



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



**Meeting of February 23, 2012  
4:00 P.M.**

- I. Call Meeting to Order..... Alfreda Telfair**
- II. Moment of Silence .....Public/Members**
- III. Roll Call.....Heather Kilpatrick**
- IV. Comments .....Public/Members**
- V. Approval of January 26, 2012 Minutes ..... Alfreda Telfair**
- VII. Administrative Agency Report .....Deidre Kelley**
- VIII. Committee Reports**
- **Women, Adolescents & Children Committee ..... Page 4 Errol Schell**  
Action to be taken: None
  - **Nominating Committee..... Page 5 Eric McBride**  
Action to be taken:  
(1) Move PC Member Jackie Nash from HIV Prevention to Non-Elected Community Leader category.  
(2) Move PC Member Alfreda Telfair from Affected Community to Part 'C' Provider category.  
(3) Re-appoint the following PC Members to another two-year term: J. Bell, M. Cleveland, G. Coon, F. Emanuel, K. Fields, H. Kilpatrick, E. McBride, E. Schell, V. Stokes, A. Telfair, and A. Turner.
  - **Executive Committee..... Page 6 Alfreda Telfair**  
Action to be taken: None
  - **PLWH/A Committee..... Page 7 Velda Stokes**  
Action to be taken: None
  - **Pharmacy & Therapeutics Committee ..... Page 8 David Andress**  
Action to be taken: None
- IX. Unfinished Business.....Members**
- X. New Business.....Members**
- Presentation of 'Greater Than AIDS' organization .....Leon Green
- XI. Announcements .....Members/Public**  
Tara Wildes resignation letter.
- XII. Adjournment..... Alfreda Telfair**

**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.*

LENT is for LIFE  
not just for  
chocolate.



**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

**Corrected Minutes**

February 23, 2012

4:00 p.m.

**Members Present:**

Alfreda Telfair, Vice-Chair  
David Andress, Parliamentarian  
Heather Kilpatrick, Secretary  
Patricia Sampson, Treasurer  
Antoinette Turner, PLWH Representative  
Justin Bell  
Mark Cleveland  
Gloria Coon  
Kerry Dunlavey  
Ken Fields  
Kimberly Geib

Leon Green  
Elaine Mathews  
(PHONE)  
Eric McBride  
Jacquelyn Nash  
Carolyn Patterson  
Sharon Peterson  
Ellen Schmitt  
Melissa Scites  
Velda Stokes  
Annie Youngblood

**Members Excused:**

Frank Emanuel

Errol Schell

**Members Absent:**

Paul Labonte

**Proxy Members Present:**

Nathaniel Hendley  
Marion Merritt

Edward McDonald  
Sharon Hunter

**Staff Present:**

Deidre Kelley  
Sue Andrews

Mary Martinez  
Sandy Sikes

- I. Meeting Called to Order ..... Alfreda Telfair**  
The meeting was called to order at 4:05 p.m. by Vice Chair Telfair.
- II. Moment of Silence.....Public/Members**  
Vice Chair Telfair 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 member Marion Merritt was called to the table.

**IV. Comments.....Council Members**

There were none.

**V. Approval of January 26, 2012 Minutes.....Alfreda Telfair**  
Vice Chair Telfair asked for a motion to approve the minutes as presented. Motion made and seconded and the Minutes were approved as presented.

**VI. Administrative Agency .....Deidre Kelley**  
The Administrative Agency has bid Ryan White Part A services for the next three years. The following are changes:  
1) *River Region will be providing outpatient and residential substance abuse treatment but will no longer provide case management;*  
2) *Community Rehabilitation Center will be providing case management services;*  
3) *Two agencies will be responsible for certifying persons eligible for Ryan White services. Duval County Health Department will be certifying their primary care and Ryan White eligibility patients as well as persons enrolled in ADAP, and UF CARES Rainbow Center will be certifying everyone else. Flyers will be posted in all of our Ryan White funded agencies;*  
4) *Mental health services are being re-bid because we didn't get the recommended number of agencies receiving a passing score. Bids are due March 28. While bids are being solicited, continuum of care will be maintained for current clients of mental health services for the next three months with Community Rehabilitation Center, Lutheran Social Services, and River Region.*

Sandy is updating the Planning Council contact information and forms have been distributed to you. Please make any changes you may have and return to Sandy before leaving the meeting. If you were either absent from last month's meeting or neglected to sign the *Rules of Conduct, Conflict of Interest, and Government in the Sunshine Acknowledgement* forms that were placed in front of you, please sign and return to Sandy today. If you have any questions about these forms, please contact a member of the staff. Also, if you have not signed up for a Planning Council Committee, the sheet is being passed around again.

There was a question at last month's meeting as what constituted "perfect attendance" to be eligible for the perfect attendance award. You must be 'physically present' for every Planning Council meeting held between January and December and conference calling does not count. At your request, Sandy has prepared a list of all committee meetings for the 2012 calendar year and it has been included in your packet.

*Meetings scheduled for March are Women, Adolescents, and Children's Committee on Thursday, March 1 at 9:00 a.m., Nominating Committee Friday, March 2 at 10:00 a.m., Executive Committee Tuesday, March 6 at 4:00 p.m. with the new officers, and the Comprehensive Plan Committee will be meeting on Thursday, March 8 at 1:30 p.m. Please note that there is no meeting in March for the PLWHA Committee.*

**VII. Committee Reports**

**Women, Adolescents, and Children Committee .....Alfreda Telfair**  
The Committee met on February 2 and the report is on page 4. There were no actions required.

**Nominating Committee .....Eric McBride**  
The Nominating Committee met on February 3, 2012. Report is on page 5. The following actions are being presented for approval:  
1) *Move Planning Council member Jackie Nash from HIV Prevention to Non-Elected Community Leader category. A motion was made and seconded; members voted and the motion was approved.*  
2) *Move Planning Council member Alfreda Telfair from Affected Community to Part 'C' Provider category. A motion was made and seconded; members voted and the motion was approved.*  
3) *Reappoint members whose terms have expired for another two-year term on the Planning Council: Justin Bell, Mark Cleveland, Gloria Coon, Frank Emanuel, Ken Fields, Heather Kilpatrick, Eric McBride, Errol Schell, Velda Stokes, Alfreda Telfair, and Antoinette Turner.* Each Council member was voted individually; motions were made and seconded on each one, and all were approved.

**Executive Committee.....Antoinette Turner**  
The Committee met on February 7 and the report is on page 6. There was no quorum and no action required.

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

Report is on page 7. No meeting in March.

**Pharmacy & Therapeutics Committee ..... David Andress**

Report is on page 8. The Committee will refer to the Eligibility Committee the matter of adopting Florida Statute 893.0551 to determine actions to be taken by service providers when confronted by repeat offenders of pain medications.

**VIII. Unfinished Business ..... Members**  
There were none.

**IX. New Business ..... Members**  
Presentation by Leon Green on "Greater Than AIDS" which is a grassroots organization that helps educate the public in the prevention of AIDS and other sexually transmitted diseases. Everyone is susceptible to these diseases and needs to be armed with the right information. The group is working to increase awareness about HIV/AIDS and confront the stigma surrounding the disease. For more information, please log on to [www.Greaterthan.org](http://www.Greaterthan.org).

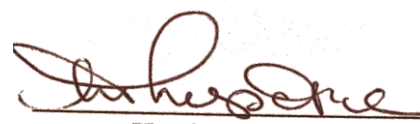
**X. Announcements ..... Members/Public**  
Velda Stokes informed the Council that she will be having a procedure done in early March.  
Justin Bell announced that the North Florida/South Georgia NAMES Project (AIDS Memorial Quilt) Chapter will be displaying the Quilts at the Kinne Center, Jacksonville University on March 7 and 8.  
Justin also reminded everyone of the 'Dining Out for Life' on April 26, 2012. This is an annual fundraising event involving generous participations of volunteers, corporate sponsors, and restaurants. All donations raised from this event stays in the cities where they are held. For a list of participating restaurants, please contact NFAN.

**XI. Adjournment ..... Alfreda Telfair**

The meeting was adjourned at 4:45 p.m.

Respectfully Submitted,

  
Alfreda Telfair, Vice-Chair

  
Heather Kilpatrick, Secretary

AT: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. February 2, 2012**

**Summary of Meeting**

The following members and staff were present: Errol Schell, Alfreda Telfair, Mark Cleveland, Gloria Coon, John Essex, Audrey Green, Kizzie Jones, Helen Mundy, Antoinette Turner, Heather Vaughn, and Sandy Sikes. Bonita Drayton and Kimyata Whaley were excused from the meeting. 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.

**Minutes:** Minutes of the January 5, 2012 meeting were reviewed.

**Unfinished Business:**

**Status on W.A.C. Calendar of Events and Event Planner.** Helen Mundy and John Essex reported that the calendar is still in the works. It has been posted to a webpage, but they are not sure if it is being utilized. John reported that no other events have been posted on the planner since the events mentioned during last month's meeting. He requested email addresses of all committee members, and he will send out information again.

**Update on contact with Baptist Convention regarding outreach activities.** Deidre Kelley met with Dr. Delphia Williams several months ago regarding W.A.C. committee contacting the Baptist Convention. Dr. Williams contacted someone at City Hall for approval; that person did not respond back. Dee suggests that we forego contacting the Baptist Convention, but do proceed with committee members contacting their individual churches to see about doing presentations and outreach in those particular churches. Graham Watts had prepared a slide presentation and a hard copy was attached to the agenda. If any member is interested in using the slide presentation, it can be downloaded on a CD. As a side note, Alfreda is also considering contacting the wives of local pastors and/or the heads of the Ladies Groups within these churches to enlist their help with the committee making presentations to those churches.

**New Business:**

**W.A.C. Banners.** Sandy Sikes reported that rope has been purchased to hang the two banners when being used for an activity. Mark Cleveland volunteered to make a stand for the banners.

**March Activities.** Alfreda provided more details on the two upcoming activities in March. The hot dogs are being donated, and we will need to find someone who can cook them there. Alfreda has been attempting to contact River Region to reserve the testing van, and asked for assistance in reserving the van.

**Suggestions for Next Agenda:**

- Discussion on final plans for Washington Heights and A. Phillip Randolph events
- 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 to coincide with National Women and Girls HIV/AIDS Awareness Day. (Alfreda Telfair)
- March 17 at 1:00 p.m. – Event at A. Phillip Randolph Park (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 9:40 a.m.

**ACTION REQUIRED:** None.

**Metropolitan Jacksonville Area HIV Health Services Planning Council**

1809 Art Museum Drive, Suite 100

Jacksonville, FL 32207

***Minutes of Nominating Committee***

**February 3, 2012**

**Call to Order and Attendance:** Eric McBride, Mark Cleveland, Velda Stokes, Alfreda Telfair, and Antoinette Turner. Staff included Deidre Kelley and Sandy Sikes. Jackie Nash was excused.

**Moment of Silence:** Eric McBride called the meeting to order at 10:07 a.m. and requested a moment of silence to remember those who are infected and affected by HIV.

**Unfinished Business:** None.

**New Business:**

- Motion made and carried that Planning Council member Jackie Nash be moved from HIV Prevention to Non-Elected Community Leader category.
- Motion made and carried that Planning Council member Alfreda Telfair be moved from Affected Community to Part 'C' Provider category.
- Motion made and carried that Derya Williams' name be removed from the Planning Council roll and that the Nominating Committee interview Minerva B. Bryant as her replacement in the Substance Abuse Provider category.
- Motion made and carried that the Nominating Committee interview Tammy Morris for the upcoming vacancy in the Incarcerated Community Rep category, per the resignation of Tara Wildes.
- The Nominating Committee approved the reappointment of the following Planning Council members for the March 1, 2012 to March 1, 2014 term: Justin Bell, Mark Cleveland, Gloria Coon, Frank Emanuel, Ken R. Fields, Heather Kilpatrick, Eric McBride, Errol B. Schell, Velda Stokes, Alfreda Telfair, and Antoinette Turner.
- Motion made and carried that the Nominating Committee interview Theron Benjamin Clark for the Planning Council Proxy Pool.

**Announcements:**

- Remember Velda Stokes, who mentioned her upcoming procedure in the next week or so.
- At the next Council meeting, Alfreda Telfair requested education for Planning Council members on the definition of "perfect attendance" to be eligible for special recognition.
- Antoinette Turner requested that a calendar of 2012 Nominating committee meetings be included in the next Planning Council packet to remind members of committee assignments and responsibilities.

**Adjournment:** The committee completed business at 10:40 a.m., and the meeting was adjourned.

**Actions to be taken:**

1. Move Planning Council member Jackie Nash from HIV Prevention to Non-Elected Community Leader category.
2. Move Planning Council member Alfreda Telfair from Affected Community to Part 'C' Provider category.
3. Reappoint Justin Bell, Mark Cleveland, Gloria Coon, Frank Emanuel, Ken R. Fields, Heather Kilpatrick, Eric McBride, Errol B. Schell, Velda Stokes, Alfreda Telfair, and Antoinette Turner for another two-year term on the Planning Council.

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

**February 7, 2012 4:00 p.m.**

The following Planning Council members and staff were present: Alfreda Telfair, Patricia Sampson, Deidre Kelley, and Sandra Sikes. Frank Emanuel, Antoinette Turner, and Heather Kilpatrick were excused. There was no quorum.

**Moment of Silence:** Chair Alfreda Telfair called the meeting to order at 4:06 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** – Dee Kelley reviewed the schedule of Planning Council Committee meetings for February with Executive Committee members. Last week a training session was held to go over the new application form. There were 13 attendees and everyone completed their application. There will be a Pharmacy and Therapeutic Committee meeting on February 9, and the focus will be dealing with pain medications. The Comprehensive Plan Committee meeting has been cancelled this month. The PLWHA Committee is also meeting on February 9, and will have a guest speaker whose topic is heart disease.

**Resignation** – The Executive Committee was advised of the resignation letter received from Tara Wildes. We have an application from Tammy Morris, whom Tara is recommending as her replacement.

The vote on applicants to the Planning Council's sub-committees is deferred until the next meeting.

The selection of committee co-chairs to the sub-committees is deferred until the next meeting.

**Announcements** – None.

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

**Action to be taken:** None.

**Metropolitan Jacksonville Area Services Planning Council**  
1809 Art Museum Drive, Jacksonville Florida

***People Living With HIV/AIDS (PLWHA)***  
***Committee Meeting Summary***  
**February 9, 2012**

Velda Stokes called the meeting to order at 12:02 pm. and asked the group for a moment of silence to remember those who are living with and have passed on from HIV/AIDS. Justin Bell read the PLWHA Statement of Purpose.

The following members were in attendance: Co-Chair Velda Stokes, David Andress, Justin Bell, Mark Cleveland, Gloria Coon, Mary Glenn, Edward McDonald, Marion Merritt, Johnetta Myers, Antoinette Turner, Annie Youngblood, Deidre Kelley, Sandy Sikes, and six guests. Latonya Franklin was excused.

**OLD BUSINESS:**

- The three (3) flyers that were approved for distribution are being printed – 200 of each. Mark Cleveland will get them to those who need them.
- David Andress: In reference to finding sponsors to do education, we met with Bristol-Myers Squibb about 3 months ago. They have a community education program and said they would think about it and get back with us. A representative is going to be in Jacksonville on Feb 24<sup>th</sup> and we're trying to coordinate a meeting time with them. It would be good for someone from the PLWHA Committee to be at that meeting. The meeting will take place at 1809 Art Museum Dr, Suite 100, large conference room, tentatively on the day after the Planning Committee meeting, which is when the Education Committee will be meeting. We should know for sure before then.
- The Action Plan was reviewed and updated.
  - So far, we are on target.
  - Velda Stokes and Mark Cleveland were added to Goal #1, Task #2 of the Action Plan. Marion Merritt was added to Goal #1, Task #3.
  - Velda Stokes will distribute flyers and membership packets at the next NFAN luncheon.
  - NFAN is already doing the surveys.

**NEW BUSINESS:**

- Saniyyah Mahmoudi, a Pediatric Nurse Practitioner from Rainbow Center, did a very informative presentation on the relationship between HIV and Heart Disease.

**OPEN FORUM – ANNOUNCEMENTS:**

- Justin Bell expressed a word of thanks and appreciation for the guests who attended the meeting today and encouraged them to come back again.

There were many members who would not be able to make the March 8th meeting due to the OASIS Conference on the same day. A motion was made, seconded and approved that the March meeting be cancelled and the PLWHA meeting to reconvene in April. The next PLWHA will be April 12, 2012.

Transportation for the World AIDS Day meetings will be available from May 2012 - Feb 2013. David Andress will check with Sandra Ellis about funding for Mar & Apr 2012. This transportation is available for Planning Council and proxy members only – not the public.

Mary Glenn will update and make copies of the Community Health Resource Guide.

Meeting was adjourned at 12:52 p.m.



# Metropolitan Jacksonville Area HIV Health Services Planning Council

## Care Coordination Committee

### *Pharmacy and Therapeutics Subcommittee Meeting*

February 9, 2012

The following were present: Co-Chair David Andress, Co-Chair Mark Cleveland, Dr. Robert Catalla, Sandra Ellis, Dr. Frank Emanuel, Kim Geib, Dr. Keecia King, Dr. Ayesha Mirza, Dr. Levonne Mitchell-Samon, Saniyyah Mahmoudi, Calvin Rawson, Melissa Scites, Deidre Kelley, and Sandy Sikes. Rodomir Desir was excused.

**Moment of Silence:** Co-Chair David Andress called the meeting to order at 1:35 p.m. and asked members to observe a moment of silence for those persons infected and affected by HIV/AIDS.

**Announcements:** There were no announcements.

**Old Business:** None.

#### **New Business:**

**Discuss Policy Regarding Pain Medications.** David opened the topic by stating that several dentists in the area have asked if Title A and B Grantees of the Care Act Programs could develop a policy regarding the possible abuses of pain medications with our clients. Any policy that this committee formulates, would be submitted to the Eligibility Committee for their review and acceptance. The end result should be a consistent policy utilized throughout Area 4. Some of the questions and comments brought up during the discussion were:

- Ryan White clients sign a contract for services. If the client is identified as a drug abuser, then there is recourse to drop the client.
- Discussion on the pharmacy trail; whether medications are paid by Part A or through a co-pay, we can only track this if all or a portion of the medications are paid for by the Ryan White program. This would be the only way to know what type of medicine, how often it is being prescribed, and for what purpose, as a way to identify a trend of possible abuse.
- We need to identify more Pain Management Providers to be utilized through sub specialty referrals.

There was a motion to adopt Florida Statute 893.055 and the accompanying Public Records law 893.0551 as a general policy for review by the Eligibility Committee. There was a second and the motion passed.

There was a second motion for Part A and Part B administrative staff to develop a local database to track prescribing and dispensing of narcotics by DOH and AHF Pharmacies. The motion was seconded and passed. The matter will be discussed further at the next meeting in June.

The Eligibility Committee will meet to review Florida Statute 893.055 and 893.0551 to determine actions to be taken by service providers when confronted by repeat offenders.

Dr. Keecia King advised members that they should register with the State database to track dispensing records.

**Adjournment:** There being no additional business, the meeting was adjourned at 3:00 p.m.

**Action Required:** Refer matter to Eligibility Committee.