



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

A G E N D A

Meeting Date: 4:00 PM - Thursday, July 25, 2013

Call to Order

Ellen Schmitt

Moment of Silence

Roll Call

Melissa Scites

Public Comments

General Public

(Speakers should fill out a Blue Card and turn in to Vice Chair Schmitt prior to start of today's meeting.)

Approval of June 27, 2013 Minutes

Ellen Schmitt

Administrative Agency Report

- 2013 Evaluation

Deidre Kelley

Ellen Schmitt

Committee Reports

- Bylaws Page 7 Tammy Morris
First reading of the proposed changes to Bylaws Article X, Standing Committees, Section 1, and to Policies and Procedures 2006-01 and 2006-02.
- Executive Page 15 Ellen Schmitt
Motion to have seven (7) Planning Council meetings in 2014, with the option of having additional meetings as needed.
- Pharmacy & Therapeutics Page 17 Frank Emanuel
- PLWHAA Page 19 Annie Youngblood
(People Living With HIV/AIDS and Affected Community)
Recommendation that the Jacksonville Planning Council move forward with the Associate Pool.
- Priority & Allocation Page 23 Kim Geib
Motion to approve the funding allocations on prioritized services for FY2014.

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.

**Report on Sulzbacher Center's new housing
program for veterans and medical respite**

Sharon Peterson/Cindy Funkhouser

Unfinished Business

Members

New Business

Members

- Vote on a motion to move the start time of the Planning Council meetings to later in the day.

Announcements

Members

Adjournment

Ellen Schmitt



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, July 25, 2013

Council Members Present: Ellen Schmitt (*Vice-Chair*), Melissa Scites, (*Secretary*), Patricia Sampson (*Treasurer*), Justin Bell (*PLWHA Rep*), Heather Kilpatrick (*Parliamentarian*), Paula Burns, Mark Cleveland, Ken Fields, Kimberly Geib, Jacquelyn Nash (Telephone), Carolyn Patterson, Sharon Peterson, Errol Schell, Velda Stokes, Antoinette Turner, Max Wilson, and Annie Youngblood

Proxy Members Present: Verlon Blair, Sharon Hunter, and Greg O'Gwinn

Council Members Absent: Minerva Bryant, Gloria Coon, Frank Emanuel, Eric McBride, Tammy Morris, and Alfreda Telfair

Proxy Members Absent: Gloria Ealey, Nathaniel Hendley, and Marion Merritt

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

Guests: Jim Bernert, Sandra Ellis, Renee Evatt, Dwayne Guillemette, Carlton Higginbotham, Winnie Holland, Jerry Murray, Ephraim Riggins, Torrencia Shiloh, and Charles Wilkerson

Call to Order

The meeting was called to order at 4:05 p.m. by Vice Chair Ellen Schmitt.

Moment of Silence

Vice Chair Schmitt 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

Secretary Melissa Scites took the roll. Newly appointed Council member Max Wilson was called to the table. Proxy members Verlon Blair and Sharon Hunter were called to the table. 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 June 27, 2013 Minutes as presented. The motion was carried.

Administrative Agency Report

Deidre Kelley advised that it was time again for the Planning Council to evaluate the Part A Administrative Agency. The evaluation covers eleven areas and the results will be included in the Part A grant application. The eleven areas are:

- (1) Prioritizing services and allocating funds
- (2) Converting total dollars from percentages approved by the Council
- (3) Securing funds to meet the needs of PLWHA
- (4) Meeting specific recommendations for service delivery
- (5) Awarding funds according to priorities established by the Council
- (6) Awarding funds and executing contracts
- (7) Effectiveness in monitoring fiscal and programmatic compliance
- (8) Effectiveness in providing service providers with information
- (9) Providing technical assistance training to Council members
- (10) Effectiveness in reporting difficulties regarding changes in regulations
- (11) Effectiveness in promoting communication between staff, providers, consumers, and the Planning Council

Committee Reports

Bylaws

Heather Kilpatrick

The Bylaws Committee met July 2 and July 25; the summary of that second meeting will be in the next packet. The Committee presented a first reading on the proposed changes to Bylaws X, Standing Committees, Section 1, and also presented changes to Policies and Procedures 2006-01.

The Committee presented changes to P&P 2006-02.

Motion made by Mark Cleveland, seconded by Justin Bell, **to accept the revision on Policies and Procedures No. 2006-02, Sections A and B.** This deals with changing the wording from 'one year prior to nomination' to 'one year prior to taking office.' Motion was approved.

Motion made by Justin Bell, seconded by Mark Cleveland, **to accept the revision on Policies and Procedures No. 2006-02, Section C.** This deals with changing the job duty of attending Pre-Orientation Meetings from the PLWHA Rep to the Vice Chair. Motion was approved.

Motion made by Mark Cleveland, seconded by Ken Fields, **to accept the revision on Policies and Procedures No. 2006-02, Sections D, E, and H.** This deals with changing the timing of accepting nominations, finalizing nominations, and eliminating a first reading on the Council floor. Motion was approved.

Executive

Ellen Schmitt

The Executive Committee met July 2 and discussed the 2014 calendar.

A **motion** was made by Mark Cleveland, seconded by Antoinette Turner, **to hold seven (7) Planning Council meetings in 2014, with the option of having additional meetings as needed.** Motion passed.

Pharmacy & Therapeutics

Melissa Scites

The committee met and discussed the formulary. The committee is currently working to get the number of medications on this list to under 200. Their next meeting is set for August 20.

PLWHAA

Justin Bell

During their July Meeting, the PLWHAA Committee reviewed the role of PLWHA's on the Planning Council and the role of Proxy Pool members. The committee also discussed two potential categories being looked at: Associates and Designated Proxies. A recommendation that the Jacksonville Planning Council move forward with the Associate Pool was tabled until the next meeting.

Priority and Allocation

Kim Geib

Priority and Allocation Committee met July 11, and came up with proposed funding allocations for the 15 core and support services previously approved.

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

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
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

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

Justin Bell	Y	Carolyn Patterson	Y	Antoinette Turner	Y
Paula Burns	Y	Sharon Peterson	Y	Max Wilson	Y
Mark Cleveland	Y	Patricia Sampson	Y	Annie Youngblood	Y
Ken Fields	Y	Errol Schell	Y	Verlon Blair (as Proxy)	Y
Kim Geib	Y	Ellen Schmitt	Y	Sharon Hunter (as Proxy)	Y
Heather Kilpatrick	Y	Melissa Scites	Y		
Jackie Nash (Phone – no vote)		Velda Stokes	Y		

Agency Report – Sulzbacher Center

At the invitation of Council Member Sharon Peterson, Carlton Higginbotham, Sulzbacher's Grants and Contracts Coordinator, gave a talk on the center's new veteran's dorm, and the soon-to-open respite facility. In 2012, Sulzbacher served over 488,000 meals. They also have a new day center at the City Rescue Mission. Carlton said that it is estimated close to 25% of returning veterans end up homeless. The center can provide temporary housing for up to 30 days, as Sulzbacher's team transitions the veteran into a VA or other home service.

The Respite facility will open in a few days, and they are partnered with UF Health and Baptist Hospital. This facility is for homeless individuals who are released from the hospital, but who are still in need of convalescent care.

Unfinished Business

There was no unfinished business to come before the Council.

New Business

- There was a very brief discussion on changing the start time of the Planning Council meetings to later in the day. A call for a motion was made. There being no motion made, this topic was then closed.
- **Motion** was made by Justin Bell and seconded by Mark Cleveland, **to recommend Marion Merritt, Gregory O'Gwinn, Jr., and Verlon Blair to the Mayor's Office for the mandated category of Affected Community.** After a brief discussion, a vote was taken and the motion passed.

Announcements

- World AIDS Day Committee meeting will be August 13 at Noon.
- The next North Florida Quilt Chapter meeting will be August 5 at 6:00 p.m. This is the only quilt chapter left in Florida, and they need everyone's participation to help out.

Adjournment

The meeting was adjourned at 5:23 p.m by Vice Chair Ellen Schmitt.



Ellen Schmitt, Vice Chair



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: Tuesday, July 2, 2013 – 3:00 p.m.

Committee Members Present: Heather Kilpatrick (Co-Chair), Tammy Morris, (Co-Chair), Patricia Sampson, and Ellen Schmitt

Support Staff Present: Sandra Sikes

Guests: Justin Bell

1. Call to Order

The meeting was called to order at 3:10 p.m. by Co-Chair Tammy Morris.

2. Moment of Silence

Tammy 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

The following motions were made and these changes are shown on the following pages.

- Motion made by Ellen Schmitt, seconded by Pat Sampson, to allow Committee Co-Chairs to approve their own committee applicants. Motion passed. [*Re: Bylaws Article X, Section 1, and Policies & Procedures 2006-01.*]
- Motion made by Pat Sampson, seconded by Justin Bell, to change the language in Procedure 2006-02, Section A (2), from 'nomination' to 'taking office'. Motion passed.
- Motion made by Ellen Schmitt, seconded by Heather Kilpatrick, to move the job duty of attending the Pre-Orientation meetings from the PLWHA Rep to the Vice Chair. Motion passed. [*Re: Policies & Procedures 2006-02, Section C.*]
- Motion made by Heather Kilpatrick, seconded by Ellen Schmitt, to move the timeframe of accepting officer nominations to September, and to remove language referring to a first and a second reading of the slate of officers. Motion passed. [*Re: Policies & Procedures 2006-02, Sections D., E., and H.*]

- Motion made by Justin Bell, seconded by Heather Kilpatrick, requesting Planning Council staff to go through the Bylaws and the Policies and Procedures and revise the PLWHA committee name to PLWHAA, as appropriate. Motion passed.

5. **Adjournment**

The meeting was adjourned at 3:40 p.m.

ACTION REQUIRED BY

THE PLANNING COUNCIL: Approve changes to the following Bylaws and Policies & Procedures

BYLAWS Article X Standing Committees Section 1		
<i>Current Wording</i>		<i>Proposed Change</i>
<p>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. 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.</p>		<p>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.</p>

POLICIES AND PROCEDURES No. 2006-01 Policies for Committee Membership and Voting Last Amended 11-15-12		
<i>Current Wording</i>		<i>Proposed Change</i>
<p>Members of the Public</p> <p>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.</p>	<p>Members of the Public</p> <p>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.</p>	

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

<i>Current Wording</i>	<i>Proposed Change</i>
<p>Committee Membership – Planning Council</p> <p>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 (<i>Article X, Section 1, Planning Council Bylaws, Amended 2008</i>).</p> <p>Any member of the Planning Council can be a member of any Planning Council committee or subcommittee. Members of the public can make a request for committee/subcommittee membership from the Co-Chairs of the committee/subcommittee the person is interested in joining. 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.</p> <p>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 subcommittee upon appointment to the Planning Council.</p>	<p>Committee Membership – Planning Council</p> <p>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 (<i>Article X, Section 1, Planning Council Bylaws, Amended 2008</i>).</p> <p>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.</p> <p>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.</p>

POLICIES AND PROCEDURES No. 2006-02
Development of Planning Council Slate of Officers
Last Amended 03-25-10

<i>Current Wording</i>	<i>Proposed Change</i>
<p>A. Qualifications to run for office – the Nominating Committee will examine attendance records of Planning Council and standing committee meetings from October 1 – August 1 to determine who would be eligible to run for office. Eligible nominees:</p> <ul style="list-style-type: none"> (1) must have attended 85% of Planning Council meetings in the previous twelve month period, and (2) have served as a Planning Council Committee Co-Chair or Planning Council Officer for at least one year prior to nomination. 	<p>A. Qualifications to run for office – the Nominating Committee will examine attendance records of Planning Council and standing committee meetings from October 1 – August 1 to determine who would be eligible to run for office. Eligible nominees:</p> <ul style="list-style-type: none"> (1) must have attended 85% of Planning Council meetings in the previous twelve month period, and (2) have served as a Planning Council Committee Co-Chair or Planning Council Officer for at least one year prior to taking office.
<p>B. Evaluation criteria – Nominees will be evaluated on the following criteria:</p> <ul style="list-style-type: none"> 1. Ready for office – Nominee meets attendance requirement and has served as a Planning Council Committee Co-Chair or Planning Council Officer for at least one year prior to nomination. 	<p>B. Evaluation criteria – Nominees will be evaluated on the following criteria:</p> <ul style="list-style-type: none"> 1. Ready for office – Nominee meets attendance requirement and has served as a Planning Council Committee Co-Chair or Planning Council Officer for at least one year prior to taking office.

POLICIES AND PROCEDURES No. 2006-02
Development of Planning Council Slate of Officers
Last Amended 03-25-10

<i>Current Wording</i>	<i>Proposed Change</i>
<p>C. Vice Chair</p> <ul style="list-style-type: none"> • Must have a general knowledge of all positions especially the parliamentarian (to function in his/her absence). • Must have attended or be willing to attend parliamentary procedure training on Robert's Rules of Order and have general knowledge and understanding of it. • Must be a member of at least one standing committee, excluding Executive. • Must have served at least one (1) term or two (2) years on the Planning Council. <p>PLWHA Representative</p> <ul style="list-style-type: none"> • Must be a Person Living with HIV/AIDS (PLWHA) • Must be an advocate in the HIV/AIDS community with six (6) months – one (1) year experience and any other community service and assist in recruiting individuals for the PLWHA Committee. • Must attend PLWHA Committee meetings. • Must be a member of at least one standing committee, excluding Executive. • Must attend Pre-Orientation Information Overview meetings: • Must assist in recruiting other PLWHA for standing committees and the Planning Council's Proxy Pool. 	<p>C. Vice Chair</p> <ul style="list-style-type: none"> • Must have a general knowledge of all positions, especially the parliamentarian (to function in his/her absence). • Must have attended or be willing to attend parliamentary procedure training on Robert's Rules of Order and have general knowledge and understanding of it. • Must be a member of at least one standing committee, excluding Executive. • Must have served at least one (1) term or two (2) years on the Planning Council. • Must attend Pre-Orientation Information Overview meetings. <p>PLWHA Representative</p> <ul style="list-style-type: none"> • Must be a Person Living with HIV/AIDS (PLWHA) • Must be an advocate in the HIV/AIDS community with six (6) months – one (1) year experience and any other community service and assist in recruiting individuals for the PLWHAA Committee. • Must attend PLWHAA Committee meetings. • Must be a member of at least one standing committee, excluding Executive. • Must assist in recruiting other PLWHA for standing committees and the Planning Council's Proxy Pool.

POLICIES AND PROCEDURES No. 2006-02
Development of Planning Council Slate of Officers
Last Amended 03-25-10

<i>Current Wording</i>	<i>Proposed Change</i>
<p>D. Nominations for the Slate of Officers will be accepted by the Nominating Committee Co-Chairs from June 1 through July 31 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 May of each year.</p>	<p>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.</p>
<p>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.</p> <p>In October, the Nominating Committee will finalize the Slate of Officers to be presented to the Planning Council in October as the first reading. The second reading will be in November. 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.</p>	<p>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.</p> <p>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.</p>
<p>H. Closing date of the Planning Council Slate of Officers – all nominations must be submitted in writing to the Nominating Committee Co-Chairs by July 31 at 4:30 p.m. each year.</p>	<p>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.</p>



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: Tuesday, July 2, 2013

Committee Members Present: 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 4:10 p.m. by Vice Chair Ellen Schmitt.

2. Moment of Silence

Ellen 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

- Proposed Policy change moving the job duty of attending Pre-Orientation meetings to the Vice Chair has been approved by the Bylaws Committee. This now goes before the Planning Council for a vote.
- Previous request to review combining the positions of PLWHA Rep with the PCPG Rep has been withdrawn. No further action is needed.
- Use of Proxies: A **motion** was made by Melissa Scites, seconded by Heather Kilpatrick, **to request the Bylaws Committee to draft a Procedure allowing all Planning Council members to have their own specifically-named proxy. The Bylaws Committee is further directed to present this to the Planning Council when ready.** Motion passed.
- Term Limits: By consensus, the Executive Committee will not be presenting a motion on Term Limits to the Planning Council. The Executive Committee is working on a tier system which tracks and grades Council members, based on their Council and Committee meeting attendance, and their involvement on the Council. If the score is below a minimum level, then the member's reappointment application will not be processed. If the score is in a mid-range, then the current Council member will have to compete for their reappointment, if there are other candidates applying. In other words, reappointment is no longer guaranteed.

Per our Bylaws, the Executive Committee will be mailing letters to Council members who miss three Council meetings, or who are not actively participating in at least one committee. The Vice Chair will bring this up before the full Council during their July 25 meeting, advising members that their attendance and participation will be monitored closer in the future, and that this will have an impact not only on the member's qualification to run for office, but also for reappointment when their current term ends.

4. New Business

- 2014 Planning Council Meetings: Discussion on the number of meetings the Planning Council will have in 2014. Pat Sampson made a **motion to have seven (7) Planning Council meetings in 2014, with the option of having additional meetings as needed.** Motion was seconded by Melissa Scites. A vote was taken after discussion and the motion passed.

5. Staff Report

- July Meeting: Sharon Peterson, along with Cindy Funkhouser, will present at the July Planning Council meeting. They will be discussing Sulzbacher and the new Vet Center.

6. Announcements

- Get Inspired 6K Run – took place June 29, with 380 registered. Good turnout.
- PFLAG Brunswick – Justin will be guest speaker at their next meeting. He will be doing a presentation on the AIDS Memorial Quilt.
- North Florida Quilt Chapter's next meeting is Monday, July 8 at 6:00 p.m. – Riverside United Church of Christ

7. Adjournment

The meeting was adjourned at approximately 5:15 p.m.

ACTION REQUIRED BY PLANNING COUNCIL:

- A motion to have seven (7) Planning Council meetings in 2014, with the option of having additional meetings as needed.



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, July 9, 2013 – 1:30 p.m.

Committee Members Present: Frank Emanuel (Co-Chair), Melissa Scites (Co-Chair), Rodomir Desir, and Sylvia Jackson

Absent: David Andress, Dana Barnes, Robert Catalla, Sandra Ellis, and Saniyyah Mahmoudi

Support Staff Present: Deidre Kelley and Sandy Sikes

Call to Order

The meeting was called to order at 1:45 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

The D.O.H. and AHF combined drug utilization report was distributed to those present. This list is now up to 235 different drugs and our goal is to keep the list under 200. Rodomir Desir offered to clean up the list by removing the various strengths of each drug, and just show the drug name one time. Frank stated that the committee might need the strength and dosage information down the road, but conceded to the majority.

Rodomir mentioned that what Keecia King had done before was to create a spreadsheet showing the brand name in one column and the generic name in another, and people found that very helpful. Rodomir will do a similar list. Dee and Melissa asked if there could be a second list, showing the drugs by category.

After this list has been moved over to a spreadsheet format and the drug strengths removed, the next step will be to get the list under 200. Frank asked Rodomir to take over this project and be prepared to submit a finalized version to the Pharmacy & Therapeutics Committee by their next meeting. Sylvia Jackson will also be on this sub-committee, replacing Keecia King who recently resigned from the Health Department.

- Addition of Symbicort and Insulin equivalents to the Ryan White Formulary
Frank asked that the sub-committee also look at adding these two items to the formulary while they are revising the list.
- 2013 Request for LPAP Formulary Addition
By consensus, the committee agreed to begin using the Formulary Addition form when requesting that a drug be added, changed, or deleted on the Formulary. The form would be submitted to the Pharmacy & Therapeutics Committee; it is **not** a request for over-ride.
- Process for Handling Medication Requests from Out of Ryan White Network Case Managers
This is being deferred until the next meeting.

New Business

- None

Announcements

- The next meeting will be Tuesday, August 20, 2013 at 1:30 p.m.

Adjournment

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

Action to be taken: None



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, July 11, 2013

Committee Members Present: Justin Bell (*Co-Chair*), Annie Youngblood (*Co-Chair*), Jim Bernert, Bill Brim, Nathaniel Hendley, Sharon Hunter, Yolanda Kellam-Carter, Eric McBride, Terry Tatum, Antoinette Turner, Zane Urbanski, and Charles Wilkerson

Support Staff Present: Denise Jackson and Sandy Sikes

Guests: Chris Day, Dwayne Guillemette and Torrencia Shiloh

Call to Order

The meeting was called to order at 12:05 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

Zane Urbanski recited the PLWHA Purpose Statement

Introductions of Members and Guests

Program

- Get Inspired 6K Run

Chris Day gave a recap of the first annual GI6K Run that was held Saturday, June 29 at Hemming Plaza, downtown. The run was very successful. There were 310 people who pre-registered, over 500 who attended the event throughout the morning, and a lot of volunteers. Chris reported that there were several inquiries about HIV testing, and they will have the testing van on location at next year's run. Chris thanked everyone for their participation.

-
- Proxy Pool/Associate Members

Sandy Sikes gave an overview of the current Proxy Pool and how important it is for our PLWHA community to join. The role of the Proxy Pool, its membership process, and the difference between a Planning Council member and a Proxy Pool member was discussed. Sandy and Nathaniel Hendley also spoke briefly about the proposed Associate Membership category. A survey on barriers to participation (*on the Planning Council level*) was distributed to those in attendance. Members completed and returned the survey to Sandy, who will analyze the survey and provide the information to the Executive Committee and to HRSA, if requested.

Unfinished Business

- Community Resource Book Updates (Blue Book)

At the June meeting, an ad-hoc committee was formed with Gregory O'Gwinn taking the lead, along with members Annie Youngblood, Gloria Coon, Jerry Murray, and Verlon Blair. Gregory was not able to make today's meeting, but he has already received some revisions from members and this project is moving along. If anyone has further updates to the Blue Book, please email them to Gregory before our next meeting.

New Business

- Letter of Thanks

Justin read a letter received from Governor Rick Scott, thanking everyone for their support while the state worked on getting all applicants processed who were on the ADAP wait list. The state is pleased to announce that at this time, there is no wait list for persons accessing ADAP.

- Membership Categories

Motion made by Nathaniel Hendley, seconded by Annie Youngblood, **to recommend that the Planning Council move forward with the Associate pool.** The motion was discussed, voted on, and the motion was approved.

Announcements

- Nathaniel is still looking for a PLWHA who is interested in eventually taking over as the Area 4 CAG rep. This person could shadow Nathaniel for several months while they come up to speed on the Florida Statewide Consumer Advisory Group (CAG).
- 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.
- The Hope Picnic is scheduled for Saturday, October 5, 2013.
- The Oasis Conference has been scheduled; it will be held September 27-29 in Fort Walton Beach.
- The Florida Department of Health has started a new provider's group at the state level for ADAP. This is a work group similar to the PCPG set-up, and one of the categories is 'infected'. Dee Kelley will also be serving on this group, but we do not have anyone yet for the infected category. This would require monthly conference calls and possibly two conferences a year in Tampa. If anyone is interested, please contact Justin.

Open Forum/Concerns

Dwayne Guillemette shared with the group his journey as an HIV+ person in recovery. He was diagnosed in the 1980's and through the years, has lost many friends to this disease. Dwayne's interest, and an area this committee could look further into, has to do with the gap between recovery and adherence. Dwayne noted that PLWHAs who are entering or struggling with recovery often are not adherent with their HIV medication. This may be something the PLWHAA Committee or the Planning Council might want to address, perhaps as a project or at least for a discussion.

Adjournment

The meeting was adjourned at 1:20 p.m.

ACTION REQUIRED:

Recommend that the Jacksonville Planning Council move forward with the Associate Pool.



Metropolitan Jacksonville Area
HIV Health Services Planning Council

PRIORITY AND ALLOCATIONS 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 11, 2013 – 1:30 p.m.

Committee Members Present: Kim Geib (Co-Chair), David Andress, Justin Bell, Michael Bennett, Paula Burns, Frances Lynch, Marion Merritt, Rona Revels, Melissa Scites, Antoinette Turner, and Zane Urbanski

Absent: Dana Barnes, Minerva Bryant, Gloria Coon, Rodomir Desir, Sandra Ellis, Kendall Guthrie, Heather Kilpatrick, Tammy Morris, Patricia Sampson, and Heather Vaughan

Support Staff Present: Deidre Kelley and Sandy Sikes

Guests: Verlon Blair, Bill Brim, Dwayne Guillemette, Pam McQueen, Jerry Murray, Frieda Saraga, Torrenca Shiloh, and Terry Tatum

Call to Order

The meeting was called to order at 1:37 p.m. by Co-Chair Kim Geib.

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.

Comments From the Public

None

Review of Information

- Public Comments
Kim gave everyone a few minutes to read over the comments collected during the Planning Council's three Public Hearings held last month. It was noted that many of the comments dealt with the dental clinic.
- Service Utilization and Cost by Service Category FY 2012
Kim briefly explained this spreadsheet which shows what has occurred in the past when looking at the priorities and the corresponding demands for services for those priorities. Reviewing this gives us a better context for what we need to provide in the future. For FY 2012, the top five services per number of clients served were:

Ambulatory/Outpatient Medical Care
 Medical Case Management
 Non-Medical Case Management
 AIDS Pharmaceutical Assistance
 Oral Health

- WICY Expenditures FY 2012

Members were reminded that the Planning Council is obligated to keep track of our expenditures for Women, Infants, Children, and Youth. The attached Service Utilization and Expense Report shows that we exceeded the mandated percentages in each of the categories for FY2012.

- Service Priorities and Funding Allocations

At the last meeting, Committee members had selected the 15 core and support services they wanted to fund for FY2014. The members now began the process of assigning a percentage to each of these services. Food Bank was one of the services approved by the Planning Council last month. After assigning proposed funding to all other areas, the committee did not have anything left to go toward the Food Bank. It was agreed by members present to review FY2013's actual spending in December, and see how much we are spending in each area. If the committee sees one or two areas that are under-spending this year, then the committee will consider decreasing proposed spending in those areas next year, and route that additional percentage to Food Bank. A **motion** was then made by Melissa Scites, seconded by Antoinette Turner, **to approve the following proposed funding:**

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
	Subtotal:	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
	Subtotal:	11.89

The motion was then voted on and approved; there was one abstention and no nays.

Announcements

The North Florida Quilt Chapter is still looking for people to join and support it. They meet at 6:00 p.m. on the first Monday of the month at Riverside United Church of Christ. For more information, please contact Justin Bell.

Adjournment

The meeting was adjourned at 2:45 p.m.

Action to be taken: Present to the Jacksonville Planning Council for their approval, the funding allocations on the above list of prioritized services.

1% = \$68,150

5% = \$340,752

FY 2012
Actual %
Funded

FY 2013
% Being
Funded

**FY 2014
Proposed %
Funding**

Core Medical Services			
Outpatient/Ambulatory Medical Care	34.31	32.36	33.90
AIDS Pharmaceutical Assistance - Local	14.53	15.15	14.40
Medical Case Management	24.17	24.99	24.81
Mental Health	4.73	6.44	4.70
Oral Health Care	8.40	6.28	8.30
Substance Abuse Services - Outpatient	0.96	1.21	0.90
Health Insurance Premium	0.36	0.49	0.30
Medical Nutrition Therapy	0.92	0.76	0.80
Home Health Care	0.61	1.02	0.00

88.99

88.70

88.11

Support Services			
Non-Medical Case Management	4.88	3.83	5.00
Substance Abuse Services - Residential	2.84	3.89	3.00
Medical Transportation	0.36	0.66	0.30
Legal Services	2.67	2.69	2.60
Outreach Services			0.75
Child Care	0.26	0.23	0.24
Food Bank			0.00

11.01

11.30

11.89

100.00

100.00

100.00

2013 PUBLIC HEARING COMMENTS

June 13, 2013 PLWHA Committee Meeting:

VELDA STOKES

My concern is about the dentist, again. The dental office is supposed to be moving, and at first I heard that it was moving to 45th and Moncrief, and then they said they were moving to 103rd Street. I was OK with the move to 45th and Moncrief, because I know that area and I can get there. But it will be a big problem for me to try and get over to 103rd; not only for me but for a lot of other people. Many people have to catch the bus, and they don't know the area or which bus to take, or where to go when they get off the bus. I feel that it was unfair to move the dental office from Beaver Street, where everyone was able to get to, and move all the way over to 103rd Street. I think that was very inconsiderate to those who depend on bus service. I want to ask that they reconsider the move to 103rd Street.

ANTOINETTE TURNER

This is not a concern with Ryan White. It's to let you know I appreciate your care, concerns, and prayers while I was in the hospital for back surgery and I just want to say 'thank you' to all of you. I'm glad to be back with all my family and friends. I'm doing very well and I ask that you keep praying that I continue to do better.

MARION MERRITT

Today I am submitting a letter to the PLWHA Committee regarding dental care and service. The Duval County Health Department's dentistry service has not worked for the past ten years. It is awful, and has been an awful experience for me. I remember being in a meeting in Gateway back in 2008; it was my first time called to the table. Deadra Green didn't vote, and after the meeting I saw that she was crying, and I asked her what was wrong. Deadra said that you guys have just made the worst mistake you ever made; you voted away the dentist. I didn't know exactly what she meant; when the vote was called, I just raised my hand like everyone else, since I was the new kid on the block. I didn't even know what the vote meant. But the dentist has not worked. I have a rotten wisdom tooth right now. I don't know what to do, but the dentist is just not working. Dr. Cioff is expensive, but his work is good. He was a good dentist and he made you feel good about yourself and your teeth. Oral health is very important for HIV, and I just don't understand why we're not being taken care of.

Going to 105th Street is in the boonies and I don't know where the AIDS Project Office is; I've never even been there, and I've been in the system for 18 years. So today I am submitting this letter. Ms. Yvonne I thank very much at this centralized clinic; she's one person, but she's awesome. Ms. Veronica is awesome. Those are the two people in

2013 PUBLIC HEARING COMMENTS

that whole building who helps you. The dentist is just not working, and I think that we as a body need to do something about this dentist situation because eventually we aren't going to have any teeth. I started out with 23 teeth, and I have 17 left, and I'm trying to save what I have. I will be submitting this letter to Sandy and I've also sent pictures of my face, what I looked like before the infection.

ERIC LAWSON

One of the things I want to talk about is every morning when I wake up and look out the window, I see women on the street selling their bodies. Some of the things I do there is to hand out condoms that I get for free. But the biggest thing I think we can do is to have assisted hand-to-hand bus route guidance for people who don't understand how to get from Point A to Point B. And as a person and volunteer in this program, I would love to take that position and to guide people in the direction.

GLORIA COON

My concern is also about the dentist. I called the other day and was told they weren't making appointments at this time and it would be a while before they do. I was told that I needed to find somewhere else to go. I then contacted my case manager who said she wasn't sure, but she thought they were sending patients over to Econo. I feel that when people call the dentist's office, instead of just being told that they aren't making appointments now, they should instead give the caller the name and phone number of the other dentists who are filling in.

June 27, 2013 Planning Council Meeting:

DAVID ANDRESS

As a representative of the Health Department's AIDS Program Office, Mr. Andress spoke to the group regarding the dental clinic's move, their anticipated hours, and dental services during the interim period.

2013 PUBLIC HEARING COMMENTS

June 28, 2013 NFAN Luncheon:

DAVID ANDRESS

As a representative of the Health Department's AIDS Program Office, Mr. Andress spoke to the group regarding the dental clinic's move, their anticipated hours, and dental services during the interim period. The Health Department acknowledged the problems caused during the transition of the West Jacksonville Dental Center. The short-term solution will be to provide adult dental services beginning Saturday, July 20, at the Wesconnett Family Health Center, located at 5150-9 Timuquana Road. The dental office will be open Saturday mornings from 9:00 a.m. to 1:00 p.m., and Thursday evenings from 5:00 to 9:00 p.m.

The completion date for the new dental center is approximately 90 days from now. The new dental center will be located at 5917 105th Street.

NATHAN BULLOCK

I have concerns about the transportation and why they come to pick you up two to three hours before your appointment. Sometimes my doctor's office isn't even open before they are dropping me off outside his office. Something needs to be done about that.

BRIDGETT JOHNSON

I'm concerned with how long it takes when you go to the doctor and have an appointment, emergency, and they tell you that they got to send a request to your doctor. They'll take like a whole month or two months ahead of time, and I want to know why it takes so long; you got to be in pain, you got to be in dire need. And another thing, if your doctor is not there, and you need your medications, your doctor cannot sign off for another doctor. So you are there, needing your medications for however long, and you aren't getting them. This is not good and I think something really needs to be done

MARY FARRELL

My problem is this. When you have an emergency, like you need help with your rent or getting your utilities paid, you call these agencies, as a matter of fact, I called one last month and I haven't got a call back yet; [Q: which agency was that? A: Catholic Charities], and you call and it takes a long time for them to call you back. Sometimes you have to fight to keep your lights and stuff on if you're having a financial problem. That's why I want to know why it takes them so long. I know that there's a lot of people that need help, but when you explain to them on the phone call how desperate your need is, you know. Normally I don't have a problem with Catholic Charities.

2013 PUBLIC HEARING COMMENTS

DWAYNE GUILLEMETTE

I've been in and out of the AIDS service community for several years. One thing I've found is with the case managers; some of them don't have the proper listings for primary care physicians, or listings for dentists. I've been living with this disease for many, many years and I can remember back in the old days, we would go through the telephone book calling different dentists, asking them if they would work on HIV+ patients. If a dentist said yes, then we'd write their name down and we created this list. Today, with the way things are, I have a hard time accepting the fact that case managers don't have an up-to-date list. I'm trying to figure out why that is. I feel it's very important for case managers to have a listing like this.

MARY GLENN

Submitted a blue card, but declined to speak as her question regarding dental has now been answered.

HORACE MOODY

When I moved, I had a problem with bedbugs and with seniors, it's very essential to get rid of bed bugs. Once they are in your house, it is not easy to get rid of them. I was hoping we could get help for this, because a lot of people like me, you can't afford an exterminator for \$1,200.

ANONYMOUS

They had a problem getting case management.



CAG

Florida Statewide Consumer Advisory Group

Working together, building a successful tomorrow
for positive individuals today.



The objective of the Consumer Advisory Group: **“Working Together, Building a Successful Tomorrow for Positive Individuals Today”**.

Our action plans to accomplish this goal focus on several areas as listed below:

- The Restructure of DOH ---- Keeping the consumer informed of changes.
- In + Care ----- Sign up to be a personal partner In + care. Encourage local organizations to sign on as partners and submit data.
- Health Care Reform ----- Area Program Update's
- Peer Programs / MMP ----- Promoting within the state by all CAG members and keeping website update.

We meet monthly usually the last Tuesday of each month via a conference call. Area reports are due from representatives on the third week of the month. We normally meet once a year face to face in Tampa Florida. Usually this meeting is planned around a Medical Mentoring Program meeting (MMP).

I try to attend as many community meetings as possible. By playing an active role in Area 4 Planning Council and mentoring of several other peers' program is how I accomplish most of my responsibilities for this group.

Finally, I am in the process of recruiting a responsible person to shadow me as a backup for this group.

For more information about the Consumer Advisory Group, OR if you are interested in volunteering, please contact Nathaniel Hendley at mrnatehen@yahoo.com

FREE LUNCH

Please join us for our monthly
community luncheon on
July 26, 2013

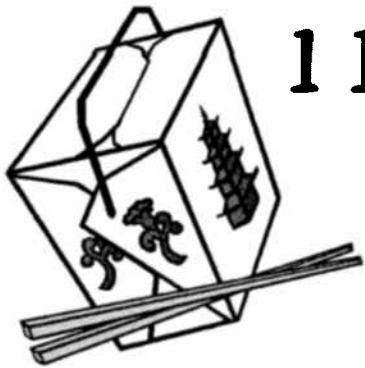
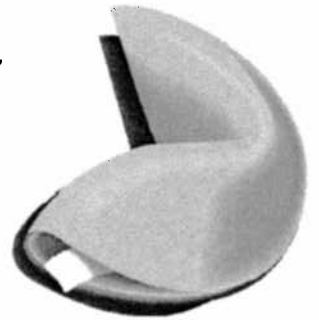
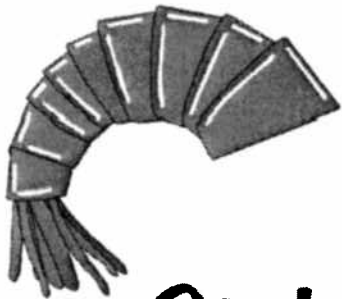
12 p.m.

St. Luke's Community Church

1140 S. McDuff Avenue

Sponsored and hosted by

N FAN



We are going to celebrate the
Fourth of July a little late!

Enter the red, white, and blue contest
by wearing your most patriotic attire.
Two winners!



GETTING TO

ZERO

Notes:

Aug. 31 – Happy Birthday
Gloria Ealey
Sept. 2 – Happy Birthday
Ken Fields
Sept. 3 – Happy Birthday
Gregory O’Gwinn

* * * * *

Aug. 5 – North Florida Quilt Chapter
at 6:00 p.m. Riverside United
Church of Christ

Aug. 6 – 2:00 p.m. – First Coast
Community AIDS Prevention
Partnership (FCCAPP) at Wachovia
Bldg., 1601 N. Main

Aug. 13 – World AIDS Day Meeting
at Noon (Jax Urban League Bldg.)

Aug. 15 – BCCC Advisory Board
Meeting 10:30 a.m. to Noon at 515
W. 6th Street. Call Sharon Hunter
at 253-1293 for more details.

* * * * *

COMING UP

OASIS Conference
Sept. 27-29, in Ft. Walton Beach, FL

The 2013 AIDS Run
Saturday, September 28th

**METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES
PLANNING COUNCIL**

AUGUST 2013

Monday	Tuesday	Wednesday	Thursday	Friday
Please note: Nominating, Executive, and Pharmacy & Therapeutics Committee meetings are all pushed back a week.				
		Planning Council and Committee meetings will be held at: 1809 Art Museum Drive, 1 st FL Large Conf. Room, unless otherwise specified. Contact Sandy Sikes at 630-3504 or Mary Martinez at 630-4661 for more info.	W.A.C. 9:00	2
5	6	7	8 PLWHA 12:00	9 Nominating 10:00
12	13 EXEC 4:00 Birthday: Patricia Sampson	14	15	16
19	20 Pharmacy & Therapeutics 1:30	21	22 No Planning Council this month	23
26	27	28	29	30

