

# 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

July 28, 2011

4:00 p.m.

<b>Members Present:</b>	Antoinette Turner, Chair Frank Emanuel, Vice-Chair David Andress, Parliamentarian Heather Kilpatrick, Secretary Ken Fields, Treasurer Ellen Schmitt Velda Stokes, PLWHA Representative Tara Wildes Gloria Coon Melissa Scites	Mark Cleveland Kerry Dunlavey (via phone) Leon V. Green Eric McBride Patricia Sampson Errol Schell Alfreda Telfair Annie Youngblood Paul Labonte
<b>Members Excused:</b>	Derya Williams Kimberly Geib	Jacquelyn Nash
<b>Proxy Members Present:</b>	Nathaniel Hendley	Marion Merritt
<b>Proxy Members Excused:</b>	Justin Bell	Sharon Hunter
<b>Staff Present:</b>	Deidre Kelley Mary Martinez	Richard Dorman

- I. Meeting Called to Order ..... Antoinette Turner**  
The meeting was called to order at 4:01 p.m.
- II. Moment of Silence ..... Public/Members**  
Chair Turner 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**  
Following the roll call, a quorum was declared. Proxy member Marion Merritt was called to the table.
- IV. Approval of June 23, 2011 Minutes ..... Antoinette Turner**  
Chair Turner asked for a motion to approve the minutes as presented. There was a motion, it was seconded, and the minutes were approved.
- V. Announcements/Comments ..... Council Members**  
Ken Fields stated that he encountered a problem when he went for his dental appointment at Duval County Health Department because his file indicated that his eligibility had not been renewed. Other members also stated that they have experienced the same problem. It appears there was a glitch in the system that has been corrected since Ken's visit. There was discussion. Ken continued by saying that he also wanted to acknowledge the passing of Velda Stokes' sister, Vierzelle Lavender. It was overlooked at last month's meeting and he wanted it acknowledged at this meeting. Chair Turner made an apology and stated that on behalf of the Planning Council to accept heartfelt condolences.

Edward McDonald stated that it was hard for people without transportation to attend Planning Council meetings. He asked if there was any assistance. Dee responded that unfortunately HRSA does not allow grant funding to be utilized to provide transportation to anyone who is not a Planning Council member. Leon Green suggested that Mr. McDonald apply for membership to the Planning Council and if accepted, could receive transportation assistance as a proxy member of the Council. Annie Youngblood announced an event at her church and that she is collecting donations for her pastor. Frank Emanuel proudly announced that his daughter gave birth on July 23<sup>rd</sup> and he is a 'grandfather' for the first time—Congratulations!

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

The Notice of Grant Award for the balance of our formula and supplemental awards was received July 10 and Tuesday of this week another letter from HRSA was received saying the amount of the award was incorrect and a new Notice of Grant Award would be issued as soon as possible. In the interim, contract amendments has been prepared giving our service providers another 3 months worth of funding based on funding they received last year. HRSA Project Officer has been informed that the need to get the matter resolved is vital for continued services to be provided. If there is a significant reduction in funding, the matter will be brought up to the Planning Council for action.

On a brighter note, the Women, Adolescent and Children Committee hosted an event at Gateway Shopping Center in honor of National HIV Testing Day. The event was very successful and the Committee is planning additional events.

The public hearing at St. Luke's Church was also very successful. Comments that were received from the public have been included in your Planning Council packets.

Due to recent events at the PLWHA Committee meetings, Dee and the Committee Co-Chair, Velda Stokes have agreed to cancel the meeting for August. The next PLWHA Committee meeting will be in October at which time the Committee will revisit it's goals and objectives and decide a course of action for achieving those goals and objectives. Remember all meetings are cancelled for the month of September for grant writing purposes.

**VII. Committee Reports**

**Executive Committee..... Frank Emanuel**

The Committee met on July 5<sup>th</sup> and the report is on page 4. There is no action required.

Leon V. Green had concerns regarding the number of PLWHA reported to be on the waiting list for ADAP. David Andress provided clarification and explained that people are coming off the wait list as ADAP funding becomes available and as people become eligible for other programs such as Medicaid and Medicare Part D. The wait list numbers go up and down week by week.

**Women, Adolescents, and Children Committee ..... Alfreda Telfair**

Report of the July meeting is on page 10. There is no action required. Ms. Telfair thanked the Committee for their outstanding job performance at past events. The Committee is planning to participate in another event coming up in October. More information will be forthcoming.

**PLWH/A..... Velda Stokes**

The Committee met on July 14 and the report is on page 11. The Committee had quite a meeting this past month. There will be no meeting in August or September and the next meeting is scheduled for October.

Mark Cleveland stated he had requested a copy of the list of members who will be on rotation to act as Co-chair for the PLWHA Committee monthly. Velda Stokes responded that there are a few names on the list and they are Ken Fields, Leon V. Green, Gloria Coon, Paul Labonte, Mark Cleveland, and Annie Youngblood. From the rotation list the Chair takes the names of the candidates to see if they qualify. Gloria Coon and Paul Labonte have already served and the next one is Annie Youngblood.

**Priority and Allocations .....Heather Kilpatrick**

The Committee met on July 14 to discuss prioritizing services and allocating funds for FY 2012. The report from this meeting is on page 14. The Committee is recommending ***approval of the FY 2012 Service Priorities and Allocations*** as presented. There was a motion, second, call for question, no discussion or objections, and it was approved.

**Comprehensive Plan.....Heather Kilpatrick**

The report is on page 17. The Committee reviewed the materials given to them as well as reviewed the Comprehensive Plan guidance. The next meeting of the Committee is on October 13, 2011. There are no actions to be taken at this time.

**Pharmacy and Therapeutics..... David Andress**

The committee is recommending approval to ***add Influenza vaccine (current formulation), Tdap, Td, Cholecalciferol (Vitamin D3), Minocycline, and Nasonex to the Ryan White formulary effective August 1, 2011.*** There was a motion, second, call for question, no discussion, and it was approved. Next the committee is also recommending approval for the ***removal of Twinrix from the formulary*** as this medication is a Hepatitis A/B vaccine. There was a motion, second, no discussion, and it was approved. Frank Emanuel requested a correction to indicate that he was present at the July meeting.

**VIII. Unfinished Business..... Members/Public**

There was none.

**IX. New Business..... Members/Public**

▪ **Government in the Sunshine.....Heather Kilpatrick**

An overview of the law governing appointed members of the Planning Council was discussed. A copy of the *Government in the Sunshine* was included in the July packet. Please review all the information at your leisure and familiarize yourself with the law. When in doubt if you or anyone is in violation of the Sunshine, don't do it! There was discussion. Dr. Delphia Williams, Division Chief, further stated that it is the responsibility of everyone on the Council to know that there are consequences surrounding violation of the Sunshine. It is in the best interest of all members to adhere to the rules and regulations of Government in the Sunshine. Dr. Williams strongly recommends everyone to protect themselves against violating the law.

In closing, Chair Turner stated that this short presentation should put everybody on the same page of do's and don't of the Sunshine.


**X. Public Comments..... Public**

Chief Tara Wildes, JSO, informed the Council about the Jails HIV Patient Assistance Program. The intention of this program is to provide 30 days worth of HIV medications to newly released inmates. She stated that they are looking for funding assistance after the initial 30 days. For more information, please contact Al Diaz at 630-7422.

**XI. Adjournment.....Antoinette Turner**

The meeting was adjourned at 5:00 p.m.

Respectfully Submitted,

  
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Antoinette Turner, Chair

  
\_\_\_\_\_  
Heather Kilpatrick, Secretary

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

August 2, 2011 4:00 p.m.

The following Planning Council members and staff were present: Antoinette Turner, Ken Fields, David Andress, Mark Cleveland, and Deidre Kelley.

**Moment of Silence:** Chair Antoinette Turner called the meeting to order at 4:15 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:**

**Government in the Sunshine** – In the absence of Heather Kilpatrick, Dee reminded members that the Planning Council Bylaws did not address actions to be taken against Planning Council members who violated "Government in the Sunshine." David Andress recommended that the matter be referred to the Bylaws Committee to draft language that would allow the Planning Council to deal with violators. Members voted unanimously to refer the matter to the Bylaws Committee.

**PLWHA Committee** – With recent complaints from PLWHA Committee members about how the PLWHA Committee conducts business, Dee asked members of the Executive Committee what could be done to get the PLWHA Committee back on track. David Andress suggested that PLWHA Committee members be required to attend other Planning Council Committee meetings on a monthly or quarterly basis. He suggested that the Comprehensive Plan Committee would be an important Committee for members to attend and participate in as it deals with developing goals and objectives to meet the needs of people living with HIV/AIDS. The Comp Plan Committee meets on the same day as the PLWHA Committee. Other Committee meetings they should attend would be the Priority and Allocations Committee, Women, Adolescents, and Children, and Nominating. When the PLWHA Committee met as a Committee, the members could discuss what they learned and how it impacted their Committee goals and objectives. Dee stated that she planned to attend the October meeting of the PLWHA Committee and present the recommendations of the Executive Committee for discussion. Dee also planned to ask the Committee to develop goals and objectives for 2012.

**New Business:**

There was no new business.

**Announcements:** Dee informed members that she had received another Notice of Grant Award on Monday that was rescinded Tuesday morning.

**Adjournment:** There being no additional business, the meeting was adjourned at 4:50 p.m.

**Action to be taken: Refer action to be taken against violators of "Government in the Sunshine" to the Bylaws Committee.**

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

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

**August 4, 2011  
Summary of Meeting  
9:00 a.m.**

The following members and staff were present: Alfreda Telfair, Audrey Green, Gloria Coon, Helen Mundy, Graham Watts, and Deidre Kelley. Co-Chair Alfreda Telfair called the meeting to order at 9:04 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:**

Early Identification of Individuals with HIV/AIDS (EIIHA). Members reviewed the first three tasks on the EIIHA plan and discussed their progress in meeting each of the tasks. Task #1 Develop a letter of invitation to ministers of churches to be contacted: Audrey Green prepared a letter that will go to Mark Johnson of the Baptist Convention. The letter will be followed by a meeting with Mr. Johnson the last week in August to discuss partnership activities between the local Baptist Ministers and WAC Committee members. In preparation, Helen Mundy will prepare the meeting agenda and Graham will prepare a slide presentation. Task #2 Identify figure heads and champions at churches: Six churches have been identified as Little Macedonia Holy Mission (Gloria Coon), Church of God by Faith (Willie Roberts), Southside Church of God in Christ (Tabitha Robinson), and Saint Luke Missionary Baptist (Alfreda Telfair), Second Mile Ministry (Ruth Arnold), and West Saint Mark. Alfreda offered to compile contact information for each of the churches to include name of church, address, name and phone number of pastor and name and phone number of church administrative assistant. Alfreda would like for members to meet with her Pastor Friday, August 26. Task #3 Identify existing health ministry or readiness for health ministry at churches will be accomplished as WAC meets with church representatives.

**New Business:**

"War on Poverty Elizabeth Means Back to School Rally," August 6, 2011. Co-Chair Alfreda Telfair stated that the Committee had been invited to participate in the "Back to School Rally" at Gateway Shopping Center on Saturday, August 6 from 10:00 a.m. to 2:00 p.m. Alfreda stated that children would be receiving physicals and that there may be an opportunity to do Counseling and Testing for HIV. Committee members would be present to hand out condoms and information about HIV/AIDS services.

**Announcements:** Alfreda announced that there was another event scheduled for September. The AIDS Institute announced the National HIV/AIDS and Aging Awareness Day September 18, 2011. As the Committee is planning activities for the AIDS Walk and picnic in October, they will not be hosting an event for September 18.

**Meeting Adjourned:** As there was no further business to conduct, the meeting was adjourned at 9:48 a.m.

**ACTION REQUIRED:** None.

**METROPOLITAN JACKSONVILLE AREA  
HIV HEALTH SERVICES PLANNING COUNCIL  
PRIORITY AND ALLOCATIONS COMMITTEE MEETING  
August 11, 2011  
Meeting Summary**

The following were present: Heather Kilpatrick, Frank Emanuel, David Andress, Mark Cleveland, Gloria Coon, Sandra Ellis, Kendall Guthrie, Justin Bell, Kim Geib, Todd Reese, Heather Vaughan, Karen Zador, and Deidre Kelley.

**Moment of Silence:** Co-Chair Heather Kilpatrick called the meeting to order at 1:35 p.m. 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:** Justin Bell announced that his non-profit organization, Neighbor to Neighbor, had received a grant from Home Depot. Todd Reese announced that he has been promoted and Rona Revels has been hired to take his place at the Magic Johnson Clinic effective August 29. Mark Cleveland stated that Robert Nicholson has been diagnosed with leukemia and is not expected to recover.

**New Business:**

**Part A/MAI & Part B/GR Breakout of Funding for FY 2012** - Co-Chair Kilpatrick turned the meeting over to Dee Kelley who provided members with a recommended breakout of funding between the funding sources. Dee stated that this breakout was an estimate and that we will not know the actual amount of funding until sometime next year. There was discussion and the proposed breakout of funding was approved unanimously.

**Funding to Outlying Counties** - David Andress stated that periodically he analyzes the equity in funding (amount of funding expended per patient) provided to the outlying counties (Baker, Clay, Nassau, and St. Johns Counties). In his most recent analysis, he noted some disparities that he wanted the Committee to review. He stated that St. Johns County appeared to have sufficient funding to provide core medical services and transportation to their patients but that Clay and Nassau did not. As Part A and Part B have not received their final Notices of Grant Award, the analysis was incomplete for discussion at this time. Dee recommended that we bring the matter back to the Committee in October when both Part A and Part B know how much money they have to work with.

**Adjournment:** There being no further business to discuss, the meeting was adjourned at 2:15 p.m.

**Action to be taken:** Approval of the FY 2012 breakout of funding between funding sources as presented.