

# 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

October 27, 2011

4:00 p.m.

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

- I. Meeting Called to Order ..... Frank Emanuel**  
The meeting was called to order at 4:00 p.m. by Vice Chair, Frank Emanuel.
- II. Moment of Silence ..... Public/Members**  
Vice 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 Nathaniel Hendley were called to the table.
- IV. Treasurer's Report.....Ken Fields**  
Treasurer Fields provided a report on the funds that have been collected in the Memorial Fund. A copy of the report has been included in this month's packet. The remaining \$60 collected for Eugene Williams quilt panel will be added to the Memorial Fund.
- IV. Approval of August 25, 2011 Minutes..... Frank Emanuel**  
Vice Chair Emanuel asked for a motion to approve the minutes as presented. There was a motion, it was seconded, call for question, no corrections and the minutes were approved.
- V. Announcements/Comments ..... Council Members**

The Vice Chair Emanuel introduced Sheryl Johnson, Executive Secretary, Behavioral and Human Services Division. Ms. Johnson made the quilt panel in honor of Eugene Williams to represent the many things that he

loved to do. In response Ms. Johnson stated that, “although I personally did not know Eugene, I had the pleasure of putting together this panel in his memory and it made me feel like I knew him. I am grateful for having had the chance to meet Ken Fields, one of his many friends, and hearing about the many wonderful things that meant so much to Eugene. It is my sincere hope that everyone on the Planning Council, his family and friends accept the quilt panel as a token of our love for Eugene.”

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

Dee Kelley announced that an additional \$224,835 in Part A grant funds was received for this year. Of all the EMA/TGAs in Florida, only 2 received additional funding. Tampa received an additional \$8,069 while Ft. Lauderdale-Broward County, Miami-Dade County, Orlando-Orange County, and West Palm Beach-Palm Beach County lost funding. Since receipt of these funds came so late in the grant year, the administrative agency applied the approved percentages of funding for each service category and awarded the additional funds to each service provider. Please keep in mind that the Priority and Allocations Committee will be looking at expenditures in January and reallocating unused funding. The grant for FY 2012 is due Tuesday, November 1. It's finished and ready for submittal.

The Request for Proposals (RFP) for Ryan White Part A/MAI services was released for bid Wednesday, October 12. Proposals are due Wednesday, November 30, 2011. The service providers who score at least 70% on their proposals will be eligible for Part A/MAI funding for the next three years beginning March 1, 2012.

There are 2 seats still available at the Planning Council table for World AIDS Day Luncheon. If you have not already given your name and you would like to go, please let Mary know today. The Coalition for the Reduction/Elimination of Ethnic Disparities in Health also known as CREED is hosting its 4<sup>th</sup> annual World AIDS Day Banquet December 10 in Fernandina Beach and there are seats available for those who would like to attend. Please contact Justin Bell.

Several issues have come up in the past 2 months regarding medications. The Pharmacy and Therapeutics Committee has scheduled a meeting for Wednesday, November 9 at 3:00 p.m. in this conference room. Please mark your calendars if you wish to attend. The November Planning Council meeting will be held on the 3<sup>rd</sup> Thursday of the month, November 17.

Also, it has been brought to the administrative agency's attention that there seems to be some confusion regarding the new PC membership application process. All applications are to come to the administrative agency office, namely Mary Martinez or Deidre Kelley, NOT the Mayor's office. If you are recruiting a member, please give them the paper copy of the application and ask them to mail it back to our office. There will be a return address label on the applications so people know where to send them. It may be easier to apply on line, but the Planning Council has a process for reviewing and approving applications before they go to the Mayor's Office. Finally, due to City budget cuts, Richard Dorman has been relieved of his duties as Contract Manager. Sue Andrews has taken his place.

**VII. Committee Reports**

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

The Committee met on October 4<sup>th</sup> and the report is on page 4. There are no actions required from the meeting.

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

Report of the October meeting is on page 11. The committee has been requested by staff to provide 30-days notice for planned activities and to designate a member, Ms. Bonita Drayton, to handle spontaneous requests for WAC outreach activities. Mrs. Brenda Titus of General Mills Foods gave a presentation on Feeding Dreams, multicultural platform to support African-American consumers, recognizes and celebrates local heroes who have devoted their lives to helping others, nurturing their communities, and charting a better future. There are no actions required.

**Nominating Committee .....Eric McBride**

The Committee met on October 7<sup>th</sup>. The committee is recommending approval of the *revised PC Nominating Committee Operating Procedures* as presented on pages 19-22. Deidre Kelley stated that many of the changes were made in the recruitment process with regards to publicly noticing the community of PC membership recruitment activities in local newspapers and radio stations. It is a challenge in getting the message approved by the Mayor's office, the cost of publishing information in the newspapers, getting the bill in a timely manner, and submitting to city accounting for payment. The committee is recommending that the policy cut out all the high paying advertising agencies and use the ones that are free. The radio stations also require many hours of staff time that also requires approval from the Mayor's office. The rest of the changes made by the committee were due to duplications that were not necessary and just to simplify the procedures. The Vice-Chair asked for a motion to approve the recommendations from the Nominating Committee, it was seconded, call for question, no abstentions and the recommendations were approved.

Secondly, the committee is presenting its *First reading of the 2012 Slate of Planning Council Officers*, on page 24 of the council packet. Vice-Chair Emanuel requested that each person being nominated stand up as their names were called.

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

The committee met on October 13<sup>th</sup> and the report is on page 25. Co-Chair Stokes informed the Council that the meeting went accordingly to the planned agenda. Under new business, nominations for Co-Chair positions in 2012 were: *Mark Cleveland, Eric McBride, and Justin Bell*. Ms. Stokes reminded members of the HOPE Picnic, Saturday, October 29<sup>th</sup>, Riverside Memorial Park, 12:00-4:00 p.m. No action required.

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

Co-Chair Kilpatrick asked Ms. Kelley to go over the details from the meeting due to her absence. The committee went over materials Ms. Kelley had prepared for the committee to review. Ms. Kelley stated that after the work is done a completed Comprehensive Plan for 2012-2014 will be presented to the Council for approval. No action required.

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

Ken Fields introduced guests that were in attendance to view Eugene's quilt panel: Will Kelly, Reginald Brown, Adrian Bray, Darrel Jackson, Thomas, and David Hatfield. Ken expressed heartfelt gratitude in the role he played helping Sheryl Johnson with Eugene's quilt panel.

Justin Bell presented David Andress with a trophy from a fundraising event held for the North Florida Quilt Chapter of The Names Project, AIDS Memorial Quilt. This event was called Quilt Bowl and it was held on September 10, 2011 at Jax Lanes West in Jacksonville, FL. The "skunk trophy" that was presented to David Andress was for Worst Performing Team of the Bowl. Justin Bell was also a recipient of the "skunk trophy" because they were on the same team. This event raised approximately \$1,200 for the local chapter to help pay for annual membership to the Names Project and for shipping and handling fees associated with the annual request for AIDS Quilt Panels for the upcoming World AIDS Events. Members of the North Florida Quilt Chapter will be taking a trip to Atlanta in February to deliver the returning panels as well tour the storage facility for the AIDS Memorial Quilt. The North Florida Quilt Chapter displayed 10 panels at the River City Pride Festival on October 15. Five panels were used for the River City Pride Parade on October 1, 2011. Panels were also displayed at several other locations during the first two weeks of October. On November 12 two panels will be on display at the Red Tie Affair. The next large event will be held in January 2012 at the Metro. Details will be forthcoming. There will be more fund raising events coming up leading to World AIDS Day.

David Andress gave an update on ADAP. Refer to your packet for more information. Marion Merritt spoke about events in conjunction with World AIDS Day and the Connections Conference. Nathaniel Hendley reminded everyone about the HOPE Picnic coming up Saturday, October 29<sup>th</sup>, Riverside Park and the Red Tie Affair. Mark Cleveland spoke about his experience in attending the Patient Care Planning Group (PCPG) meeting. A copy of the minutes from that meeting will be included in next month's packet. Vice-Chair Emanuel stated that Mark's

next report should be included in the agenda. Melissa Scites announced that The UF CARES is hosting a kick-off event for 2011 World AIDS Week. The flyer with the information has been included in your packet.


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

Vice-Chair Emanuel requested that Council members having any announcements should make them at the beginning of the meeting not as part of unfinished or new business.

**X. Adjournment..... Antoinette Turner**

The meeting was adjourned at 4:35 p.m.

Respectfully Submitted,

  
\_\_\_\_\_  
Antoinette Turner, Chair

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

AT:HK:mjm

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

October 4, 2011 4:00 p.m.

The following Planning Council members and staff were present: Antoinette Turner, Frank Emanuel, Heather Kilpatrick, Ken Fields, David Andress, and Deidre Kelley.

**Moment of Silence:** Chair Antoinette Turner called the meeting to order at 4:05 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:**

**Eugene Williams Quilt Panel** – Dee showed Committee members the quilt panel produced by Sheryl Johnson on behalf of the Planning Council. Dee stated that it would be presented at the Planning Council meeting October 27 and then given to the local Quilt Committee to be shown during World AIDS Day events. Dee suggested that the Executive Committee think about how we will handle quilt panel requests in the future.

**Postpone Bylaws Committee Meeting until November 2011** – Dee asked Committee members for authorization to postpone the Bylaws Committee meeting until November as she is still writing the Part A grant application. There was a motion, second and motion was approved unanimously.

**New Business:**

**New Application for Planning Council Membership** – Dee stated that the Mayor's Office has requested that all persons applying for membership to a Mayoral Appointed Board or Commission use a new 6 page application form (see attached). Committee members reviewed the new form and expressed concern that some PLWHA may have difficulty completing the form. Dee stated that after she has finished the Part A grant application she plans to meet with Mia Jones, the Mayor's representative for the appointment of persons to boards, to share Council members concerns.

**Request for Committee Membership** – Edward B. McDonald has applied for membership to the Priority and Allocations Committee. Ken Fields stated that he had recommended Mr. McDonald for membership to the Committee and the Planning Council. Mr. McDonald's attendance at Planning Council meetings was discussed. There was a motion to accept Mr. McDonald's membership to the Priority and Allocations Committee. The motion was seconded and approved unanimously.

**Announcements:** Dee informed members that she had received the final Notice of Grant Award and we had received \$5,805,921 which represents an increase of \$224,835.

David Andress announced that the schedule of World AIDS Week events had been published and distributed a copy to members. In addition, the AIDS Walk is scheduled for Saturday, October 15 and the Picnic of Hope had been scheduled for Saturday, October 29. Both activities will take place in Riverside.

**Adjournment:** There being no additional business, the meeting was adjourned at 4:25 p.m.

**Action to be taken:** No action to be taken.

*Metropolitan Jacksonville Area HIV Health Services Planning Council*  
Nominating Committee  
Meeting Minutes of October 7, 2011

Attendees: Derya Williams, Eric McBride, Antoinette Turner, Annie Youngblood, Ken Fields, Mark Cleveland, Nathaniel Hendley, Sharon Hunter, Jackie Nash (phone), Velda Stokes, Deidre Kelley and Graham Watts.

Moment of Silence: Co-Chair McBride called the meeting to order at 10:00 a.m. and requested a moment of silence to remember those who are infected and affected by HIV.

Old Business: None.

New Business:

Review and Approve Updated Version of PC Nominating Committee Operating Procedures: The Nominating Committee (NC) ensured that its Operating Procedures, which guide the process of recruiting and recommending appointment of Planning Council (PC) members reflected current procedures. A motion was made, seconded, and approved by unanimous vote. The revised procedures are attached.

Selection of Planning Council Slate of Officers for 2012: The NC reviewed a summary of PC members' attendance for the period: August 2010 to July 2011, prepared by the Administrative Agency. Using the 85% PC attendance, the Slate of Officers was developed and discussed. Dee will verify the requirement that all nominees have experience as a PC Co-Chair and make note on the proposed Slate of Officers presented to the PC for first reading. The Administrative Agency will also contact persons nominated to verify their willingness to serve.

Announcements/Comments: The Annual AIDS Walk will take place in Riverside on Saturday, October 15 and the 10<sup>th</sup> Annual Celebration of Hope Picnic will be held in Riverside on Saturday, October 29, 2011 from Noon to 4:00 pm, EST. A planning meeting for the picnic is scheduled for October 12, 2011 at the Boulevard Comprehensive Care Center. Beginning November 2011, each NC agenda will include a line item titled: Reports. This addition will ensure the NC reaches back and monitors the status of decision taken at previous NC meetings. Co-Chair McBride reminded the NC of the ramp-up to January 2012 installation of PC officers as follows: Two readings of the PC's Slate of Officers will occur in this fashion: the first in October, the second in November and the vote taken in December 2011. Officers will be installed in January 2012.

Adjournment: At 10:58 a.m., Co-Chair McBride called for adjournment; the NC approved.

Actions to be taken: Approval of the revised Nominating Committee Operating Procedures as presented. First reading of the 2012 Slate of Planning Council Officers.

*Metropolitan Jacksonville Area HIV Health Services Planning Council*  
**Nominating Committee**  
**Meeting Minutes of October 13, 2011**

**Attendees:** ~~Derya Williams~~, Eric McBride, Antoinette Turner, ~~Annie Youngblood~~, ~~Ken Fields~~, Mark Cleveland, Nathaniel Hendley, Alfreda Telfair, Sharon Hunter, Jackie Nash, Velda Stokes, and Deidre Kelley.

**Moment of Silence:** Co-Chair McBride called the meeting to order at 11:00 a.m. and requested a moment of silence to remember those who are infected and affected by HIV.

**Old Business:**

**Selection of Planning Council Slate of Officers for 2012:** As two of the candidates to be considered for PC office did not meet the criteria of having served as a Committee Co-Chair or PC officer, the NC was asked to review the summary of PC members' attendance for the period: August 2010 to July 2011 for a second time to complete the Slate of Officers. Recommendations were made and approved unanimously. The Slate of Officers for 2012 will be presented to the Planning Council for first reading. The Administrative Agency will also contact persons nominated to verify their willingness to serve.

**New Business:** There was none.

**Announcements/Comments:** There were no new announcements.

**Adjournment:** At 11:28 a.m., Co-Chair McBride called for adjournment; the NC approved.

**Actions to be taken:**

1. Approval of the revised Nominating Committee Operating Procedures as presented.
2. First reading of the 2012 Slate of Planning Council Officers.

**Metropolitan Jacksonville Area  
Services Planning Council  
People Living With HIV/AIDS (PLWHA)  
Committee Meeting Summary  
October 13, 2011  
1809 Art Museum Drive, Jacksonville Florida**

**The following were present:** Velda Stokes, David Andress, Dee Kelly, Nathaniel Hendley, Eric McBride, Antoinette Turner, Justin Bell, Zane Urbanski, Sharon Hunter, Mark Cleveland, Leon Green, and Mary Glenn. Guest present were Joe Lourcey and Doug Degenhardt. Sandra Ellis with the AIDS Program Office will provide support and take minutes.

Velda Stokes called the meeting to order at 12:05 pm. In addition, asked the group for a moment of silence to remember those who are living with and have passed on from HIV/AIDS. After introductions of members and guests, Nathaniel Hendley read the PLWHA Statement of Purpose

As rotating co-chair, Annie Youngblood was to have participated today but was unable to attend. Velda Stokes filled the role and Annie will take over at the November meeting

**OLD BUSINESS:**

- Dee Kelly spoke to the group about the make-up of this meeting; the old Consortia make-up with officers and bylaws does not align with the Planning Council sub-committee process. Dee provided copies of the Planning Council Committee Membership and Voting Policy. There should be two co-chairs (appointed by the Planning Council) no other officers. Dee has provided parliamentary training to everyone. Lead Agency Staff will provide support and take minutes. The PLWHA Statement of purpose is the focus of this committee, training, education, and advocacy.
- As this committee has not met for the last two months, a review and discussion of the committee's membership marketing plan. Leon Green provided an update of the last project he and Paul Labonte had worked on. Members provided further ideas to promote consumers attendance.
- Administrative staff has received five applications from PLWHA for Planning Council membership; they are in review at this time.

**NEW BUSINESS:**

- Nominations for Co-Chair positions in 2012 were received to submit to the Executive Committee. The members nominated were Eric McBride, Mark Cleveland, and Justin Bell.
- Goals and Objectives for 2012 for the focus of this realigned group. These ideas will include Marketing for new members, Prevention of new infections and Connections Conference which will focus on education

**OPEN FORUM – ANNOUNCEMENTS:**

- Celebration of Hope Picnic will be Saturday, October 29, at Riverside Memorial Park from 12:00 Noon. to 4:00 P.M.
- Connections Conference Committee needs assistance for this year, Max Wilson is leading it and the next meeting is scheduled for Tuesday, October 18, 2011 at 11:00 A.M. and meeting at Northeast Florida AIDS Network (NFAN).

Meeting adjourned at approximately 1:15pm.



**METROPOLITAN JACKSONVILLE AREA  
HIV HEALTH SERVICES PLANNING COUNCIL  
CARE COORDINATION COMMITTEE  
COMPREHENSIVE PLAN SUBCOMMITTEE  
October 13, 2011**

**Members and staff in attendance:** Mark Cleveland, Patricia Sampson, Kim Geib, Sandra Ellis, Justin Bell, Zane Urbanski, Dee Kelley, Graham Watts, and Brian Hopkins.

**Call Meeting to Order:** In the absence of Co-chair Heather Kilpatrick or Co-chair Ellen Schmitt, Dee Kelley called the meeting to order at 1:40 p.m. and asked everyone to observe a moment of silence for those infected and affected by HIV in the Jacksonville TGA.

**Announcements/Comments from the Public:** There were no comments from the public.

**Review Section 1 A-H of 2012-2015 Comprehensive Plan Guidance.** Dee reviewed each item in Section 1 that included descriptions of the local HIV/AIDS epidemic, current continuum of care, client care needs and capacity development needs, priorities for the allocation of funds, gaps in care, prevention and service needs, and barriers to care. Graham reviewed evaluation data measuring our successes and failures at meeting goals set in the 2009-2011 Comprehensive Plan. Missing data skewed the results so it was difficult to adequately assess whether we had met our goals or still had work to do. Dee will be getting with our Ryan White funded medical providers to get the data we need to complete the analysis. There was great discussion of the materials presented and ideas generated for improving the goals and objectives to be developed in the plan for 2012-2014. Tasks to be completed for future meetings are as follows:

<b>Plan of Action</b>			
<b>Objective</b>	By May 21, 2012 the Jacksonville TGA has an updated Comprehensive Plan that satisfies all the requirements of the plan's instructions as certified by two independent reviewers.		
<b>Action Items</b>		<b>Action Owner</b>	<b>Due Date</b>
<b>I. Where are we now?</b>	A – H	Dee Kelley	October 13, 2011
<b>II. Where do we need to go?</b>	A – E	Todd Reese, Graham Watts, Dee Kelley	November 10, 2011
	F	Todd Reese, Sandra Ellis, Graham Watts	
	G	Sandra Ellis, Kendall Guthrie, Kim Geib, Max Wilson	
<b>III. How will we get there?</b>	A – E	Todd Reese, Sandra Ellis, Graham Watts	January 12, 2012
	F	Graham Watts	
	G	Sandra Ellis	
	H	Heather Kilpatrick, Kim Geib	
	I	Zane Urbanski	
	J	Pat Sampson, Antoinette Turner	
<b>IV, How will we monitor progress?</b>	A	Committee	February 9, 2012
<b>Review of completed document</b>		Committee	March 8, 2012

**Adjournment:** There being no further business to discuss, the meeting was adjourned at 3:30 p.m.

**Action to be taken:** None.

*November 2011*  
*Metropolitan Jacksonville Area*  
*HIV Health Services Planning Council*

Have a wonderful Thanksgiving Holiday.		<b>All Saints Day 1</b> 4 pm Executive Cmte	<b>2</b>	<b>3</b> 9 am WAC Cmte	<b>4</b> 10 am Nominating Cmte.	<b>5</b>
<b>6</b> 	<b>7</b>	<b>8</b> 10 a.m. Case Mgmt Super	<b>9</b> 3 pm Pharmacy/Therapeutics Mtg	<b>10</b> 12-1:00 pm PLWH/A Cmte 1:30 pm Bylaws Cmte 2:30 pm Comp Plan	<b>11</b> 	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> 4 pm Planning Council	<b>18</b> 9 am Provider Mtg <b>Cancelled</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> 	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	All Planning Council and other Committee meetings will be held at: 1809 Art Museum Drive, Suite 100 Suite 100, Large Conference Room unless otherwise specified. For inquiries, please contact Mary Martinez at 630-4661		