

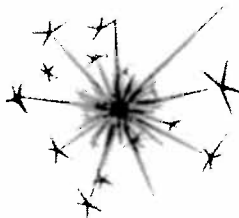


METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL
Ryan White HIV/AIDS Program
1809 Art Museum Drive, Suite 100, Jacksonville, FL 32207



Meeting of June 28, 2012
4:00 P.M.

- I. Call Meeting to Order.....Frank Emanuel**
- II. Moment of Silence Public/Members**
- III. Public Hearing..... Public/Members**
- IV. Roll Call Heather Kilpatrick**
- V. Approval of May 24, 2012 MinutesFrank Emanuel**
- VI. Treasurer's Report.....Patricia Sampson**
- VII. Administrative Agency Report..... Deldre Kelley**
- VIII. Committee Reports**
- **Executive CommitteePage 4.....Frank Emanuel**
Action to be taken: None
 - **Women, Adolescents, and Children CommitteePage 5..... Errol Schell**
Action to be taken: None
 - **PLWH/A Committee.....Page 6.....Justin Bell**
Action to be taken: None
 - **Priority and Allocations Committee.....Page 7..... Kim Gelb**
Action to be taken: Approval of the FY 2013 Priority and Allocations Process Plan.
(This plan can be found on pages 8 – 11)
- IX. Unfinished Business.....Members**
- X. New Business.....Members**
- XI. Announcements..... Members/Public**
- XII. 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

June 28, 2012

4:00 p.m.

Members Present:

Frank Emanuel, Chair	Elaine Mathews (Phone)
Alfreda Telfair, Vice-Chair	Eric McBride
Heather Kilpatrick, Secretary	Tammy Morris
Patricia Sampson, Treasurer	Jacquelyn Nash
Antoinette Turner, PLWHA Representative	Carolyn Patterson
Justin Bell	Sharon Peterson
Minerva Bryant	Errol Schell
Mark Cleveland	Ellen Schmitt
Kerry Dunlavey (Phone)	Melissa Scites
Ken Fields	
Kimberly Geib	

Members Absent:

David Andress	Tabitha Robinson
Gloria Coon	Velda Stokes
Leon Green	Annie Youngblood
Paul LaBonte	

Proxy Members Present:

Sharon Hunter

Proxy Members Absent:

Nathaniel Hendley	Marion Merritt
Edward McDonald	

Staff Present:

Deidre Kelley	Sandy Sikes
Sue Andrews	

Guests:

Gloria Ealey	Helen Mundy
Sandra Ellis	Rona Revels

I. Meeting Called to Order.....Frank Emanuel
The meeting was called to order at 4:00 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. Public Hearing.....Frank Emanuel**
There being no speakers who wished to address the Council, the Public Hearing was then closed.

- IV. Roll Call Heather Kilpatrick**
Secretary Kilpatrick called the roll and a quorum was declared. Proxy member Sharon Hunter was called to the table.

- V. Approval of May 24, 2012 MinutesFrank Emanuel**
Motion made and seconded to accept the Minutes as corrected; motion was passed.

- VI. Treasurer's ReportPatricia Sampson**
The Treasurer reported on the Ryan White Memorial Fund. Currently there is a balance of \$681.88 in the fund.

- VII. Administrative Agency Deidre Kelley**
The Administrative Agency reported that Mayor Brown has signed the Memorandum of Agreement to continue the Planning Council as a combined Ryan White Part A and Part B planning body. This latest MOA will renew each year after the next three years until such time as either the City of Jacksonville or the Florida Department of Health decides to terminate.

The Administrative Agency has completed its monitoring of service agencies.

The final Public Hearing is scheduled for June 29 during the NFAN Luncheon at St. Lukes Community Church.

We received an email June 28 from Paul LaBonte, stating that he is resigning from the Planning Council. As a result of his resignation, the Nominating Committee will be discussing Paul's replacement at their July meeting, as well as taking nominations for the 2013 slate of Planning Council officers.

There will be a Planning Council Orientation on Thursday, July 26, from 2:00 to 4:00 p.m. This is for the new Planning Council members, but will be open to any other members who would like to learn more about the Council's roles and responsibilities. If you would like to attend, please let Sandy know.

VIII. Committee Reports

- Executive CommitteeFrank Emanuel**
The Executive Committee was scheduled to meet on June 5; there was no quorum.

- Women, Adolescents, and Children Committee..... Errol Schell**
The Committee met on June 7 and the report is on page 5. There were no actions required.

- PLWHA Committee.....Justin Bell**
The PLWHA Committee met on June 14, 2012. Report is on page 6. There were no actions required.

- Priority & Allocations Committee..... Kim Geib**
The Committee met on June 14, 2012, and their report is on page 7.
Motion was made and seconded that the Planning Council approve the FY 2013 Priority and Allocations Process Plan. Motion carried.

IX. Unfinished BusinessMembers
There were none.

X. New BusinessMembers
There were none.

XI. AnnouncementsMembers/Public

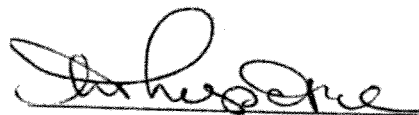
- Justin Bell recognized the efforts of Sharon Hunter for recruiting potential new members for the PLWHA Committee and the Proxy Pool. Based on Sharon's work, the PLWHA Committee has experienced a significant growth in the number of attendees at their monthly meetings.
- Justin announced that the North Florida Names Project Quilt Chapter is sponsoring a Quilt Bowl 2012 for Saturday, September 8. Location is Jax Westside Lanes at Ramona and Lane Avenue, from 1:00 to 5:00 p.m. Please mark your calendar now and plan to attend.
- Errol Schell thanked everyone for coming out yesterday and making the Women, Adolescents, and Children Committee's National HIV Testing Day Event a great success! The Event was held at Gateway Town Center, and Alfreda Telfair reported that over 146 people attended and rapid testing was done on 42 individuals. This does not include people tested by the River Region testing van; those numbers should be available next week.
- Ken Fields announced that his mother is currently in the hospital in critical care. He would appreciate your thoughts and prayers during this time.
- Rona Revels reported that AHF will be providing free HIV testing tomorrow at their old location on Park Street.

XII. AdjournmentFrank Emanuel
The meeting was adjourned at 4:25 p.m.

Respectfully Submitted,



Frank Emanuel, Chair



Heather Kilpatrick, Secretary

FE/HK:ss

**Metropolitan Jacksonville Area
HIV Health Services Planning Council
1809 Art Museum Drive, Suite 100, Jacksonville, Florida
Executive Committee Meeting Summary**

June 5, 2012 4:00 p.m.

The following Planning Council officers and staff were present:

Frank Emanuel, Chair
David Andress, Parliamentarian

Antoinette Turner, PLWHA Representative
Sandra Sikes, Staff

There being no quorum by 4:15 p.m., Chair Emanuel called the meeting.

Informal Discussions:

- Date of Next Executive Committee Meeting – the next meeting is scheduled for Tuesday, July 3, which is the day before the 4th of July Holiday. Committee will need to decide if they want a regular meeting that day, cancel the meeting, or hold a telephone conference instead. David and Frank were of the opinion that if we have nothing on the Agenda, to just cancel the meeting, but it would be the end of June before we would know about any Agenda items. If there are items to discuss, we may decide to try a telephone conference; Frank and David would meet at the Art Museum Drive office and conference in Alfreda, Heather, Patricia, and Antoinette.
- Frank said that after the last Planning Council Meeting, one of the members suggested that the Planning Council consider meeting every other month, since there are some months where there is no business voted on and the meetings are running less than half an hour. There was a short conversation regarding bringing in a speaker or having a program toward the end of the meeting, but it had been observed in the past that some members still left early when the program began, so this did not seem to keep members there. Bylaws state that Planning Council only has to meet six times a year. Frank asked that this item be put on the Planning Council's June Agenda for discussion.

**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. June 7, 2012
Summary of Meeting**

The following members and staff were present: Errol Schell, Gloria Coon, Bonita Drayton, John Essex, Carol Fulton, Audrey Green, Kiszkie Jones, Tabitha Robinson, Alfreda Telfair, Antoinette Turner, Heather Vaughan, Sandy Sikes, and guest Cathy DuPont (NE FL Healthy Start Coalition). Chair Errol Schell called the meeting to order at 9:05 a.m. and led members in a moment of silence to remember those infected and affected with HIV/AIDS.

Unfinished Business:

Finalize plans for the National Testing Day event:

- Tee Shirts: Alfreda has not heard back yet from Mr. Gaffney regarding his donation of tee shirts. If he does not respond, Alfreda will look into getting tee shirts from another source.
- Certificate: Alfreda requested staff to do a Certificate of Appreciation for Mr. Jackson, the manager of Gateway Town Center, for his cooperation in allowing the event to be held there.
- Food: Bonita said UF Cares will donate 50 hot dogs and also hot dog buns and sleeves. Heather stated that the Food Bank is also donating hot dogs and bottled water. We can use the sleeves we have for these bottles. Alfreda will contact CRC to make sure we can still cook the hot dogs at their Beechwood office, and Alfreda will then bring the cooked food to Gateway and keep it warm in a roaster/warmer that she will bring.
- Banner: The W.A.C. banner was requested, along with the tablecloth. Sandy to get those and the water bottle sleeves to Alfreda before the 26th.
- Vendors: Florida Prevention contacted Alfreda and requested a table at the event.

New Business:

Mary Singleton Senior Center Outreach: Gloria discussed an opportunity for the committee to do outreach at this senior center located at 1st and Hubbard Streets, just north of downtown. This is the largest senior center in Duval County and has a lot of activities and programs for the 60+ age range. Gloria said our opportunities are to distribute HIV literature, schedule HIV testing, and possibly present a program regarding HIV. The committee agreed to work on this and asked Gloria to continue pursuing this. She will meet with the center's manager in the next few days.

Suggestions for Next Agenda: By consensus, the committee cancelled their July 5 meeting due to the Holiday, and will meet again on August 2.

Meeting Adjourned: As there was no further business to conduct, the meeting was adjourned at 9:22 a.m.

ACTION REQUIRED: None.

**Metropolitan Jacksonville Area
HIV Health Services Planning Council**
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

PLWHA Committee
12:00 p.m. June 14, 2012
Summary of Meeting

The following members and staff were present: Justin Bell (Co-Chair), Eric McBride (Co-Chair), David Andress, Marv Armbruster, Jim Bernert, Ken Fields, Sharon Hunter, Mary Glenn, Joe Lourcey, Marion Merritt, Velda Stokes, Antoinette Turner, Zane Urbanski, Annie Youngblood, Bill Brim (Luthern Social Svs), and Sandy Sikes. Guests present were: Angel R., Elinor H., Gloria E., Lailah P., Robert S., Sam R., Terry T., and Veronica H.

Co-Chair Justin Bell called the meeting to order at 12:02 p.m. and Velda Stokes led members in a moment of silence to remember those infected and affected with HIV/AIDS. Joe Lourcey read the Mission Statement.

Public Hearing: The Public Hearing was called to order at 12:05 p.m. The session ended at 12:25 p.m.

Introductions: All members introduced themselves.

Unfinished Business:

Review of 2012 Goals: Reviewed items on the list. Discussion on Item #5 regarding what topics or speakers the committee would like to hear in the next couple of months. Motion by Velda Stokes "that the committee have a program on 'Exercise – Staying Healthy' for the month of July, and 'ADAP/Ryan White/Medicare Part D – where to find' for the month of August." Motion was approved.

Membership Recruitment: Justin and Eric reminded everyone to keep up the recruitment efforts to bring in PLWHA members. Sharon Hunter was recognized as having brought in the most membership applications so far this year.

World AIDS Day (WAD) Committee Update: Zane Urbanski and Mary Glenn reported on the W.A.D. Meeting held June 12.

New Business:

No new business.

Announcements:

June 15	Fish Fry fund raiser for Hope Picnic
June 27	National HIV Testing Day
June 27	Noon to 7:00 p.m. Women, Adolescents, and Children's Committee Event at Gateway Town Center
July 1	Northeast Florida Princess Club Mother/Daughter Banquet (<i>donations gratefully accepted</i>)
July 10	World AIDS Day Committee Mtg – Jacksonville Urban League (corner of Union and Davis Streets)

Meeting Adjourned: As there was no further business to conduct, the meeting adjourned at 1:05 p.m.

ACTION REQUIRED: NONE.

**METROPOLITAN JACKSONVILLE AREA
HIV HEALTH SERVICES PLANNING COUNCIL
PRIORITY AND ALLOCATIONS
COMMITTEE MEETING SUMMARY
June 14, 2012**

The following were present: Kim Geib, Patricia Sampson, Heather Kilpatrick, Antoinette Turner, Sandra Ellis, Zane Urbanski, Kendall Guthrie, David Address, Heather Vaughan, Elaine Mathews, Marion Merritt, Melissa Scites, Karen Zador, Veronica Hicks, and Dee Kelley.

Moment of Silence: Co-Chair Kim Geib called the meeting to order and requested that everyone observe a moment of silence for those who are infected and affected by HIV/AIDS and for those who have died.

Announcements/Comments from the Public: There were no announcements.

Review of Information for FY 2013: Co-Chair Geib turned the meeting over to Dee Kelley who requested that everyone look at the Plan for Prioritizing and Allocating Funds. Dee reviewed the plan and the schedule of meetings with members. David Address made a correction to the section on allocations to Area 4 counties. He stated that Ryan White Part B funding was allocated to the outlying county health departments and General Revenue Patient Care Network funds were allocated to the Duval County Health Department. The plan as amended was approved unanimously and will be forwarded to the Planning Council for final approval.

Dee continued with an overview of the priority setting and resource allocation process to include the Ryan White HIV Treatment Extension Act of 2009, Conflict of Interest and Government in the Sunshine, Planning Council Values, Principles to Guide Decision Making, Statewide Coordinated Statement of Need, HRSA Directive, Glossary of Terms and HIV-Related Service Categories, HRSA Policy 10-02 Eligible Individuals and Allowable Uses of Funds for Discretely Defined Categories of Services, and results of Client Satisfaction Surveys collected in 2011. Heather Kilpatrick provided an overview of Government in the Sunshine and Conflict of Interest. There was some discussion.

Adjournment: There being no additional business, the meeting was adjourned at 2:10 p.m.

Action to be taken: Approval of the FY 2013 Priority and Allocations Process Plan as presented.

**Metropolitan Jacksonville Area
HIV Health Services Planning Council
Priority and Allocations Committee Process Plan**

Committee Established

This committee is authorized by the Part A and Part B Planning Council to research and recommend to the Council a joint set of service priorities by category, allocations of funding to each category, and a plan for administrative funding of the categories.

Committee Membership

Committee membership shall be current Planning Council members and individuals approved for Committee membership who are in attendance as of June 14, 2012.

Preliminary

The Committee will:

- X develop and publicize a schedule of planned activities
- X report the schedule in writing to the full Planning Council
- X notify staff of any materials needed for the deliberations

Values

The Committee will review the values on which decisions will be made. Each Committee member will be provided with a copy of the values.

Principles and Criteria

The Committee will review principles and criteria to guide the decision making process. Committee members will be expected to consider whether proposed priorities and allocations are consistent with the principles and criteria agreed upon.

The Committee will also consider the four ways NOT to allocate resources. The ways NOT to allocate are:

1. DO NOT allocate by an identifiable need of a specific individual.
2. DO NOT allocate resources to those persons who are similar to you (look like you or have the same problem as you).
3. DO NOT allocate based on emotions, rather than factual information.
4. DO NOT allocate based on an appeal by an authority/expert not backed up by facts.

Conflict of Interest

A discussion of Conflict of Interest and Government in the Sunshine will be held by the Committee at the start of the process. The full Council will conduct additional review if necessary. All members will review their Conflict of Interest statements to insure that they are current. Part A Conflict of Interest forms will be completed by all Committee members and made available at Committee

meetings for review if a question of propriety arises. Although all members should place the needs of the entire HIV population above any specific concerns, no more than one member from any agency may vote on the Committee. Agency representatives will decide before the scheduled meeting who will be the voting member. Providers may not vote on their own service categories, and are expected to treat all categories fairly. The chair will enforce the conflict of interest policy with the assistance of the members. Any member who believes a conflict of interest exists should raise his/her concern immediately so that it may be resolved. Consumers do not incur a conflict of interest merely by receiving services from an agency, but DO have a conflict if they are employed by, or a member of the board of directors of, an agency. If a tie vote is cast and the chair cannot vote as a result of his/her affiliation with a particular provider or as a result of a conflict of interest, the motion fails.

Voting

Committee members must be physically present to participate in Committee discussions and to vote. An effort will be made, when possible, to reach consensus on each issue but recommendations of the Committee will be made by majority vote of those Committee members present. Voting Committee members are those who have attended two of the most recent three meetings, including the current meeting. For the purposes of approving the Process Plan, every member in attendance at the first meeting (June 14, 2012) is eligible to vote.

Prioritization of Needs

The Committee will review materials including but not limited to:

- X Comprehensive plan
- X Statewide Coordinated Statement of Need
- X Needs assessment and updates
- X Estimates of unmet need
- X Public hearing responses
- X Epidemiological profiles and updates
- X Consumer utilization data by service category
- X Consumer demographic data
- X Unit costs by service category
- X Client Satisfaction Survey Results
- X Part C and Part D Grants, if any
- X Other Funding streams and their uses
- X Other appropriate data

Allocations of funding to categories

Utilizing the information provided, the Committee will allocate funds to service categories by establishing the percentage of dollars for each category. This allocation will include funds to be received through the Minority AIDS Initiative (MAI). Percentages will be based on the assumption that the same amount of funds will be awarded in FY 2013 as in FY 2012.

Administrative Funding Issues

Core medical and support service categories recommended for funding will be funded based on the 75%/25% requirement by both Parts. Final allocations will be approved by the Planning Council.

Allocations to Area 4 Counties

Although no specific allocation to a geographical area is required, the Part A administrative agency and Part B lead agency have agreed that Part B funds will be awarded to the health departments located in Baker, Clay, Nassau, and St. Johns Counties. They have also agreed that General Revenue Patient Care Network and Part A funds will be awarded to all other eligible service providers in Duval County including the Duval County Health Department.

Allocations to Women, Infants, Children, and Youth

The Ryan White HIV/AIDS Treatment Extension Act requires that Planning Councils, in providing health and support services to infants, children, youth, and women with HIV disease, shall provide funding that is not less than the percentage constituted by the ratio of the population involved with AIDS to the general population in such area of individuals with AIDS.

Public Participation

- X Public input has previously been accepted through the Needs Assessment and Comprehensive Planning process, as well as each meeting of the Planning Council, and all of their committees.
- X Public hearings will be held by the Planning Council in which all citizens of the Transitional Grant Area (TGA) will be given an opportunity to speak for up to three minutes. Written public comments will also be considered.
- X A public comment period will be held at each Priority and Allocations Committee meeting. Typically, the public comment period will be held at the beginning of each meeting. The structure of the comment period at the Committee meeting will be determined by the chair at each meeting based on the number of citizens wishing to speak. At the discretion of the chair, any citizen wishing to speak during the discussion phase of the meeting may submit a note indicating the subject to be discussed to the chair. Planning Council members who are not members of the Priority and Allocations Committee may also give input at this time.
- X All recommendations will be forwarded to the full Planning Council for final action.

Schedule

It should be noted that this is very intensive work frequently requiring additional meetings called on short notice. All members and interested citizens should verify meeting arrangements with the chair or staff.

6/14/12...Thursday, PLWHA Committee Meeting, 1809 Art Museum Drive, 12:00 p.m.

- *Public Hearing*

6/14/12...Thursday, Priority and Allocations Committee, 1809 Art Museum Drive, 1:30 p.m.

- *Review and recommend plan for service priorities and funding allocations.*

6/28/12...Thursday, Planning Council Meeting, 1809 Art Museum Drive, Suite 100, 4 p.m.

- *Public Hearing and approve Priority and Allocations Committee process plan.*

June 2012

6/29/12...Friday, St. Lukes Church, 1140 S. McDuff Avenue, 12:00 p.m.

- *Public Hearing*

7/12/12...Thursday, Priority and Allocations Committee, 1809 Art Museum Drive, 1:30 p.m.

- *Review information, prioritize services and allocate funding.*

7/26/12...Thursday, Planning Council, 1809 Art Museum Drive, Suite 100, 4 p.m.

- *Approve recommended priorities and allocations.*

8/9/12 ...Thursday, Priority and Allocations Committee, 1809 Art Museum Drive, 1:30 p.m.

- *Recommend final breakout of Part A and B funding between service categories.*

8/23/12...Thursday, Planning Council, 1809 Art Museum Drive, Suite 100, 4 p.m.

- *Approve final breakout of Part A and B funding between service categories.*