the document. Appears that members are not accessing the calendar as well. Question was raised if W.A.C. could have their own website that would include the Event Planner and calendar. Discussion among members was favorable and Sandy Sikes was asked to check and see if this would be approved by the City of Jacksonville.

**National Week of Prayer for the Healing of AIDS/HIV and Lunch & Learn at Mt. Nebo Baptist Church**: Tabitha Robinson brought everyone up-to-date on events. She will have information and brochures at the Lunch & Learn; John Essex of NFAN offered additional brochures for Tabitha to distribute. Event is open to all faiths and if anyone would like their church to be included, please contact Tabitha.

**Health Fair at Washington Heights Apartments**: Heather Vaughan distributed color flyers she has done, promoting this event. She is awaiting final approval from Alfreda Telfair; it is expected that these flyers will be placed in neighboring homes and businesses to get the word out. Several organizations, including NFAN, Lutheran Social Services, BCCC, and River Region are planning to participate. Several questions were asked about logistics, and Sandy will ask Alfreda and then email members with Alfreda’s answers.

**A. Phillip Randolph Park** event scheduled for March 17: No additional information on this event.

**New Business:**

**Diamonds & Denim Fashion Show March 24**: Flyer and information regarding this event was attached to the agenda. Short discussion regarding the event; Alfreda is planning to attend and will occupy a vendor table, distributing information and brochures.

**Suggestions for Next Agenda:**

* Update and recap of March activities
* Begin formulating plans for June 27 activity at Gateway

**Announcements**:

* March 4 – 10 – Various activities in several local churches (Tabitha Robinson)
* March 9 – Lunch & Learn at Mt. Nebo Baptist Church (Tabitha Robinson)
* March 10 at 1:00 – 5:00 p.m. – Health Fair at Washington Heights Apartments (Alfreda Telfair)
* March 17 at 1:00 p.m. – Event at A. Phillip Randolph Park (Alfreda Telfair)
* March 24 Cruise for Control Health Awareness to benefit NE FL Women’s Awareness Conf. (T. Robinson)
* March 24 Diamonds & Denim Fashion Show (Alfreda Telfair)
* June 27 – National HIV Testing Day – an activity will be planned at Gateway

**Meeting Adjourned**: As there was no further business to conduct, the meeting was adjourned at 9:35 a.m.

**ACTION REQUIRED:** None.

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Metropolitan Jacksonville Area HIV Health Services Planning Council

1809 Art Museum Drive, Suite 100

Jacksonville, FL 32207

**Minutes of Nominating Committee**

March 2, 2012

**Call to Order and Attendance:** Eric McBride, Mark Cleveland, Leon Green, Nathaniel Hendley, Sharon Hunter, Jackie Nash, Sharon Peterson, Velda Stokes, Alfreda Telfair, and Annie Youngblood. Staff included Deidre Kelley and Sandy Sikes. Antoinette Turner was excused.

**Moment of Silence:** Eric McBride called the meeting to order at 10:03 a.m. and requested a moment of silence to remember those who are infected and affected by HIV.

**Unfinished Business:**

* Status of Application/Interview for Theron Clark: Staff has not been able to make contact with Mr. Clark regarding his interest nor in confirming his attendance for an interview. Motion was made and carried that we place Theron Clark’s application in a pending file and address it at a later date if he contacts us again.

**New Business**:

* Interviews were scheduled with four applicants: Minerva Bryant, Tammy Morris, Tabitha Robinson, and LaTonya Franklin. Tabitha Robinson advised via email Friday morning that she would be unable to attend meeting today and requested Committee’s indulgence in re-scheduling her interview. LaTonya Franklin, candidate for Planning Council Proxy Pool, missed this meeting. Ms. Bryant and Captain Morris were interviewed by the Nominating Committee. Both were individually rated and their scores exceeded the 85% minimum.
* Motion made and carried that Minerva Bryant be recommended to the Planning Council in the Substance Abuse provider category.
* Motion made and carried that Capt. Tammy Morris be recommended to the Planning Council in the Incarcerated Community Rep category.

**Announcements:**

* Remember Velda Stokes, who mentioned her upcoming procedure scheduled for March 9.
* Jackie Nash has raffle tickets to sell. Proceeds to benefit Minority AIDS Coalition for HIV Testing.

**Date of Next Meeting:**

* As the Committee still has two applicants left to interview, a motion was made and carried that the next Nominating Committee meeting would be Friday, April 6, 2012.

**Adjournment:** The committee completed business at 10:45 a.m., and the meeting was adjourned.

**Actions to be taken**:

1. Recommendation that Minerva Bryant be appointed by the Mayor to fill the vacancy in the Substance Abuse Provider category.
2. Recommendation that Tammy Morris be appointed by the Mayor to fill the vacancy in the Incarcerated Community Rep category.

**Metropolitan Jacksonville Area**

 **HIV Health Services Planning Council**

 **1809 Art Museum Drive, Suite 100, Jacksonville, Florida**

**Executive Committee Meeting Summary**

March 6, 2012 4:00 p.m.

The following Planning Council officers and staff were present: Frank Emanuel, Alfreda Telfair, Heather Kilpatrick, Patricia Sampson, David Andress, Deidre Kelley, and Sandra Sikes. Antoinette Turner was excused.

**Moment of Silence:** Chair Frank Emanuel called the meeting to order at 4:01 p.m. and asked members to observe a moment of silence to remember those who are living with HIV/AIDS and those who have passed away from the disease.

**Old Business –** There was no old business.

**New Business:**

**Review Planning Council Committee Meetings** – Sandy Sikes reviewed the schedule of Planning Council Committee meetings for March with Executive Committee members. The PLWHA and Comprehensive Planning committee meetings scheduled for March 8 have been cancelled.

**Applicants to Planning Council sub-committees** – The Executive Committee reviewed applications of individuals wishing to serve on various sub-committees. Most were returning committee members, plus a few new people. These applications were from non-Planning Council members. The Executive Committee voted to accept the applications presented for membership on the various sub-committees.

**Selection of new Committee Co-Chairs** - Motion was made and seconded to accept the selected co-chairs for the various committees. Motion was passed and the following have been selected as 2012 committee co-chairs:

|  |  |  |
| --- | --- | --- |
| **Nominating** Jackie Nash Mark Cleveland**Bylaws** Sharon Peterson Ellen Schmitt**Women, Adolescents, & Children** Errol Schell Gloria Coon**PLWH/A** Justin Bell Eric McBride |  | **Priority & Allocation** Patricia Sampson Kim Geib**Coordination** (*Eligibility, Needs Assessement, & Comprehensive*) Heather Kilpatrick Ellen Schmitt**Pharmacy & Therapeutics** David Andress Melissa Scites |

**Announcements –** None.

**Adjournment:** The meeting was adjourned at 4:20 p.m.

**Action to be taken:** None.