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
Jacksonville, FL 32207

AGENDA

Meeting Date: 4:00 PM - Thursday, October 24, 2013

Call to Order — Alfreda Telfair

Moment of Silence

Roll Call — Melissa Scites

Public Comments — General Public
(Speakers should fill out a Blue Card and turn in to Council Chair Telfair prior to start of today's meeting.)

Approval of July 25, 2013 Minutes — Alfreda Telfair

Treasurer's Report — Patricia Sampson

Administrative Agency Report — Deidre Kelley

Committee Reports

- *PLWHAA* — Page 5 — Justin Bell
  (People Living With HIV/AIDS and Affected Community)

- *Women, Adolescents, and Children* — Page 11 — Gloria Coon

- *Pharmacy & Therapeutics* — Page 15 — Frank Emanuel

  Approval of the updated local Ryan White Formulary

- *Bylaws* — Page 21 — Heather Kilpatrick

  Second reading and vote of the proposed changes to Bylaws Article X, Standing Committees, Section 1, and to Policies and Procedures 2006-01.

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.

- *Executive* Page 25 Alfreda Telfair

Motion to approve funding allocation for FY2014 (ROLL CALL VOTE)

- *Nominating* Page 31 Antoinette Turner / Mark Cleveland

  - Submit the names of Nathaniel Hendley and Sharon Hunter for recommendation to Mayor Brown as appointees to the Jacksonville Planning Council.

  - Discussion on the 2014 Slate of Officers.
    (*Does the Council wish to waive Procedure 2006-02 during this meeting to allow nominations from the floor?*)

Report on VISTA Ellen Schmitt

Unfinished Business Members

New Business Members

- Council to decide on donation in memory of Ken Fields (either Cancer or AIDS)
- Discussion on the adoption of Procedure No. 2013-01, regarding designated proxies

Announcements Members

- Planning Council meeting Thursday, November 21 at 4:00 p.m. *(this is the 3rd Thursday of the month)*

Adjournment Alfreda Telfair

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
Jacksonville, FL 32207

MINUTES

Meeting Date: Thursday, October 24, 2013

Council Members Present: Alfreda Telfair *(Chair)*, Ellen Schmitt *(Vice-Chair)*, Melissa Scites, (*Secretary*), Patricia Sampson *(Treasurer)*, Justin Bell *(PLWHA Rep)*, Heather Kilpatrick *(Parliamentarian)*, Verlon Blair, Mark Cleveland, Gloria Coon, Frank Emanuel, Kimberly Geib, Eric McBride, Marion Merritt, Jacquelyn Nash, Carolyn Patterson, Errol Schell, Velda Stokes, Antoinette Turner, Max Wilson, and Annie Youngblood

Proxy Members Present: Gloria Ealey, Nathaniel Hendley, and Sharon Hunter

Council Members Absent: Paula Burns, Tammy Morris, Gregory O'Gwinn, Jr., and Sharon Peterson

Support Staff Present: Deidre Kelley, Sue Andrews, Sandra Sikes, and Mary Martinez

Guests: Treva Davis, Pamela Dry (Vitas), Kendall Guthrie, Jerry Murray, Roberto Polanco, Jennie Poma (Vitas), Torrencia Shiloh, and Heather Vaughan

Call to Order

The meeting was called to order at 4:06 p.m. by Chair Alfreda Telfair.

Moment of Silence

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

Roll Call

Chair Telfair called Verlon Blair and Marion Merritt to the table to be seated as the newest members of the Council. Secretary Melissa Scites took the roll. Proxy member Gloria Ealey was called to the table and a quorum was declared.

Public Comments

There were no public comments at this time.

Approval of Minutes

A motion was made and seconded to accept the July 25, 2013 Minutes as presented. The motion was carried.

Treasurer's Report

Treasurer Pat Sampson reported that as of September 28, 2013 the Ryan White Memorial Fund had a balance of $521.99.

Administrative Agency Report

The Part A Grant Application was submitted on time. Administrative Agency staff have been participating in conference calls and webcasts regarding the Affordable Care Act and hope to have a presentation for you at our next meeting. Michael Ruppal of the AIDS Institute has recommended that HIV/AIDS service providers wait to assist eligible PLWHAs in enrolling in the health insurance marketplace until we have more information regarding available policies. There's concern that most policies don't have the medication coverage that PLWHAs on antiretrovirals will need. Dee Kelley and Sandy Sikes will be attending the Patient Care Planning Group meeting in Tampa the first week in November where a summary of plans will be presented.

The Eligibility Committee will be meeting in November or December to start looking at eligibility criteria for health insurance premium and co-payment assistance. We currently have 497 PLWHA with incomes between 100% and 400% of poverty level, who are receiving Ryan White Part A assistance and who will be eligible for health insurance under the Affordable Care Act. If all 497 were to request assistance in paying their health insurance premiums at an average of $200/month, we would need an additional $1,192,800 to cover the cost. With this in mind, the Planning Council needs to start looking at ways to meet this challenge.

For those of you who may not have heard, Gloria Coon was invited to be a guest speaker at the Mary Singleton Center on September 18 as part of their National HIV/AIDS and Aging Awareness Day event. Justin Bell was invited to be a guest speaker at the Lake City Pride event September 28. The AIDS Walk September 28 was also a big success with over 500 people participating.

Committee Reports

PLWHAA — Justin Bell

The committee met in August and several members continue working on updates to the Blue Book. As a reminder, Nathaniel Hendley is still looking for a PLWHA who can take over as Area 4 CAG Representative.

The committee met in October and conducted a Priority and Allocation exercise that helped explain how this process works on the Planning Council level.

Women, Adolescents, and Children

Gloria Coon

The committee met in August and October and their reports are in the packet. Alfreda Telfair was a guest speaker at a Purity Seminar in August, and Gloria Coon was a keynote speaker at Mary Singleton for National HIV/AIDS & Aging Awareness Day September 18.

Pharmacy and Therapeutics

Frank Emanuel

The committee met in August and finalized the formulary. A **motion** was made by Frank Emanuel, seconded by Velda Stokes, **to approve the revised Ryan White Formulary**. There was no discussion and the motion was approved.

Bylaws

Heather Kilpatrick

There was a second reading of the proposed changes to the Bylaws. **Motion** made by Justin Bell, seconded by Gloria Coon**, to accept the proposed changes to Bylaws Article X, Standing Committees, Section 1, and to Policies and Procedures 2006-01**. A discussion followed, and Heather reiterated what the process currently is, which is that applications from non-Council members who want to join a committee are approved by the Executive committee. In a lot of cases, the Executive Committee does not know the individuals, and are going totally on the recommendation of the Committee Co-chair. The proposed revision would give the Committee Co-Chairs the final authority to approve applications for non-Council members to join their committee. The Committee Co-Chairs are not picking individuals to join, but rather simply approving their applications. A vote was taken and the motion passed.

On another matter, a **motion** was made by Justin Bell, seconded by Melissa Scites**, to adopt Policy and Procedure 2013-01 regarding designated proxies**. Discussed followed; the new procedure would allow all members of the Planning Council to have two proxies to fill in for them in case of the member's absence. However, the absence of the member would still be counted. After a lengthy debate, the vote was taken: 8 in favor and 11 opposed, and the **motion was defeated**.

Executive

Ellen Schmitt

The Executive Committee met in September and October. The committee reviewed the break-out of the dollar funding allocation for next year; a chart showing these amounts can be found on page 26 of the Planning Council packet. **Motion** made by Heather Kilpatrick, seconded by Frank Emanuel, **to approve the funding allocation for FY2014**. There was no discussion and following a roll call vote, the motion was approved.

Justin Bell	Y	Eric McBride	Y	Melissa Scites	Y
Verlon Blair	Y	Marion Merritt	Y	Velda Stokes	Y
Mark Cleveland	Y	Jackie Nash	Y	Alfreda Telfair	Y
Gloria Coon	Y	Carolyn Patterson	Y	Antoinette Turner	Y
Frank Emanuel	Y	Pat Sampson	Y	Max Wilson	Y
Kim Geib	Y	Errol Schell	Y	Annie Youngblood	Y
Heather Kilpatrick	Y	Ellen Schmitt	Y	Gloria Ealey (as Proxy)	Y

Nominating Mark Cleveland / Antoinette Turner

The Nominating Committee met in August and October, and looked at recommending new members to the Planning Council as well as certifying the eligibility of members to run for Council office.

Motion made by Frank Emanuel, seconded by Justin Bell, **to submit the name of Nathaniel Hendley for recommendation to Mayor Brown as appointee to the Jacksonville Planning Council**. The motion was approved.

Motion made by Max Wilson, seconded by Velda Stokes**, to submit the name of Sharon Hunter for recommendation to Mayor Brown as appointee to the Jacksonville Planning Council**. The motion was approved.

Antoinette Turner presented the slate of officers for 2014, and asked the Planning Council if they wanted to keep the slate as is, or if they wanted to accept additional nominations from the floor, since there is currently only one candidate running for each office. **Motion** made by Justin Bell, seconded by Marion Merritt, **to waive Procedure 2006-02 during this meeting and allow additional nominations from the floor**. After considerable debate, the vote was called and the **motion was defeated**.

Another **motion** was made by Jackie Nash, seconded by Verlon Blair, **to accept the slate of officers as is**. There was discussion before the vote, and the motion passed.

Agency Report – VITAS

At the invitation of Council Member Ellen Schmitt, Jeannie Poma and Pamela Dry of Vitas provided information and a short history on their company. Vitas provides hospice home care to clients in this area, and their services are covered under Medicare/Medicaid.

Unfinished Business

There was no unfinished business to come before the Council.

New Business

- Council Member Ken Fields passed away September 26, and per our custom, a $60.00 donation from our memorial fund will be made to a charity in Ken's name. A **motion** made by Justin Bell, seconded by Marion Merritt, **allows for the Administrative Agency to proceed with issuing this donation as soon as a charity is identified**. Motion passed.

- The discussion on Procedure No. 2013-01 regarding designated proxies was handled earlier during the Bylaws committee report.

Announcements

- The next Planning Council meeting is scheduled for November 21.

- North Florida Quilt Chapter meets Tuesday, November 12 at 6:00 p.m.

- Mark Cleveland noted that there is a new policy for Boulevard (BCCC) patients. Following the patient's doctor visit, the patient must now return to the waiting room and wait an additional 15 to 20 minutes for the final step in the check-out process. Mark has since learned that this new policy was initiated by the Inspector General of Florida. Mark asks that if any of our local agencies are aware of policy or procedural changes, that they let the Planning Council know.

Adjournment

The meeting was adjourned at 5:30 p.m. by Vice Chair Ellen Schmitt.

Alfreda Telfair, Chair

Melissa Scites, Secretary

AT/MS:ss

Metropolitan Jacksonville Area
HIV Health Services Planning Council

PLWHAA COMMITTEE

(People Living With HIV/AIDS and Affected Community)
Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Thursday, August 8, 2013

Committee Members Present: Justin Bell (*Co-Chair*), Jim Bernert, Bill Brim, Gloria Coon, Nathaniel Hendley, Sharon Hunter, Eric McBride, Gregory O'Gwinn, Torrencia Shiloh, Velda Stokes, Antoinette Turner, and Charles Wilkerson

Support Staff Present: Denise Jackson and Sandy Sikes

Guests: Jason Clark, Dwayne Guillemette, Robert Oda, James Perrigan, and Brandi Williamson

Call to Order
The meeting was called to order at 12:10 p.m. by Co-Chair Justin Bell.

Moment of Silence
Members observed a moment of silence for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

Purpose Statement
Gregory O'Gwinn recited the PLWHAA Purpose Statement.

Introductions of Members and Guests

Reports:

- Community Resource Book Updates (Blue Book)
  Gregory O'Gwinn reported that he's received most of the updates from the sub-committee members; he is still waiting on a couple more updates. The AIDS Prevention Office recently informed us that there are no funds to re-print the Blue Book at this time. Also, there are close to 10,000 copies of this book still left on the shelves. The alternative course we are now looking at is to just do an addendum to the book. This may be a one page insert of updated phone numbers, websites, or additional service providers that have changed or been added since the original Blue Book was published. When Gregory receives all the information, he will send this over to Denise Jackson who will do the update.

- Food Bank/Community Garden
  No report from Eric Lawson regarding this. Jason Clark from Lutheran Social Services food bank gave the group some information regarding their food bank; LSS is expecting a delivery the following day and there appears to be plenty of food for the community's needs. Justin also mentioned that thanks to Second Harvest, Nassau County now has a food distribution the last Thursday of every month at the Peck Center.

Unfinished Business

None

New Business

- Buddy System
  Nathaniel commented that he would like to see this committee re-instate the 'Buddy System'. This was a one-on-one outreach program where PLWHA's helped other PLWHA's with navigating the system. Nathaniel said he would like to see the PLWHAA committee connect with other HIV infected individuals who could use our help, and he offered to head up this sub-committee. Justin reminded the group of the Sunshine Law and how it affects members mentoring each other. Committee members can call and email each other for mentoring and fellowship; they just cannot discuss committee or Planning Council business.

- 2014 CONNECTIONS Conference
  We need to begin planning now for the 2014 CONNECTIONS Conference. The last year we had a conference, it was the AIDS Program Office who actually put it on. We would like to have this conference held during World AIDS Week in December 2014.

Announcements

- Nathaniel is still looking for a PLWHA who is interested in eventually taking over as the Area 4 CAG (*Florida Statewide Consumer Advisory Group*) rep.

- BCCC Advisory Board meets the third Thursday of the month from 10:30 to noon. Meeting location is the Health Department – 515 W. 6th Street. The Advisory Board coordinates two events each year, the Hope Picnic and the Evelyn Phillips Banquet.

- Those attending the Oasis Conference on September 27-29, are asked to bring literature and information back to this committee.

- No PLWHAA Committee meeting in September.

Adjournment

The meeting was adjourned at 1:25 p.m.

ACTION REQUIRED: No action required.

Metropolitan Jacksonville Area
HIV Health Services Planning Council

PLWHAA COMMITTEE

(People Living With HIV/AIDS and Affected Community)
Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

Summary of action

Meeting Date: Thursday, October 10, 2013

Committee Members Present: Justin Bell (*Co-Chair*), Annie Youngblood (*Co-Chair*), Jim Bernert, Gloria Coon, Nathaniel Hendley, Sharon Hunter, Yolanda Kellam-Carter, Torrencia Shiloh, Velda Stokes, Antoinette Turner, and Charles Wilkerson

Support Staff Present: Denise Jackson, Deidre Kelley, Graham Watts, Mary Martinez, and Sandy Sikes

Guests: Lee Hamby, Gerardo Martinez, and Frieda Saraga

Call to Order

The meeting was called to order at 12:15 p.m. by Co-Chair Annie Youngblood.

Moment of Silence

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

Purpose Statement

Torrencia Shiloh recited the PLWHAA Purpose Statement.

Self Introductions

Public Comments

- *Member asked how long the new dental office is expected to remain on King Street? Will Department of Health be relocating the dental office to another location in the near future?* Torrencia Shiloh and Denise Jackson both answered that the adult dental clinic returned to its former site (120 King Street) and is expected to remain there. Torrencia stated that the new Director for the Health Department is very committed to making services as easy to access as possible. Justin stated that one of his peers recently went to the dentist office after it returned to King Street, and reported that the service and staff are first rate. Clients can call 253-1287 for dental appointments.

Program:

- Lee Hamby talked about a new play opening October 17, titled "*Elegies for Angels, Punks, and Raging Queens*". The play has a cast of over 40 actors/actresses and centers around a celebration of lives lived, loved, and lost from AIDS. Performances will be held October 17, 18, and 19 at The Pangea Live, 956 North Liberty Street (between State and First Streets). Tickets are $15.00 at the door.

- Priority & Allocation Workshop: Justin Bell and Sandy Sikes led a workshop showing the members how the Priority & Allocations Committee goes about determining how Ryan White funds are allocated. Members were divided into two groups, and each group was assigned to come up with the 15 top services they felt was needed in the local community. When the two groups joined back up, they then had to decide on their final list of 15 services. From there, the committee came up with percentage of funding each service would receive. After completing that step, the PLHWAA committee compared their numbers with what the Planning Council had actually approved for FY2014.

Reports:

- Community Resource Book Updates (Blue Book)
  Gregory O'Gwinn provided his report prior to the meeting, saying that the first draft is done and he will be emailing it to Justin in the next couple of days.

- First Coast AIDS Walk
  Justin stated that Avery Gardner provided a report at Tuesday's World AIDS Day Committee meeting. Avery reported that 500 people participated in the Walk on September 28, and $10,000 was raised. This Walk was considered to be a great success.

Unfinished Business

None

New Business

None

Announcements

- Sharon Hunter thanked everyone who participated in the HOPE Picnic on October 5. Plans are underway for next year's Picnic.

- Gloria Coon has been selected to represent UF CARES women's support group, and she will be attending a conference later this month in Puerto Rico.

Adjournment

The meeting was adjourned at 2:15 p.m.

ACTION REQUIRED: No action required.

WORKSHOP EXERCISE ONLY

PLWHAA Committee's 10/10/13 WORKSHOP on the Priority & Allocation process	PLWHAA Committee's Numbers:		What Planning Council did for 2014		2013 Funding
CORE Services					
Outpatient/ambulatory medical care	25.00		33.90		32.36
AIDS Pharmaceutical Assistance - local	12.00		14.40		15.15
Oral Health care	8.00		8.30		6.28
Early Intervention Services (EIS)	0.00		0.00		0.00
Health insurance premium & cost sharing assistance	0.00		0.30		0.49
Home Health Care	2.00		0.00		1.02
Home and Community-based Health Services	0.00		0.00		0.00
Hospice Services	0.00		0.00		0.00
Mental Health Services	5.00		4.70		6.44
Medical Nutrition Therapy	1.00		0.80		0.76
Medical Case Management Services	18.00		24.81		24.99
Substance Abuse Services - Outpatient	4.00		0.90		1.21
CORE Sub-total:	75.00		88.11		88.70

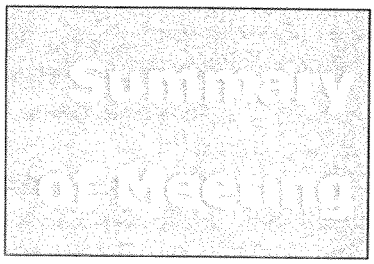
SUPPORT Services	PLWHAA Committee's Numbers:		What Planning Council did for 2014		2013 Funding
Non-Medical Case Management	9.00		5.00		3.83
Child Care Services	2.00		0.24		0.23
Pediatric Devel. Assessment & Early Intervention	0.00		0.00		0.00
Emergency Financial Assistance	0.00		0.00		0.00
Food Bank / Home-Delivered Meals	0.00		0.00		0.00
Health Education / Risk Reduction	0.00		0.00		0.00
Housing Services	2.00		0.00		0.00
Legal Services	3.00		2.60		2.69
Linquistics Services	0.00		0.00		0.00
Medical Transportation Services	3.00		0.30		0.66
Outreach Services	3.00		0.75		0.00
Permanency Planning	0.00		0.00		0.00
Psychosocial Support Services	0.00		0.00		0.00
Referral for Health Care / Supportive Services	0.00		0.00		0.00
Rehabilitation Services	0.00		0.00		0.00
Respite Care	0.00		0.00		0.00
Substance Abuse Services - Residential	3.00		3.00		3.89
Treatment Adherence Counseling	0.00		0.00		0.00
SUPPORT Sub-Total:	25.00		11.89		11.30

100.00	100.00	100.00

Metropolitan Jacksonville Area
HIV Health Services Planning Council

WOMEN, ADOLESCENTS, and CHILDREN COMMITTEE

Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207



Meeting Date: Thursday, August 1, 2013

Committee Members Present: Melissa Scites *(Co-Chair),* Bonita Drayton, Carole Ann Faria, Carol Fulton, Audrey Green, Ciera Morris, Helen Mundy, and Carolyn Patterson

Support Staff Present: Mary Martinez

Guests: Julie Cromer (AHF) and Ella Russell

1. **Call to Order**
   The meeting was called to order at 9:05 a.m. by WAC Co- Chair Melissa Scites.

2. **Moment of Silence**
   There was a moment of silence for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

3. **Introductions**
   Members did self-introductions.

4. **Unfinished Business**
   - National HIV Testing Day.: Group gave a debriefing on their event held Thursday, June 27 at Gateway Mall.

     - Bonita stated that the Van was sent back due to not being able to park where they wanted to put it in the front next to their table site. Next year, the committee may want to consider an alternate location.

     - Bonita said they tested about 35 people but overall count of consumers present was at 80. It was a slow start but it picked up from 12-3:30 pm. Great vendor participation with many agencies represented.

     - Hot dogs went well with everyone and the remaining buns were sold to another hot dog vendor for $10. Bonita said that the money will go towards the committee's next event.

     - Carole suggested that perhaps next year to ask Cheryl Houston, Victim's Services, to put on her clown costume for the kids to keep them entertained while the adults are getting tested.

- Oakwood Villa Apartments: Audrey reported that another health fair is scheduled for August 16 at 1:00 p.m. Bonita Drayton stated that the W.A.C. Committee will be participating and their target will be women of child bearing age and at high risk. Also, there will be a discussion on safe sex, testing, HIV, and pregnancy. A flyer is being developed and will be distributed soon.

- Greater Refuge Ministries: An upcoming health fair is being planned and Dr. Pinkney will contact Alfreda when the date and details are finalized. The church is located on Lem Turner and Rowe Avenue.

- Other Health Fairs: Saturday, August 3...13th Annual Back to School Rally and Health Fair, Gateway Mall, Shands Wellness and Education Center, 10 a.m. – 2 p.m. There will be free school supplies (while they last), school physicals until 1:30 p.m., free immunizations (children must be well and parents must bring child's up-to-date shot record), and adult health screenings (BP/glucose/total cholesterol).

- The group asked about the list of pamphlets that the committee would like to order. Need to check with Sandy on the status. It was also mentioned the Sexversations Cards were taken at the testing event.

- W.A.C. Calendar: Members requested the calendar at the **next meeting** of **September 5th** and all future meetings.

5. **New Business**:

   Saturday, August 3...New Town Success Zone, 5th Annual Back to School Event, 9 a.m. – 1 p.m. This event will take place at Edward Waters College, Adams Jenkins Gymnasium. Giving away school supplies, physicals, vision screening, speech and hearing screening and healthy snacks.

   Monday, September 16...Bingo night at Hamburger Mary's, 7:30 p.m., proceeds to benefit UF CARES.

   Saturday, September 28...First Coast AIDS Walk, more information will be forthcoming.

   Saturday, November 9...Greater Church of GOD by Faith will be hosting their Thanksgiving Basket drive to benefit families in need. The committee is encouraged to participate.

   Thursday, December 5...City Wide Testing Event, more information will be forthcoming.

6. **Open Forum**:
   - There was a discussion on Hispanic participation and linking with agencies that has a Spanish speaking staff. Julie Cromer, Pharmacy Specialist, AHF Pharmacy, informed the committee that she speaks Creole and Spanish and interested in reaching out to Spanish speaking persons. If anyone wants to call her to lend a hand with clients please do not hesitate to contact her (business card was passed around).

7. **Adjournment**

   The meeting was adjourned at 9:45 a.m.

ACTION REQUIRED: None

Metropolitan Jacksonville Area
HIV Health Services Planning Council

WOMEN, ADOLESCENTS, and CHILDREN COMMITTEE

Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Thursday, October 3, 2013

Committee Members Present: Gloria Coon *(Co-Chair),* Carole Ann Faria, Carol Fulton, Audrey Green, Helen Mundy, Carolyn Patterson, Shireathia Robinson, Errol Schell, Alfreda Telfair, Nakkia Williams, and Brandi Williamson

Support Staff Present: Sandra Sikes

1. **Call to Order**
   The meeting was called to order at 9:00 a.m. by Co-Chair Gloria Coon.

2. **Moment of Silence**
   There was a moment of silence for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

3. **Introductions**
   Members did self-introductions.

4. **Public Comments**
   There were no public comments.

5. **Unfinished Business**
   - W.A.C. Presentation: Brief discussion on whether the committee wants to put together a Power Point presentation for upcoming events. This is a 'work in progress' and members will continue to discuss from time to time.

6. **New Business**:
   - Condom Blast: A number of agencies will be participating in this event, scheduled for Thursday, December 5. Locations are still be scouted; there will be a number of locations where condoms will be distributed, and also several testing sites.
   - 2013 Calendar:
     - W.A.C.'s next committee meeting will be November 7.
     - By consensus, the committee agreed not to meet in December.
     - There has been no further contact from Dr. Pinkney of Greater Refuse Ministries regarding a health fair at her church.
     - The November 9 health fair at Greater Church of God has been confirmed.
     - Next month Helen and Sandy will work on letters to mail out to local churches, letting them know about the 2014 National Week of Prayer for the Healing of AIDS.

7. **Open Forum**:
   - In August, Alfreda was a speaker representing W.A.C. at the Purity Seminar that was sponsored by SCAL Ministries and the Executive Council of The Experience. She said approximately 16 students attended the seminar.
   - Gloria discussed her speaking engagement at Mary Singleton on September 18, for National HIV/AIDS & Aging Awareness Day. She said the event was well received and approximately 20 people were tested.

8. **Announcements**
   - The next W.A.C. meeting will be Thursday, November 7.

9. **Adjournment**
   The meeting was adjourned at 10:00 a.m.

ACTION REQUIRED: None

Metropolitan Jacksonville Area
HIV Health Services Planning Council

PHARMACY and THERAPEUTICS COMMITTEE

Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Tuesday, August 20, 2013 – 1:30 p.m.

Committee Members Present: Frank Emanuel (*Co-Chair*), Melissa Scites (*Co-Chair*), Dana Barnes, Rodomir Desir, Sylvia Jackson, Saniyyah Mahmoudi, and Ephraim Riggins

Absent: David Andress, Robert Catalla, and Sandra Ellis

Support Staff Present: Deidre Kelley and Sandy Sikes

Guests: Verlon Blair, Jerry Murray, and LeMorris Prier

Call to Order

The meeting was called to order at 1:35 p.m. by Co-Chair Frank Emanuel.

Moment of Silence

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

Unfinished Business

- Review of the current Ryan White Formulary
  Rodomir Desir and Sylvia Jackson reviewed the 12-month utilization of medications on the current formulary and were able to reduce the number of medications to just under 200. Their revised formulary included the addition of Symbicort and listed the drugs by brand name and generic counterpart. During the committee's review of the revised formulary, it was noted that several drugs were listed as a single formulation and also as combination formulations. The **group decided** by consensus **that the combinations could be dropped, and that a footnote would be added to the formulary stating that a combination of the drugs listed could also be used**. Deleting these combination formulations from the list opened approximately twelve slots for the addition of more drugs.

  Discussion among the participants centered on whether we could just list the term 'insulin' and have it count as one slot, or if we need to list the specific drug names for insulin. It **was decided to use the specific drug names**. Even with this change, the size of the formulary should remain around 200. The formulary will not list test strips or lancets by name. Melissa asked if a third column could be added to the formulary for categories of medications. Rodomir said he would take care of this.

- Medication Formulary Change Request Form
  Committee members looked over this form a final time. **Motion** was made by Melissa Scites, seconded by Sylvia Jackson, **to begin using the Ryan White Pharmacy and Therapeutics Committee's Medication Formulary Change Request Form**. This form would be submitted to the Ryan White Part A Office, or to a member of the P & T Committee, whenever a medication is requested to be added or taken off the current formulary. The request will be taken up during the next P & T Committee meeting. If there is no P & T Committee meeting scheduled, Dee Kelley will advise the committee co-chairs so that the co-chairs can call for a committee meeting. The motion was voted on and approved.

- Medication Requests from Out-of-Ryan White-Network
  Committee members reviewed the PAC Waiver Processing form that was written to establish a process for handling medication requests occasionally received from out-of-our-network providers. A Medication Assistance Authorization Request was also attached to the PAC Waiver Processing form. Members offered the following suggestions for the PAC Waiver form:

  - Boulevard Comprehensive Care Center (BCCC) is the only provider listed. AHF should be added in addition to BCCC (see items 2.b, 4., and 7. on the form).

  - Change wording from 'BCCC Pharmacy' to 'authorized pharmacy'.

  - Requested that Dee Kelley make these revisions and then forward the form to Todd Reese at AHF for his review and input.

  A **motion** was made by Melissa Scites, seconded by Rodomir Desir, **to approve the PAC Waiver Processing form after the above revisions have been made and after review and possible revisions are made by Todd Reese**. The motion was approved.

  Two other questions were brought up during this time:
  Q: Can the committee get a list of who can approve PAC Waiver co-payments?
  A: Dee said she would forward the list to everyone on the P & T Committee.

  Q: For the Ryan White Override Form, is it for the life of the prescription?
  A: Yes.

New Business
- None

Announcements
- Rodomir announced that the business arrangement between Magic Johnson and AHF has been terminated. Going forward, their pharmacy will simply be known as the AHF Pharmacy.

Adjournment
The meeting was adjourned at 2:25 p.m.

Planning Council action to be taken: Approval of the updated Ryan White Formulary

Brand Name	DRUG NAME
Abilify	ARIPIPRAZOLE
Accu-Check, Contour, One Touch, FreeStyle, Easy Touch, Microlet, True Test, True Balance	INSULIN TEST STRIPS / LANCETS
AccuNeb, ProAir, Proventil, Ventolin	ALBUTEROL
Accupril	QUINAPRIL
Aczone	DAPSONE
Adalat, Afeditab, Nifediac, Nifedical, Procardia,	NIFEDIPINE
Adoxa, Avidoxy, Doryx, Monodox, Oracea, Periostat, Vibramycin	DOXYCYCLINE
Adroderm, Androgel, Striant, Testim, Testro AQ, Testopel Pellets, Axiron, Fortesta	TESTOSTERONE
Advair	FLUTICASONE / SALMETEROL
Advil, Caldolor, Motrin,	IBUPROFEN
AeroBid, Nasarel	FLUNISOLIDE
Alavert D, Claritin D	LORATADINE / PSEUDOEPHEDRINE
Alavert, Claritin	LORATADINE
Aldactone	SPIRONOLACTONE
Aldara, Zyclara	IMIQUIMOD
Alsuma, Imitrex, Sumavel DosePro	SUMATRIPTAN
Ambien, Ambien Cr	ZOLPIDEM
Amoxil, Moxatag	AMOXICILLIN
Anusol-HC, Locoid,Protocort, numerious OTC products	HYDROCORTISONE
Aplenzin HBr, Budeprion, Buproban, Forfivo, Wellbutrin, Zyban	BUPROPION
Apriso, Asacol, Delzicol, Lialda, Pentasa	MESALAMINE
Ascorbic acid	VITAMIN C
Asmanex Twisthaler, Nasonex, Elocon	MOMETASONE
Astelin, Astepro, Optivar (opth)	AZELASTINE
Atarax, Vistaril	HYDROXYZINE
Ativan	LORAZEPAM
Augmentin	AMOXICILLIN / CLAVULANIC ACID
Aurstat	AURSTAT KIT
Avinza, Kadian, MS Contin, Oramorph SR, Roxanol	MORPHINE
axetil: Ceftin, sodium: Zinacef	CEFUROXIME
Bactrim, Septra, Sulfatrim	SULFAMETHOXAZOLE / TMP
Bactroban, Centany	MUPIROCIN
Baraclude	ENTECAVIR
Bayer, Ecotrin, St. Joseph	ASPIRIN
B-D, Easy Touch, Sure Comfort, Leader, etc.	INSULIN PEN NEEDLES / SYRINGES
Benadryl, Nytol, Simply Sleep, Sominex, Tranquil, Unisom	DIPHENHYDRAMINE
Betasept, Hibiclens	CHLORHEXIDINE
Biaxin	CLARITHROMYCIN
Bio-statin, Mycostatin, Nystop, Pedi-Dri	NYSTATIN
Buspar	BUSPIRONE
Calan, Covera, Isoptin, Verelan	VERAPAMIL
Capex, Derma-Smoothe, Synalar, Retisert, DermOtic	FLUOCINOLONE
Cardizem, Cartia, Dilacor, Dilt-CD, Diltia, Taztia, Tiazac	DILTIAZEM
Cardura	DOXAZOSIN
Carnitine	L-CARNITINE
Catapres, Duraclon, Kapvay, Nexiclon	CLONIDINE
Celexa	CITALOPRAM
Cipro, Proquin	CIPROFLOXACIN
Ciprodex	CIPROFLOXACIN / DEXAMETHASONE
Cleocin	CLINDAMYCIN
Clobex, Comax, Embeline, Olux, Temovate	CLOBETASOL
Cogentin	BENZTROPINE
Combivent, Combivent Respimat, DuoNeb	ALBUTEROL / IPRATROPIUM
Compazine	PROCHLORPERAZINE
Condylox	PODOFILOX
Corgeg	CARVEDILOL
Coumadin, Jantoven	WARFARIN
Cozaar	LOSARTAN

Brand Name	DRUG NAME
Crestor	ROSUVASTATIN
Cymbalta	DULOXETINE
Depakote	DIVALPROEX
Depo-Provera	MEDROXYPROGESTERONE
DI: Dilatrate, Isodril; Mono: Imdur, Ismo, Monoket	ISOSORBIDE
DiaBeta, Micronase	GLYBURIDE
Diflucan	FLUCONAZOLE
Diovan	VALSARTAN
Ditropan, Ditropan XL, Gelnique, Oxytrol	OXYBUTYNIN
Dulera	MOMETASONE / FORMOTEROL
Dyazide, Maxzide	TRIAMTERENE / HCTZ
Dynacin, Minocin, Solodyn	MINOCYCLINE
Effexor	VENLAFAXINE
Elavil	AMITRIPTYLINE HCL
Eliphos, PhosLo, Phoslyra	CALCIUM ACETATE
Endocet, Percocet, Primalev, Roxicet, Tylox	OXYCODONE / APAP
Ensure	ENSURE
Ergocalciferol, Cholecalciferol	VITAMIN D
Esgic, Fioricet, Orbivan	APAP / BUTALBITAL / CAFFEINE
Esidrix, Microzide	HYDROCHLOROTHIAZIDE (HCTZ)
Eucerin	EUCERIN
Fenoglide, Lipofen, Lofibra, Tricor, Triglide	FENOFIBRATE
Flagyl, Metro-gel	METRONIDAZOLE
Flexeril, Fexmid, Amrix	CYCLOBENZAPRINE
Flomax	TAMSULOSIN
Fortamet, Glucophage, Glumetza, Riomet	METFORMIN HCL
Furadantin, Macrobid, Macrodantin	NITROFURANTIN
Gablofen, Kemstro, Lioresal	BACLOFEN
GaviLAX, GlycoLax, Miralax	POLYETHYLENE GLYCOL
Geodon	ZIPRASIDONE
Glucotrol	GLIPIZIDE
Glucovance	GLYBURIDE / METFORMIN
Gralise, Neurontin	GABAPENTIN
Humalog	INSULIN LISPRO
Humulin R, Humulin N, Humulin 70/30	INSULIN HUMULIN
Hycet, Lorcet, Lortab, Maxidone, Norco, Vicodin,Zamicet, Zydone	HYDROCODONE / APAP
Imodium	LOPERAMIDE
Inderal, InnoPran	PROPRANOLOL
Iron	FERROUS SULFATE
K-Dur, Klor-Con, Micro-K	POTASSIUM
Keflex	CEPHALEXIN
Keppra	LEVETIRACETAM
Klonopin	CLONAZEPAM
Kristalose	LACTULOSE
Lac-Hydrin	AMMONIUM LACTATE
Lamictal	LAMOTRIGINE
Lamisil	TERBINAFINE
Lantus	INSULIN GLARGINE
Lasix	FUROSEMIDE
Leucovorin	LEUCOVORIN
levaquin	LEVOFLOXACIN
Levemir	Insulin determir
Levothyroid, Levoxyl, Synthroid, Tirosint, Unithroid	LEVOTHYROXINE
Lexapro	ESCITALOPRAM
Lidoderm, Xylocaine	LIDOCAINE
Lipitor	ATORVASTATIN
Lomotil	DIPHENOXYLATE / ATROPINE
Lopid	GEMFIBROZIL

Brand Name	DRUG NAME
Lotrel	AMLODIPINE / BENAZEPRIL
Lotrisone	CLOTRIMAZOLE / BETAMETHASONE
Lovaza, Omega-3 Fatty Acids	FISH OIL (OMEGA-3 FATTY ACIDS)
Lunesta	ESZOPICLONE
Lyrica	PREGABALIN
Marinol	DRONABINOL
Medrol	METHYLPREDNISOLONE
Megace	MEGESTROL
Mepron	ATOVAQUONE
Metozolv, Reglan	METOCLOPRAMIDE
Mobic	MELOXICAM
Mucinex	GUAIFENESIN
Myambutol	ETHAMBUTOL
Mycelex	CLOTRIMAZOLE
Mycobutin	RIFABUTIN
Na: Colace, DulcoEase, Dulcolax, Fleet Sof-lax, Pedia-Lax, Phillips; Ca: Surfak	DOCUSATE
Naprosyn	NAPROXEN
Nasocort AQ,Triesence, Kenalog	TRIAMCINOLONE
Nexium	ESOMPRAZOLE
Niacor, Niaspan, Slo-niacin, Vit B3	NIACIN
Niravam, Xanax	ALPRAZOLAM
Nitrolingual, NitroMist, Nistrostat	NITROGLYCERIN
Nizoral, Xolegel, Extina	KETOCONAZOLE
Norvasc	AMLODIPINE
Novolin R, Novolin N, Novolin 70/30	Insulin Novolin
Novolog	Insulin aspart
Nydrazid	ISONIAZID
Oleptro, Desyrel	TRAZODONE
Onmel, Sporanox	ITRACONAZOLE
Oxecta, OxyContin, OxyFast, Roxicodone	OXYCODONE
Oxtellar, Trileptal	OXCARBAZEPINE
Paxil, Pexeva	PAROXETINE
Pepcid	FAMOTIDINE
Periactin	CYPROHEPTADINE
Phernegan	PROMETHAZINE
Plavix	CLOPIDOGREL
Pravachol	PRAVASTATIN
Premarin, Estrace	ESTROGEN
Prenatal Vitamin	PRENATAL VITAMIN
Prevacid	LANSOPRAZOLE
Prilosec	OMEPRAZOLE
Prinivil, Zestril	LISINOPRIL
Propecia, Proscar	FINASTERIDE
Protonix	PANTOPRAZOLE
Prozac, Sarafem	FLUOXETINE
Pyrazinamide	PYRAZINAMIDE
Pyrimethamine	DARAPRIM
Rayos, Sterapred	PREDNISONE
Remeron	MIRTAZAPINE
Requip	ROPINIROLE
Restoril	TEMAZEPAM
Risperdal	RISPERIDONE
Robaxin	METHOCARBAMOL
Saccharomyces Boulardii	FLORASTOR
Seroquel	QUETIAPINE
Silvadene	SILVER SULFADIAZINE
Singulair	MONTELUKAST
Symbicort	BUDESONIDE / FORMOTEROL

Brand Name	DRUG NAME
Tenormin	ATENOLOL
Tessalon	BENZONATATE
Thera-M, Therapeutic Multivitamin	THERAPEUTIC MULTIVITAMIN
Thiamine, Riboflavin, Niacin, Pyridoxine, Folic acid, Cyanocobalamin, Vitamin B Complex	VITAMIN B
Topamax	TOPIRAMATE
Toprol XL, Lopressor	METOPROLOL
Tylenol	ACETAMINOPHEN (APAP)
Ultram, ConZip, Rybix ODT, Ryzolt	TRAMADOL
Valcyte	VALGANCICLOVIR
Valium	DIAZEPAM
Valtrex	VALACYCLOVIR
Vasotec	ENALAPRIL
Vee-tids	PENICILLINS
Veramyst, Flovent, Flonase, Cutivate	FLUTICASONE
Vesicare	SOLIFENACIN
Vit B	FOLIC ACID
Voltaren, Flector Patch, Pennsaid, Solaraze	DICLOFENAC
Zantac	RANITIDINE
Zithromax, Zmax	AZITHROMYCIN
Zocor	SIMVASTATIN
Zofran, Zuplenz	ONDANSETRON
Zoloft	SERTRALINE
Zovirax	ACYCLOVIR
Zyrtec, PediaCare	CETIRIZINE
Calcium / Vitamin D	CALCIUM / VITAMIN D

Metropolitan Jacksonville Area
HIV Health Services Planning Council

BYLAWS COMMITTEE

Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville. FL 32207

Summary of Meeting

Meeting Date: Thursday, July 25, 2013 – 3:00 p.m.

Committee Members Present: Heather Kilpatrick (Co-Chair) and Sharon Peterson

Support Staff Present: Sandra Sikes

Guests: Justin Bell

1. **Call to Order**
   The meeting was called to order at 3:05 p.m. by Co-Chair Heather Kilpatrick.

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

3. **Unfinished Business**
   There was no unfinished business.

4. **New Business**
   - Draft a procedure allowing all Planning Council members to have their own Designated Proxy. Heather, Sharon, and Justin discussed language that should go into the Designated Proxy Procedure. It was decided to issue a procedure, rather than a bylaw on this. Proposed Procedure 2013-01 is attached to this summary of meeting.

   - Final discussion on Associate Membership category. After an in-depth review on the parameters that would be placed on Designated Proxies, it was decided to drop the idea of Associate Members. Part of this was based on the fact that Designated Proxies could not be members of the Planning Council, a Committee, the Proxy Pool, or the proposed Associate Membership category. Since Associate Members would be required to participate on at least one committee, have their attendance tracked, have no voting rights on the Council level, and could not be a Designated Proxy, it was felt that there was no incentive for a person to be an Associate Member.

5. **Adjournment**
   The meeting was adjourned at 3:55 p.m.

ACTION REQUIRED BY THE PLANNING COUNCIL: Approve adoption of Procedure No. 2013-01

BYLAWS

Article X Standing Committees

Section 1

Current Wording		*Proposed Change*
The Chair and Vice Chair of the Planning Council shall appoint the Co-chairs of each of the committees, upon recommendations of the committees. Co-Chairs of committees must be members of the Planning Council. Committee Co-Chairs will be limited to two (2) terms of one (1) year each per committee. Upon the ~~recommendation~~ of the committee Co-chairs ~~and approval of the Executive Committee~~, persons who are not members of the Planning Council may be included as members of committees in accordance with the pre-orientation policy.		The Chair and Vice Chair of the Planning Council shall appoint the Co-chairs of each of the committees, upon recommendations of the committees. Co-Chairs of committees must be members of the Planning Council. Committee Co-Chairs will be limited to two (2) terms of one (1) year each per committee. Upon the **approval** of the committee Co-chairs, persons who are not members of the Planning Council may be included as members of committees in accordance with the pre-orientation policy.

POLICIES AND PROCEDURES **No. 2006-01**

Policies for Committee Membership and Voting

Last Amended 11-15-12

Current Wording		*Proposed Change*
Members of the Public Members of the public, who are not ~~Planning Council members, or appointed members by the Planning Council Executive Committee~~ may attend committee and subcommittee meetings and may provide comments during the public comment period. They will not be allowed to vote on any committee issues until they gain official committee/subcommittee membership.		**Members of the Public** Members of the public who are not **Planning Council or Committee members** may attend committee and subcommittee meetings and may provide comments during the public comment period. They will not be allowed to vote on any committee issues until they gain official committee/subcommittee membership.

POLICIES AND PROCEDURES **No. 2006-01**
Policies for Committee Membership and Voting
Last Amended 11-15-12

Current Wording	*Proposed Change*
Committee Membership – Planning Council The Chair and Vice Chair of the Planning Council will appoint the Co-Chairs of each of the committees upon recommendations of the committees. Nomination for committee Co-chairs will be made in October at regularly scheduled committee meetings. Appointment of committee Co-Chairs by the Planning Council Chair and Vice Chair will occur in January. Committee Co-Chairs will be limited to two terms of one year each per committee. Upon the ~~recommendation~~ of the committee Co-Chairs ~~and approval of the Executive Committee,~~ persons who are not members of the Planning Council may be included as members of committees in accordance with the pre-orientation policy (*Article X, Section 1, Planning Council Bylaws, Amended 2008*). Any member of the Planning Council can be a member of any Planning Council committee or subcommittee. Members of the public can make a written request for committee/subcommittee membership from the Co-Chairs of the committee/subcommittee the person is interested in joining. ~~The Committee Co-Chairs forward the request to the Executive Committee for approval. Upon a majority vote of the Executive Committee in favor of membership,~~ the member of the public becomes a member of the committee/subcommittee. ~~After appointment of committee Co-Chairs by the Planning Council Chair and Vice Chair, Planning Council members and members of the public can sign up for participation on the committee or committees of their choice.~~ Membership is not limited to only one committee/subcommittee. ~~However,~~ to maintain committee/subcommittee membership, members must sign up each year. Members of the public must request reappointment from the ~~Executive Committee~~ to continue their participation on a particular committee. Committee membership will be solicited one time each year, usually in February and/or March. New Planning Council members can join a committee or subcommittee upon appointment to the Planning Council.	**Committee Membership – Planning Council** The Chair and Vice Chair of the Planning Council will appoint the Co-Chairs of each of the committees upon recommendations of the committees. Nomination for committee Co-chairs will be made in October at regularly scheduled committee meetings. Appointment of committee Co-Chairs by the Planning Council Chair and Vice Chair will occur in January. Committee Co-Chairs will be limited to two terms of one year each per committee. Upon the **approval** of the committee Co-Chairs, persons who are not members of the Planning Council may be included as members of committees in accordance with the pre-orientation policy (*Article X, Section 1, Planning Council Bylaws, Amended 2008*). Any member of the Planning Council can be a member of any Planning Council committee or subcommittee. Members of the public can make a written request for committee/subcommittee membership from the Co-Chairs of the committee/subcommittee the person is interested in joining. **Upon approval by the Co-Chairs**, the member of the public becomes a member of the committee/subcommittee. Membership is not limited to only one committee/subcommittee. To maintain committee/subcommittee membership, members must sign up each year. Members of the public must request reappointment from the **Committee Co-Chairs** to continue their participation on a particular committee. Committee membership will be solicited one time each year, usually in February and/or March. New Planning Council members can join a committee or subcommittee upon appointment to the Planning Council.

Metropolitan Jacksonville Area
HIV Health Services Planning Council

EXECUTIVE COMMITTEE

Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Wednesday, September 11, 2013

Committee Members Present: Alfreda Telfair (Chair), Ellen Schmitt (Vice-Chair), Melissa Scites (Secretary), Patricia Sampson (Treasurer), Justin Bell (PLWHA Representative), and Heather Kilpatrick (Parliamentarian)

Support Staff Present: Sandra Sikes

1. **Call to Order**
   The meeting was called to order at 4:00 p.m. by Chair Alfreda Telfair.

2. **Quilt Ceremony**
   Committee participated in taking down the AIDS Memorial Quilt panel in memory of Corky Murray and replacing it with the new quilt panel replica in memory of Eugene Williams. Justin Bell spoke briefly about the Quilt Chapter's new project where they are having a number of quilt panels reproduced by a local photography company. Eugene's quilt is located in the Ryan White office area.

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

4. **Unfinished Business**
   - Term Limits: Discussion on a Tier System in place of having term limits imposed on Planning Council members.

5. **New Business**
   - FY2014 Funding Allocations: The Executive Committee reviewed funding based on the priorities recently approved by the Planning Council, and the allocation percentage attached to each.

Core Medical Services	Percent	Part A	MAI	Part B/GR	Total
Ambulatory/Outpatient Medical Care	33.90%	897,387	290,312	1,030,260	2,217,959
AIDS Pharmaceutical Assistance	14.40%	862,139	80,003		942,142
Medical Case management	24.81%	1,468,194	32,921	122,117	1,623,232
Mental Health Services	4.70%	232,447	38,845	36,213	307,505
Substance Abuse-Outpatient	0.90%	58,884			58,884
Oral Health	8.30%	390,231	26,503	126,305	543,039
Medical Nutrition Therapy	0.80%	52,341			52,341
Health Insurance Premium	0.30%	19,628			19,628
Home Health Care	0.00%				
Subtotal:	88.11%	3,981,251	468,584	1,314,895	5,764,730
Support Services	**Percent**	**Part A**	**MAI**	**Part B/GR**	**Total**
Non-Medical Case Management	5.00%	125,283		201,850	327,133
Substance Abuse - Residential	3.00%	196,280			196,280
Medical Transportation	0.30%	14,628		5,000	19,628
Legal Services	2.60%	170,109			170,109
Outreach Services	0.75%	49,070			49,070
Child Care	0.24%	15,702			15,702
Food	0.00%	0	0	0	0
Subtotal:	11.89%	571,072		206,850	777,922
TOTALS:	100.00%	4,552,323	468,584	1,521,745	6,542,652

Motion made by Heather Kilpatrick, seconded by Ellen Schmitt, to approve the FY2014 Funding Allocations. Motion was voted on and approved by all six members.

- Certification Letter: Committee reviewed the Certification Letter dated September 11 that will be going to HRSA, along with the Grant Application. The letter was signed by both the Chair and the Vice Chair.

- Procedure 2013-01: Executive Committee read the July 25 Bylaws Committee minutes and Procedure 2013-01 which Bylaws will be presenting to the Planning Council at their October meeting. Copies of the minutes and the Procedure were presented as a courtesy; no action was needed.

- Planning Council Attendance: Committee reviewed letters to Council members who have missed three Planning Council meetings during the past twelve months. Notification is per Bylaws XI, Section 4. There was a short discussion on attendance and committee agreed to mail letters out.

- October Presenter: Ellen Schmitt will present on behalf of Baptist Hospital during our October 24 Planning Council meeting. Justin Bell will contact Joey Wynn from the AIDS Institute to see if he could present in November and talk about the Affordable Health Care Act.

6. Staff Report

- Calendars: Calendars for October, November, and December meetings are in the back of the binders given out today.

7. Announcements

- North Florida Quilt Chapter still needs people to help out with various activities. There will be a quilt showing almost every weekend from now until December.

8. Adjournment

The meeting was adjourned at approximately 5:40 p.m.

ACTION REQUIRED BY PLANNING COUNCIL:

- A motion to approve the FY2014 Funding Allocations.

Metropolitan Jacksonville Area
HIV Health Services Planning Council

EXECUTIVE COMMITTEE

Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Wednesday, October 2, 2013

Committee Members Present: Alfreda Telfair (Chair), Ellen Schmitt (Vice-Chair) by phone, Melissa Scites (Secretary), Justin Bell (PLWHA Representative), and Heather Kilpatrick (Parliamentarian)

Support Staff Present: Sandra Sikes

1. **Call to Order**
   The meeting was called to order at 4:02 p.m. by Chair Alfreda Telfair.

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

3. **Public Comments**
   There were no public comments.

4. **Unfinished Business**
   - None

5. **New Business**
   - Ken Fields: Committee discussed a donation in Ken's memory. Since a charity was not listed in his obituary, Ellen volunteered to reach out to Ken's family and get their feelings on what they would like. Ellen to email the committee and advise if the family requests a cash donation, or a donation made to a specific charity.

   - 2014 Slate of Officers: As a courtesy, the committee was advised on who had been nominated up to this point. The Nominating Committee will be meeting on Friday to review the slate.

   - Substance Abuse category: River Region's email, advising that Minerva Bryant has retired, was distributed. A **motion** was made by Melissa Scites, seconded by Justin Bell, **to declare the slot in the Planning Council's substance abuse category is open**. Motion was voted on and passed; the Nominating Committee will be advised of this opening.

- Resignation of Jackie Nash: Committee was provided a copy of Jackie's 9/22/13 email, advising that she is resigning from the Jacksonville Planning Council, effective 10/31/13. She will submit an official letter of resignation during the Council meeting on 10/24/13. A **motion** was made by Heather Kilpatrick, seconded by Justin Bell, **to accept Jackie Nash's resignation**; motion passed. Jackie's category is Non-Elected Community Leader, and the Council still has another member serving in this category, therefore no replacement is needed at this time.

6. Staff Report

- W.A.D. Luncheon: This is scheduled for Friday, December 6, and the Planning Council will have a table for ten. So far, one Council member has signed up. Reservations will be taken soon for the other nine seats.

7. Announcements

- Next Executive Committee meeting will be Wednesday, November 6 at 4:00 p.m.
- AIDS Walk held September 28 collected over $10,000 in donations and there were over 550 registered walkers.
- North Florida Quilt Chapter received a donation of material from the Nassau County Animal Shelter. This material will be used to make new quilts. The Quilt Chapter is also looking for a sewing machine to be donated.

8. **Adjournment**

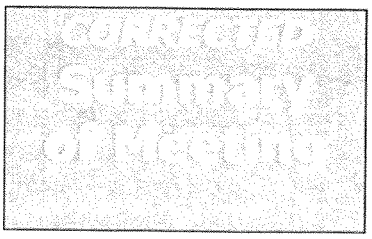
The meeting was adjourned at approximately 4:40 p.m.

ACTION REQUIRED BY PLANNING COUNCIL: None.

Metropolitan Jacksonville Area
HIV Health Services Planning Council

NOMINATING COMMITTEE

Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207



Meeting Date: Friday, August 9, 2013

Committee Members Present: Mark Cleveland (Co-Chair), Nathaniel Hendley, Sharon Hunter, Eric McBride, and Antoinette Turner

Support Staff Present: Sandra Sikes

Guests: Justin Bell, PLWHA Rep

1. **Call to Order**
   The meeting was called to order at 10:00 a.m. by Co-Chair Mark Cleveland.

2. **Moment of Silence**
   Members observed a moment of silence for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

3. **Unfinished Business**
   - There was no unfinished business.

4. **New Business**

   - New Application: Committee members reviewed the application of Jim Bernert. Motion made by Antoinette Turner, seconded by Nathaniel Hendley, to interview Mr. Bernert during the October Nominating Committee meeting.

   - Review Unaligned Ratio: Committee reviewed the unaligned ratio, which reflected the recent additions of Blair, Merritt, and O'Gwinn. There was a discussion on bringing up the last two Proxy Pool members to full Planning Council status. A motion was made by Antoinette Turner, seconded by Eric McBride, to recommend Nathanial Hendley to the Planning Council for their mandated category – Affected Aligned, contingent upon an Affected Unaligned candidate also being recommended at the same time. Motion was voted on and approved. A second motion was then made by Eric McBride, seconded by Antoinette Turner, to recommend Sharon Hunter to the Planning Council for their mandated category – Affected Aligned, contingent upon an Affected Unaligned candidate also being recommended at the same time. Motion was voted on and approved.

- Review of Attendance Records: The group reviewed the attendance records for Planning Council and Committee meetings of each Jacksonville Planning Council member. This was done to determine each individual's eligibility to run for office. After a complete review of the attendance records and whether a person has been a Committee Co-Chair or past officer, the Nominating Committee then determined which Planning Council members would be eligible for nomination. Letters were prepared and will be mailed out in a few days, advising each member of their status.

5. **Adjournment**
   The meeting was adjourned at 11:05 a.m.

ACTION REQUIRED:

- Recommend that Nathaniel Hendley be recommended by the Jacksonville Planning Council to the Mayor's office to fill the mandated category of Affected Community - Aligned.

- Recommend that Sharon Hunter be recommended by the Jacksonville Planning Council to the Mayor's office to fill the mandated category of Affected Community - Aligned.

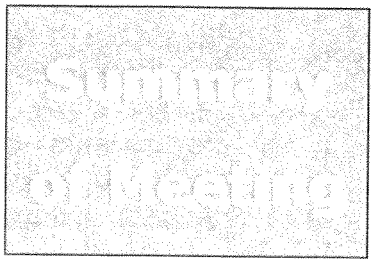
- ~~The above two recommendations are contingent upon a third candidate in the Affected Unaligned category also being recommended at the same time.~~ [1]

[1] Rescinded per committee's action on October 4, 2013.

Metropolitan Jacksonville Area
HIV Health Services Planning Council

NOMINATING COMMITTEE

Ryan White Part A and Part B Programs
Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207



Meeting Date: Friday, October 4, 2013

Committee Members Present: Sharon Hunter, Sharon Peterson (by phone), Alfreda Telfair, and Antoinette Turner

Support Staff Present: Sandra Sikes

1. **Call to Order**
   The meeting was called to order at 10:30 a.m. by Planning Council Chair Alfreda Telfair.

2. **Moment of Silence**
   Members observed a moment of silence for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

3. **Public Comments**
   - There were no public comments.

4. **Unfinished Business**
   - There was no unfinished business.

5. **New Business**
   - Housekeeping Items for Committee: Members were advised that Jackie Nash is resigning from the Planning Council, effective October 31. Council Chair Alfreda Telfair named Antoinette Turner as Nominating Co-Chair for the remainder of this term.

   - Review of Unaligned Ratio: Committee again reviewed membership and unaligned ratio. As of today, the Planning Council has 24 members with an unaligned ratio of 37.50%. The members are:

Justin Bell	Eric McBride	Errol Schell
Verlon Blair	Marion Merritt	Ellen Schmitt
Paula Burns	Tammy Morris	Melissa Scites
Mark Cleveland	Jackie Nash	Velda Stokes
Gloria Coon	Gregory O'Gwinn	Alfreda Telfair
Frank Emanuel	Carolyn Patterson	Antoinette Turner
Kim Geib	Sharon Peterson	Max Wilson
Heather Kilpatrick	Pat Sampson	Annie Youngblood

Because of several recent changes to the membership, two of our Proxy Pool members can now be moved up without adversely affecting our unaligned number. **Motion** made by Sharon Hunter, seconded by Sharon Peterson, **to rescind the motion made during the last meeting requiring a candidate from the Affected Unaligned category to be moved up at the same time as the two Affected Aligned candidates**. Motion was voted on and approved.

- Review Nominations Received for 2014 Slate of Officers: The group reviewed the names submitted to run for office next year. There is only one person running for each office. Two eligible members have declined to run, due to their work schedules. This leaves only four other members who are eligible to run. Committee members discussed whether to submit the slate as is, or to waive Procedure 2006-02 and allow nominations from the floor during the October Council meeting. **Motion** made by Antoinette Turner, seconded by Sharon Peterson, **to present the current slate of officers to the Planning Council at their next meeting and let the Council decide if they want to waive Procedure 2006-02 and accept nominations from the floor, or if the Council wants to accept the slate as is**. Motion voted on and approved. Therefore, it will be up to the Planning Council to decide during their October 24 meeting if they will accept one candidate per office, or if they want to waive procedures and allow additional nominations from the floor that evening. Currently the slate is:

Vice Chair:	Kim Geib
Secretary:	Pat Sampson
Treasurer:	Velda Stokes
PLWHA Rep:	Justin Bell
Parliamentarian:	Errol Schell

- 2014 Committee Co-Chairs: Antoinette Turner submitted her name for consideration as 2014 Nominating Committee Co-Chair. Pending her appointment to the Planning Council, Sharon Hunter submitted her name for consideration as 2014 Nominating Committee Co-Chair, as well. All committee co-chairs will be selected by Ellen Schmitt and the Vice Chair next February.

6. **Announcements**
   - Antoinette reported good news regarding her T-cell count.
   - Sharon Hunter made final reminder of tomorrow's HOPE Picnic, scheduled from 9:00 to 2:00.

7. **Adjournment**
   The meeting was adjourned at 11:05 a.m.

ACTION REQUIRED BY THE PLANNING COUNCIL: Review the current slate of officers and decide if the Planning Council wants to waive Procedure 2006-02 and accept nominations from the floor during this meeting, or if the Council wants to accept the slate as is.

2014 SLATE OF OFFICERS

Vice Chair:	Kim Geib
Secretary:	Pat Sampson
Treasurer:	Velda Stokes
PLWHA Rep:	Justin Bell
Parliamentarian:	Errol Schell

D. **Nominations for the Slate of Officers** will be accepted by the Nominating Committee Co-Chairs from September 1 through September 30 by 4:30 p.m. of each year. No nominations will be received after this date. The Nominating Committee will begin announcing this process in August of each year.

E. **The Slate of Officers will be developed** based on qualified nominations as confirmed by the Nominating Committee. The Nominating Committee shall screen nominations and distribute a list of qualified candidates during the August Planning Council meeting.

In November, the Nominating Committee will finalize the Slate of Officers to be presented to the Planning Council during the Council's November meeting. If there are no changes to the Slate of Officers, Planning Council members will vote at the December meeting and the new officers will be announced. New officers will be installed at the January meeting.

H. **Closing date of the Planning Council Slate of Officers** – All nominations must be submitted in writing to the Nominating Committee Co-Chairs by September 30 at 4:30 p.m. each year.

Procedure for Designated Proxy

All members of the Metropolitan Jacksonville Area HIV Health Services Planning Council, regardless of their mandated category, are eligible to have their own designated proxy.

A Planning Council member should complete and sign a Designated Proxy form and submit to the Planning Council Secretary for processing. Designated Proxy forms are not considered activated until they are accepted and signed by the current Planning Council Secretary. After the Designated Proxy form is accepted and signed by the Council Secretary, the Council Secretary or the Program Support Aide will advise the Planning Council member.

Designated Proxy forms should be submitted to the Council Secretary within 30 days of the new Council Member being voted on by the Planning Council for recommendation to the Mayor. The Designated Proxy form will be in effect until the Council member's term ends. Upon reappointment, the Planning Council member should complete and sign a new Designated Proxy form to submit to the Planning Council Secretary within 30 days of their reappointment.

The following requirements will be in place for selecting a Designated Proxy:

- Must be 18 years of age or older.
- Cannot be a Jacksonville Planning Council member or a member of any Planning Council committee.

Additionally, the following guidelines should be noted:

- HIV status is not identified for a Designated Proxy. Members are free to choose their own proxies without regard to the Designated Proxy's HIV status.

- Planning Council members can discuss Council business with their Designated Proxy. This allows the Council member to advise their proxy on how to vote in the member's absence.

- Should a Designated Proxy join a Planning Council committee, their Designated Proxy status would then be voided and the Program Support Aide would notify the Council Member to select another Designated Proxy.

- If the Planning Council member, their primary, and their alternate proxies are all absent from a meeting, the Council will not select another person to fill in.

- Designated proxies are not eligible to have their taxi service paid by Ryan White.

- Council packets are not mailed to proxies. It is the Council member's responsibility to provide their proxy with Planning Council information.

- The Designated Proxy's vote is final. The Planning Council member will have no recourse in voiding a vote that was cast in their name.

- There are no training or membership requirements to be met, other than the proxy being at least 18 years of age. Members are encouraged to consider selecting individuals who would be congenial and respectful to the other Planning council members and guests.

- In cases where two Planning Council members select the same person as their designated primary proxy, the proxy called for the first member will be selected. The second Planning Council member's proxy will be the alternate proxy listed on their form.

  If the first Planning Council member has both their primary and their alternate proxy present, then the Council Secretary can go back and call the alternate proxy to fill in for the first Council member, thus allowing the primary proxy to fill in for the second Council member. No proxy may serve for two or more members during a Council meeting; i.e., no proxy may have more than one vote.

- For situations where two Planning Council members select the same person as either their primary or alternate proxy, and both Council members are absent and only that proxy is in attendance, then that proxy will be assigned to the first Planning Council member called during roll call.

- Planning Council members may change proxies at any time during their term, by submitting a new Designated Proxy form to the Council Secretary.

- Designated Proxies are not members of the Proxy Pool.

NOTICE OF PROXY

Planning Council Member: **IMA FORD**

As a member of the Metropolitan Jacksonville Area HIV Health Services Planning Council, I designate the following as my proxies:

_____ Primary Proxy

_____ Alternate Proxy

This is to serve notice that in my absence, I designate the above Primary Proxy to act on my behalf during the Jacksonville Planning Council meetings, with all rights and privileges that I would normally have during a meeting, including the right to make motions, enter into discussions, and vote.

In the event my Primary Proxy is not in attendance, has a conflict of interest, or is otherwise unable to fulfill this duty, then I designate my Alternate Proxy with the same privileges as I extended the Primary.

The Primary and Alternate Proxies I have selected are **not** members of the Planning Council.

This Notice of Proxy will remain in force for the remainder of my current term on the Council, or until a new Notice of Proxy form is accepted by the Planning Council Secretary.

_____ _____

Ima Ford Date

Accepted by the Planning Council Secretary:

_____ _____

Date

Persons Not Eligible to Be A Proxy

Andress, David
Barnes, Dana
Bell, Justin
Bennett, Michael
Bernert, Jim
Blair, Verlon
Brim, Bill
Burns, Paula
Cleveland, Mark
Coon, Gloria
Desir, Rodomir
Drayton, Bonita
DuPont, Cathy
Ellis, Sandra
Emanuel, Frank
Faria, Carole
Fulton, Carol
Geib, Kim
Green, Audrey
Guillemette, Dwayne
Guthrie, Kendall
Hendley, Nathaniel
Hunter, Sharon
Jackson, Sylvia
Kellam-Carter, Yolanda
Kilpatrick, Heather
Lawson, Eric
Lynch, Frances
Mahmoudi, Saniyyah
Mathis, Gloria
McBride, Eric
Merritt, Marion
Morris, Tammy
Morris, Ciera
Mundy, Helen
Murray, Jerry
O'Gwinn, Gregory
Patterson, Carolyn
Peterson, Sharon
Prier, LeMorris
Revels, Rona
Riggins, Ephraim
Robinson, Shireathia
Rudolph, Teresa
Russell, Ella
Sampson, Patricia
Schell, Errol
Schmitt, Ellen
Shiloh, Torrencia
Stokes, Velda
Tatum, Terry
Telfair, Alfreda
Turner, Antoinette
Urbanski, Zane
Vaughan, Heather
Whaley, Kimyata
Wilkerson, Charles
Williams, Nakkia
Williamson, Brandi
Wilson, Max
Youngblood, Annie

The three steps of the Priority & Allocations process.

Step #1 PRIORITIES: Determine Your Area's Greatest Needs

The Planning Council reviews various data and reports, including epi (epidemiological) data, trends, the Statewide Coordinated Statement of Need, and the most recent Needs Assessment Survey, to determine Area 4's greatest needs.

This detailed work is handled by the Priority & Allocations Committee. Out of 31 categories, the committee identifies the top 15 needs and presents its findings to the Planning Council. The Planning Council is responsible for reviewing the selected list of needs (the 'priorities') and asking questions of that committee, should anything not be clear. The Planning Council then votes on the list of priorities for the next fiscal year.

Compiled by Priority & Allocations: June 13, 2013
Approved by Planning Council: June 27, 2013

* * * \

Step #2 ALLOCATIONS: Determine the Amount Each '*Need*' Gets

After the Planning Council has decided on its top 15 needs ('priorities), the next step is assigning a percentage (allocation) to fund each priority. Some of the 15 priorities will be Core Services, and at least 75% of our funding must go to these priorities.

Once again, this detailed work is handled by the Priority & Allocations Committee. However, they cannot start on this step until after the Planning Council has approved the list of priorities. The Planning Council will review the allocations assigned to each category, and if they agree, then they will vote in favor of these allocations.

Percentage Assigned by Priority & Allocations: July 11, 2013
Approved by Planning Council: July 25, 2013

* *

Motion made by Mark Cleveland, seconded by Antoinette Turner, **to accept the following funding allocations for 2014:**

These are the 15 Priorities that were approved during the June PC meeting.

These are the % assigned in Step #2. REMEMBER: at least 75% has to be allocated to Core.

Core Medical Services:	Outpatient/Ambulatory Medical Care	33.90	
	AIDS Pharmaceutical Assistance – Local	14.40	
	Medical Case Management	24.81	
	Mental Health	4.70	
	Oral Health Care	8.30	
	Substance Abuse Services – Outpatient	.90	
	Health Insurance Premium	.30	
	Medical Nutrition Therapy	.80	(88.11%)
Support Services:	Non-Medical Case Management	5.00	
	Substance Abuse Services – Residential	3.00	
	Medical Transportation	.30	
	Legal Services	2.60	
	Outreach Services	.75	
	Child Care	.24	
	Food Bank	.00	(11.89%)

Following discussion, there was a roll call vote, and the motion was approved.

* *

Step #3 FUNDING: Determine the Dollar Amount for each Priority

At this point, the Planning Council has approved the 15 priorities for our area, and assigned a percentage of funding to each of these categories.

However, we do not have any way of knowing in July what our Grant Award will be next year, so we have to estimate this dollar amount using our current (FY2013) amount. By late July or early August, all dollar amounts from the FY2013 Grant Award have been calculated, and we are now able to get a good estimate of what our dollar amounts might look like next year. For example, if FY2013 Grant was for $6.5 million, then the amount we would pay for medical case management would be approximately $1,612,650 (6,500,000 x 24.81%).

Since Step #3 requires no real input by the Priority & Allocation Committee, this step is usually handled by the Executive Committee during their meeting.

Funding amounts reviewed by Executive Committee: Sept. 11, 2013
Approved by Planning Council: _____

Core Medical Services	**Percent**	**Part A**	**MAI**	**Part B/GR**	**Total**
Ambulatory/Outpatient Medical Care	33.90%	897,387	290,312	1,030,260	2,217,959
AIDS Pharmaceutical Assistance	14.40%	862,139	80,003		942,142
Medical Case management	24.81%	1,468,194	32,921	122,117	1,623,232
Mental Health Services	4.70%	232,447	38,845	36,213	307,505
Substance Abuse-Outpatient	0.90%	58,884			58,884
Oral Health	8.30%	390,231	26,503	126,305	543,039
Medical Nutrition Therapy	0.80%	52,341			52,341
Health Insurance Premium	0.30%	19,628			19,628
Home Health Care	0.00%				
Subtotal:	88.11%	3,981,251	468,584	1,314,895	5,764,730
Support Services	**Percent**	**Part A**	**MAI**	**Part B/GR**	**Total**
Non-Medical Case Management	5.00%	125,283		201,850	327,133
Substance Abuse - Residential	3.00%	196,280			196,280
Medical Transportation	0.30%	14,628		5,000	19,628
Legal Services	2.60%	170,109			170,109
Outreach Services	0.75%	49,070			49,070
Child Care	0.24%	15,702			15,702
Food	0.00%	0	0	0	0
Subtotal:	11.89%	571,072		206,850	777,922
TOTALS:	100.00%	4,552,323	468,584	1,521,745	6,542,652

Northeast Florida
World AIDS Week
Calendar of Events 2013

Sunday, December 1
AIDS Quilt Memorial Service
10:00AM-4:00PM
Quilt Ceremony 12:00 Noon
Location: Peck Center
516 S 10th St
Fernandina Beach, FL 32034
Contact: Justin Bell @(904) 556-2312
or Kim Geib @ (904) 548-1800 ext 5204

Jacksonville Memorial Service
Location: Avondale United Methodist Church
1651 Talbot Ave, Jax Fl 32205
Memorial Walk 6:30-7:00PM
Service begins at 7:00PM
Contact: Edna Nalls 904-755-2603

Nassau County Memorial Service
Location: New Vision Congregational Church
96072 Chester Rd
Yulee, FL 32097
Time: 7:00PM
Contact: Rev Mary Kendrick-Moore
904-238-1822
or Justin Bell @ (904) 556-2312

Monday, December 2
Quilt Ceremony
Location: Jacksonville City Hall
117 W. Duval Street, Jax Fl 32202
Time: 12:00-1:00PM
Contact: Justin Bell 904-556-2312

Women & Children Celebration
Location: Shands-LRC Building
655 W 8th St, Jax, FL 32209
Time: 3:00-5:00PM
Contact: Bonita Drayton: 904-244-3044

Tuesday, December 3
Education Day
Health Fairs at Local Colleges
Contact: Yolanda Kellam-Carter 904-253-1886

Wednesday, December 4
Poetry Competition
6:00 PM – 8:00 PM
Location: Edward Waters College
1658 Kings Rd, Jax, Fl 32209
Contact: Yolanda Kellam-Carter 904-253-1886

Thursday, December 5
Jacksonville Condom Blast & Testing Initiative
Location: Various locations
Contact: Heather Vaughan 904-739-7016

Friday, December 6
11th Annual Community Awards
Location: Omni Hotel
Time: 11:30 AM – 1:00 PM
Speaker: Jeanne White
Tickets: $30 Individual & $300 Table
Contact: Heather Vaughan 904-739-7016

Saturday, December 7
CREED Board of Directors World AIDS Day Banquet
Location: Peck Center
516 S 10th St
Fernandina Beach, FL 32034
Time: 6:00PM
Contact Jeannette Baker 904-556-3363

For donations contact: Donna Fuchs @904-356-1612 x18

JANUARY 2014

7	Tues.	Executive
9	Thurs.	PLWHAA
10	Fri.	Nominating
23	Thurs.	Council

FEBRUARY 2014

4	Tues.	Executive
6	Thurs.	W.A.C.
7	Fri.	Nominating
13	Thurs.	PLWHAA
27	Thurs.	Council

MARCH 2014

4	Tues.	Executive
6	Thurs.	W.A.C.
7	Fri.	Nominating
13	Thurs.	PLWHAA

APRIL 2014

1	Tues.	Executive
3	Thurs.	W.A.C.
4	Fri.	Nominating
10	Thurs.	PLWHAA

MAY 2014

1	Thrus.	W.A.C.
2	Fri.	Nominating
6	Tues.	Executive
8	Thurs.	PLWHAA

JUNE 2014

3	Tues.	Executive
5	Thurs.	W.A.C.
6	Fri.	Nominating
12	Thurs.	PLWHAA
26	Thurs.	Council

JULY 2014

1	Tues.	Executive
3	Thurs.	W.A.C.
10	Thurs.	PLWHAA
11	Fri.	Nominating
24	Thurs.	Council

AUGUST 2014

1	Fri.	Nominating
5	Tues.	Executive
7	Thurs.	W.A.C.
14	Thurs.	PLWHAA

SEPTEMBER 2014

No meetings will be scheduled.

OCTOBER 2014

2	Thurs.	W.A.C.
3	Fri.	Nominating
7	Tues.	Executive
9	Thurs.	PLWHAA
23	Thurs.	Council

NOVEMBER 2014

4	Tues.	Executive
6	Thurs.	W.A.C.
7	Fri.	Nominating
13	Thurs.	PLWHAA
20	Thurs.	Council

DECEMBER 2014

9	Tues.	Executive
11	Thurs.	PLWHAA
12	Fri.	Nominating
18	Thurs.	Council

GETTING TO ZERO

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

NOVEMBER 2013

November Notes:

- North Florida Quilt Chapter meeting will be Tuesday, November 12 at 6:00 p.m. Location is Riverside United Church of Christ – Faithwalk Center; 2858 Post Street, Jacksonville, FL.
- Planning Council will be meeting the THIRD Thursday in November and December.
- Planning Council members – Remember to sign up next month for the committees you want in 2014! Sign-up sheets will be mailed to Council members along with their November Planning Council packets.

Monday	Tuesday	Wednesday	Thursday	Friday
Planning Council and Committee meetings will be held at: 1809 Art Museum Drive, 1st FL Large Conf. Room, unless otherwise specified. Contact Sandy Sikes at 630-3504 or Mary Martinez at 630-4661 to schedule taxi service, for notification of expected absence, or any other questions regarding the meetings.				1 Nominating 10:00
4	5	6 Executive 4:00	7 W.A.C. 9:00	8 Birthday: Helen Mundy
11	12	13	14 PLWHAA Noon	15
18	19	20	21 Planning Council 4:00	22
25	26	27	28 THANKSGIVING	29

GETTING TO ZERO

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

DECEMBER 2013

December Birthdays:

- 21st – Carol Fulton

December Notes:

World AIDS Day
Sunday December 1:

- National Memorial Service at Avondale United Methodist Church, 1651 Talbot Avenue – 6:30 p.m.
- National Memorial Service at New Vision Congregational Church, 96072 Chester Road in Yulee – 7:00 p.m.
- AIDS Memorial Quilt Ceremony at the Peck Center, 516 S. 10th Street, Fernandina Beach
- Planning Council meets the 3rd Thursday this month!

Monday	Tuesday	Wednesday	Thursday	Friday
2 Quilt Ceremony at City Hall – Noon UF CARES 3-5 pm	3 Executive 4:00	4 Poetry Slam 6-8 pm EWC	5 Condom Blast	6 WAD Luncheon at Omni - Noon
9	10	11	12 PLWHAA 12:00	13 Nominating 10:00 (tentative)
16	17 Birthday: Heather Vaughan	18	19 Planning Council 4:00	20
23	24	25	26	27
30	31	Planning Council and Committee meetings will be held at: 1809 Art Museum Drive, 1st FL Large Conf. Room, unless otherwise specified. Contact Sandy Sikes at 630-3504 or Mary Martinez at 630-4661 to schedule taxi service, for notification of expected absence, or any other questions regarding the meetings.		