



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



**Meeting of April 28, 2011
4:00 P.M.**

- I. Call Meeting to Order.....Antoinette Turner/Frank Emanuel**
- II. Roll Call..... Heather Kilpatrick**
- III. Approval of March 24, 2011 Minutes**
- IV. Moment of Silence Public/Members**
- V. Announcements/Comments Council Members**
- VI. Administrative Agency Report Deidre Kelley**
- VII. Committee Reports**
- **Executive Committee..... Page 4 Frank Emanuel**
Action to be taken: None
 - **Pharmacy and Therapeutics..... Page 5 David Andress**
Action to be taken: Approval to **1)** add the drugs listed on page 6 to the Ryan White formulary effective May 1, 2011; **2)** to exclude Lortab by name, dispense by generic only; **3)** to state that the medications listed on the formulary could be dispensed in any formulation or dosage.
 - **PLWHA Page 10 Eugene Williams**
Action to be taken: None.
- VIII. Unfinished Business.....Members/Public**
- IX. New Business..... Members/Public**
- X. Public comments.....Public**
- XI. AdjournmentAntoinette Turner**



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.

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

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

Minutes

April 28, 2011

4:00 p.m.

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

- I. Meeting Called to Order.....David Andress**
In lieu of Chair Turner running late, David Andress, Parliamentarian, called the meeting to order at 4:05 p.m.
- II. Moment of SilencePublic/Members**
David Andress asked for a moment of silence to be observed for individuals who have died of HIV/AIDS, for those living with and affected by the disease and for everyone experiencing other emotional, psychological, and physical issues.
- III. Roll Call..... Heather Kilpatrick**
Following the roll call, a quorum was declared. Proxy members Nathaniel Hendley, Sharon Hunter and Linda Williams were called to the table.
- IV. Approval of March 24, 2011 MinutesAntoinette Turner**
Chair Turner asked for a motion to approve the minutes as presented. There was a motion, it was seconded, and the minutes were approved.
- V. Announcements/Comments Council Members**
Mark Cleveland apologized for being out of touch. He stated that his email and house phone hasn't been working and to use his cell phone, 400-3165, instead. Leon Green stated that he has reviewed a recently released report on the issues surrounding the 2009-2010 ADAP crisis Florida and he shared a brief summation with the Council. David

stated that this

particular report is online at www.FloridaIndependent.com. Ken Fields commented that he was one of the participants that went to Tallahassee to attend the public forum on the Part B Eligibility changes to ADAP and possibly other Ryan White programs. Ken stated that it was a good experience for him and he was glad he was able to attend.

VI. Administrative Agency Deidre Kelley

The administrative agency was informed by the Project Officer yesterday that HRSA plans to release the balance of the grant funds in mid May. There is still no word about funding cuts as a result of the budget deal between the President and Congress.

For those who have not heard, the State of Florida is proposing to reduce the eligibility criteria for Ryan White and ADAP services from 400% to 200% of poverty. In proposing the rule change, the Department of Health is conducting public hearings around the State. The first hearing was held Monday in Tallahassee. With the assistance of the AIDS Healthcare Foundation, Todd Reese arranged for 2 buses to transport about 100 people from Jacksonville to voice their concerns. Planning Council members, Antoinette Turner, Ken Fields, and Sharon Hunter were able to attend. Copies of the meeting notes from the hearing taken by the Florida HIV/AIDS Advocacy Network are being provided to you for review. David Andress has provided information regarding the impact such a change would have for Area 4 which includes Baker, Clay, Duval, Nassau, and St. Johns Counties. Baker County has 3 clients receiving services who will not be affected. Clay has 7 clients with 2 clients who will no longer be eligible for services. Nassau has 5 clients with 2 clients who will no longer be eligible. St. Johns has 20 clients with 5 who will no longer be eligible. Duval has 313 clients with 89 who will no longer be eligible. This makes a total of 98 clients currently receiving Ryan White funded services who will no longer be eligible. If Part A were to pick up the cost of providing antiretrovirals for those no longer eligible for ADAP, it would be an additional \$300,000 to \$400,000. The only good news is that there will be no changes in eligibility for at least 6 months. There is still plenty of opportunity for everyone to call and write their state legislators and the Governor about opposition to Rule 64D-4. Dee Kelley stated that there are currently 257 clients on the ADAP waiting list.

At last month's Planning Council meeting we had two public speakers who expressed difficulty in accessing services. The administrative agency contacted Beth Parker from NFAN regarding Dwayne Guillemette's termination from the AICP program. According to Beth, Dwayne was given 3 months to provide information that was required to renew his eligibility for the program. Dwayne failed to provide the information and he was disenrolled May 2009. He came back in July 2009 and Beth was able to assist Dwayne in paying his insurance premiums using Ryan White funds. She told Dwayne he still needed to provide the other information requested to be reenrolled in the AICP program. Again he failed to provide the necessary information and was disenrolled a second time in October 2009. According to Beth, she has not seen or heard from Dwayne since 2009. David Andress addressed the concerns expressed by Allen Cooper. David stated that Allen Cooper had two complaints 1) he couldn't get information on his lab evaluations on a timely basis and 2) he was told that he had to wait until May for his meds. Upon investigation regarding this matter the record indicates that he was assisted with receiving financial evaluation the first day he showed up, given a medical appointment within two weeks and lab appointment within two weeks. However, he did not get his GI appointment until May mainly because the office is at Mayo Clinic and that was the first available date. The Boulevard Clinic handled their part on a timely basis according to HMS, which is the official record. There does not seem to be any unreasonable delay in receiving the assistance he requested from BCCC. However, he has a legitimate complaint about his GI visit with Mayo Clinic.

On another topic, the administrative agency is preparing its EIIHA plan also known as Early Identification of Individuals with HIV/AIDS for grant year 2012 and we have enlisted the aid of the Women, Adolescents, and Children's Committee. A meeting of the Committee has been scheduled for Thursday, May 5 at 9:00 a.m.

As the plans for the retreat are still underway, the Executive Committee meeting Tuesday, May 3 has been cancelled. Also, a scholarship application to attend the North American Housing and HIV/AIDS Research Summit taking place September 21 to 23 in New Orleans, LA, is being provided to anyone interested. The deadline for making application is Friday, April 29. The AIDS Institute is requesting a cover page design to be used for the State of Florida 2012-2014

Comprehensive Prevention Plan. Please submit all design ideas to Allison Herring as listed on the notice that was distributed.

A meeting of the Retreat Committee will follow after the Planning Council meeting today to finalize the program. There was discussion regarding the Federal Poverty Level Guidelines.

VII. Committee Reports

Executive Committee.....Frank Emanuel

The Committee met on April 5. The report is on page 4 of the packet. There are no actions to be taken.

Pharmacy and Therapeutics CommitteeDavid Andress

The committee met on April 6. The committee is recommending approval of a list of medications not on the Ryan White formulary that had been dispensed based on medical necessity (formulary overrides). The addition of the following drugs to the Ryan White formulary effective May 1, 2011 is being presented for approval:

1) Peridex Oral Rinse, Coumadin, Derma Smooth Oil, Hydrocortisone Cream, Alinia, Florinef, Thorazine, MS Contin, Skelaxin, Lithium Carbonate, E.E.S. Suspension, Doxycycline, Carafate Suspension, Ofloxacin, Restoril, Valium, Maalox Liquid, EpiPen Auto Injector, Celexa, and Imitrex. There was a motion made to accept the recommendation, seconded, no discussion, call for question, and it was approved. **2) Requesting approval to exclude Lortab by name and only dispense generic form.** A motion was made to accept the exclusion, it was seconded, no discussion, call for question, and it was approved. **3) to state that the medications listed on the formulary could be dispensed in any formulation or dosage and therefore allowing the pharmacist flexibility to address the need of the patient (can be found on pages 6-9 of the April packet).** A motion was made to accept the medications listed on the formulary, it was seconded, no discussion, call for question, and it was approved.

PLWH/AEugene Williams

The report is on page 10. There were no actions.

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

There was none.

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

There was none.

X. Public Comments.....Public

Jackie Nash announced the passing of Dr. John Formanek. She asked that we remember him in a ceremony at the end of the retreat.

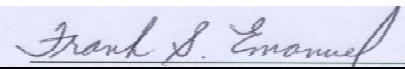
XI. Adjournment.....Antoinette Turner

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

Respectfully Submitted,



Antoinette Turner, Chair



Frank Emanuel, Vice-Chair

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

Women, Adolescent and Children Committee

**June 2, 2011
Summary of Meeting
9:00 a.m.**

The following members and staff were present: Alfreda Telfair, Audrey Green, Shelly De la Rosa, Mark Cleveland, Latonya Franklin, Sharon Hunter, Gloria Coon, John Essex, Megan Wakeley, Heather Vaughan, Carolyn Patterson, Bonita Drayton, Joseph Mims, Graham Watts, and Deidre Kelley. Co-Chair Alfreda Telfair called the meeting to order at 9:05 a.m. and led members in a moment of silence to remember those infected and affected with HIV/AIDS.

Introductions: All members introduced themselves.

Unfinished Business:

- National HIV Testing Day, June 27, 2011. WAC members will be hosting activities at the Gateway Shopping Center from 12:00 p.m. to 6:00 p.m. on Monday, June 27. Set up for the event will begin at 9:00 a.m. An itinerary was developed (see attachment) and members were assigned specific activities. John Essex asked that Dee prepare a flyer that he can pass out at the Case Management Coop meeting June 9. Mark Cleveland stated that he would like some of the flyers to distribute at the PLWHA Committee and to bars and sports clubs. Heather suggested that we share a copy of the planned itinerary at the Case Management Supervisor's meeting and Provider meeting to see if other agencies wanted to participate. So far, Gateway Community Services, UF CARES, Jacksonville Area Legal Aid, JASYMN, Lutheran Social Services, Northeast Florida AIDS Network, Community Connections, and Wachovia Bank will have tables. We need to finalize commitment of a van to provide counseling and testing at the event. Hot dogs, snacks, soda and water will be provided between 12:00 p.m. and 2:00 p.m. Heather suggested that we ask Brian Hopkins to bring his grill for the hot dogs and John Essex volunteered to cook. There was a suggestion that people wanting to eat had to visit a certain number of information tables before they received a hot dog. A subcommittee was appointed to finalize plans for the event. Subcommittee members are Alfreda Telfair, Audrey Green, Latonya Franklin, and Sharon Hunter.
- Early Identification of Individuals with HIV/AIDS (EIIHA). Graham asked members if they had any comments about the proposed Early Identification of Individuals with HIV/AIDS (EIIHA) plan that describes outreach activities undertaken by the WAC Committee. John Essex stated that this was the first time he had seen the plan and would like some additional time to review the document. Dee explained that the plan was a description of the strategy we were using to reach uninfected persons at risk for contracting HIV. The plan describes activities to reach women who regularly attend church. It could be expanded to reach other populations such as youth. Alfreda appointed a subcommittee to further refine the EIIHA plan. Those members are John Essex, Gloria Coon, Mark Cleveland, Audrey Green, and Sharon Hunter.

New Business: There was no new business.

Announcements: Alfreda announced that the WAC Committee's other Co-Chair, Errol Schell had difficulty attending meetings on the 2nd Tuesday of the month and would like for members to consider meeting on a different day or a different time. Alfreda asked Dee to find another day of the month that worked best for everyone.

Meeting Adjourned: As there was no further business to conduct, the meeting was adjourned at 10:00 a.m.

ACTION REQUIRED: None

Metropolitan Jacksonville Area HIV Health Services Planning Council
Nominating Committee
Meeting Minutes of June 3, 2011

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

Moment of Silence: Co-Chair McBride called the meeting to order at 10:03 a.m. and requested a moment of silence to remember those who are infected and affected by HIV.

Old Business: None.

New Business:

Fill Planning Council Vacancy: The Nominating Committee (N.C.) has responsibility to make recommendations to fill existing Planning Council (P.C.) vacancies. At the current time, a vacancy exists in the PLWHA category and closing the gap is necessary to satisfy the mandated 33% non-aligned representation. Hence, Co-Chair McBride directed the committee to review Planning Council attendance percentages, geographic representation and longevity of PLWHA in the proxy pool. After consideration of these parameters using standard parliamentary procedures, Justin Bell was unanimously approved by the Nominating Committee as the candidate to fill the existing Planning Council vacancy. Commensurate with this recommendation is the Nominating Committee's consensus that Justin also serve as PLWHA Representative to the P.C. for the balance of Eugene Williams' term. Justin Bell has requested that this recommendation be withdrawn.

Review and Discuss Nominating Committee Operating Procedures: The N.C. reviewed Metropolitan Jacksonville Area HIV Health Services Planning Council Nominating Committee Operating Procedures regarding the Planning Council Recruitment Process. The committee recommended that staff explore opportunities for NO-COST advertising in local print media and procure a standardized PSA that is pre-approved by City Hall for systematic use in print media. N.C. members were tasked to review the Nominating Committee Operating Procedures in its entirety and submit feedback to staff in writing at least two-weeks before the August 5, 2011 committee meeting, at which time, a revised version of the Operating Procedures will be available for deliberation.

Announcements/Comments: None.

Adjournment: At 10:50 a.m., Co-Chair McBride called for adjournment and it was approved.

Action/s Required:

1. Approve Justin Bell for appointment to the Planning Council in the category of non-aligned affected community.
2. Request written nominations for 2012 Planning Council officers. Nominations will be received until July 31, 2011.

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

June 7, 2011 4:00 p.m.

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

Moment of Silence: Chair Antoinette Turner called the meeting to order at 4:05 p.m. and asked members to observe a moment of silence to remember those who are living with HIV/AIDS and those who have passed away from the disease.

Old Business:

ADAP Update – David Address stated that there are still more than 3,800 PLWHA on the ADAP waiting list statewide. No action has been taken on changes to eligibility.

New Business:

PLWHA Representative Replacement – With the passing of Eugene Williams, his position as PLWHA Representative needed to be filled. The Planning Council policy calls for appointing the person receiving the second highest number of votes to the position. Because Eugene was the only candidate on the slate for this position, the Nominating Committee voted to recommend Justin Bell to replace Eugene Williams as PLWHA Representative. As Justin Bell is not yet a Planning Council member (he is being recommended to Planning Council membership at the June meeting), someone else should be considered. Justin Bell has also declined the nomination. Committee members discussed eligible candidates and decided by consensus that Velda Stokes would be an excellent choice to serve out the remainder of Eugene's term as PLWHA Representative.

Donations for Eugene Williams AIDS Quilt Panel – Dee presented Committee members with a quote from Sonja Coles to make a 3 foot by 6 foot quilt panel for Eugene. Dee stated that she did not know if we were being asked to fund one or two panels. There was a suggestion that funding be taken out of the Memorial fund. Dee stated that the panel could be purchased with Planning Council support funds. Committee members asked that Sonja Coles, Leon Green, and Sharon Hunter present their idea for the quilt panel to the full Planning Council for discussion and approval.

Adding Names of Non PLWHA Planning Council Members to Memorial Plaque (Elizabeth Means and Rev. Granville Reed) – Dee stated that she had received a recommendation from a Planning Council member that non PLWHA Planning Council members who had passed away be added to the Planning Council Memorial Plaque. This would include Elizabeth Means and Rev. Granville Reed. Both were ex-officio members and past Co-Chairs of the Planning Council. After some discussion, Committee members agreed by consensus to recommend to the Planning Council that non PLWHA Planning Council members names be added in the third column of the Memorial Plaque.

Meeting of the Pharmacy and Therapeutics Committee – David stated that he had received a request from Dr. King to have a meeting of the Pharmacy and Therapeutics Committee to discuss the addition of 2 more drugs to the formulary. He suggested that we have a meeting via conference phone. Dee stated that she would research the possibility and let Committee members know when and where the meeting would take place.

Announcements: There were no announcements.

Adjournment: There being no additional business, the meeting was adjourned at 4:35 p.m.

Action to be taken: 1) Approval of Velda Stokes as PLWHA Representative to serve the remainder of Eugene Williams term; 2) Approval to ask Sonja Coles to make a 3 foot by 6 foot AIDS quilt panel for Eugene Williams; 3) Approval to pay for the AIDS quilt panel with Memorial Fund dollars; and 4) Approval to add non PLWHA Planning Council members to the Memorial Plaque (Elizabeth Means and Rev. Granville Reed).

**METROPOLITAN JACKSONVILLE AREA
HIV HEALTH SERVICES PLANNING COUNCIL
PRIORITY AND ALLOCATIONS
COMMITTEE MEETING SUMMARY
June 9, 2011**

The following were present: Heather Kilpatrick, Antoinette Turner, Mark Cleveland, Sandra Ellis, Todd Reese, Zane Urbanski, Kendall Guthrie, David Address, Frank Emanuel, Heather Vaughan, Gloria Coon, Nathaniel Hendley, Kim Geib, Richard Dorman, and Dee Kelley.

Moment of Silence: Co-Chair Heather Kilpatrick called the meeting to order and requested that everyone observe a moment of silence for those who are infected and affected by HIV/AIDS and for those who have died.

Announcements/Comments from the Public: Todd Reese announced that AHF Riverside Clinic would be relocating to space at St. Vincent's Hospital in the next month or two. Dee Kelley announced that the Planning Council would be holding three (3) public hearings this year to receive comments regarding Ryan White services. She also informed members that the Women, Adolescents, and Children Committee was sponsoring an event at Gateway Shopping Center June 27 in recognition of National HIV Testing Day.

Recommendation for New Co-Chair: Co-Chair Kilpatrick asked if there were any recommendations. Both Mark Cleveland and Melissa Scites were nominated. Their names will be forwarded to the Executive Committee for approval.

Review of Information for FY 2012: Co-Chair Kilpatrick turned the meeting over to Dee Kelley who requested that everyone look at the Plan for Prioritizing and Allocating Funds. There were no questions and the plan will be forwarded to the Planning Council for approval.

Dee continued with an overview of the priority setting and resource allocation process to include the Ryan White HIV Treatment Extension Act of 2009, Conflict of Interest and Government in the Sunshine, Planning Council Values, Principles to Guide Decision Making, Statewide Coordinated Statement of Need, HRSA Directive, Glossary of Terms and HIV-Related Service Categories, HRSA Policy 10-02 Eligible Individuals and Allowable Uses of Funds for Discretely Defined Categories of Services, and results of Client Satisfaction Surveys collected in 2010. There was considerable discussion regarding Government in the Sunshine. Dee shared a recent incident as a violation of Government in the Sunshine and asked Committee members to recommend ways to deal with the ongoing problem. By consensus it was agreed that the matter should be brought up at the next Planning Council meeting under "New Business." Dee will include material on Government in the Sunshine in the Planning Council packet.

Adjournment: There being no additional business, the meeting was adjourned at 2:30 p.m.

Action to be taken: Approval of the FY 2012 Priority and Allocations Process Plan as presented.