



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



**Meeting of January 26, 2012  
4:00 P.M.**

- I. Call Meeting to Order.....Antoinette Turner/Frank Emanuel**
- II. Moment of Silence .....Public/Members**
- Installation of Officers..... Jackie Nash**
- Presentations..... Sandy Sikes**
- III. Roll Call..... Heather Kilpatrick**
- IV. Comments..... Public/Members**
- V. Approval of December 15, 2011 Minutes.....Antoinette Turner/Frank Emanuel**
- VII. Administrative Agency Report ..... Deidre Kelley**
- VIII. Committee Reports**
- **Executive Committee.....** Page 4 **Antoinette Turner**  
Action to be taken: None
  - **Women, Adolescents & Children Committee.....** Page 5 **Alfreda Telfair**
  - **PLWH/A Committee.....** Page 14 **Velda Stokes**  
Action to be taken: None
  - **Priority and Allocations Committee.....** Page 17 **Heather Kilpatrick**  
Action to be taken: **Reallocation of Part A and Part B FY 2011 Funding**
  - **Comprehensive Plan Committee.....** Page 19 **Ellen Schmitt**  
Action to be taken: None
  - **Bylaws Committee.....** Page 20 **Patricia Sampson**  
Action to be taken: **Vote on Article XV**
- IX. Unfinished Business.....Members**
- X. New Business.....Members**
- XI. Announcements.....Members/Public**
- XII. \*Remembrance of Elizabeth G. Means; Rev. Granville Reed, III; Eugene B. Williams;  
Robert F. Nicholson, Jr. and Derya F. Williams.\***
- XIII. Adjournment..... Frank Emanuel**



**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

January 26, 2012

4:00 p.m.

### Members Present:

Frank Emanuel, Chair	Elaine Mathews
Alfreda Telfair, Vice- Chair	Eric McBride
David Andress, Parliamentarian	Jacquelyn Nash
Heather Kilpatrick, Secretary	Sharon Peterson
Patricia Sampson, Treasurer	Errol Schell
Antoinette Turner, PLWH Representative	Ellen Schmitt
Justin Bell	Melissa Scites
Mark Cleveland	Velda Stokes
Gloria Coon	Tara Wildes
Kerry Dunlavey	Annie Youngblood
Ken Fields	
Kimberly Geib	
Leon Green	

### Members Absent:

Kerry Dunlavey	Paul Labonte
Carolyn Patterson	

### Proxy Members Present:

Nathaniel Hendley	Edward McDonald
Sharon Hunter	Marion Merritt

### Staff Present:

Deidre Kelley	Mary Martinez
Sue Andrews	Sandy Sikes

### ***I. Meeting Called to Order Antoinette Turner***

The meeting was called to order at 4:00 p.m. by Chair Turner.

### ***II. Moment of Silence ..... Public/Members***

Chair Turner 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.

### ***Installation of Officers.....Jackie Nash***

Ms. Nash requested the new officers to stand and be sworn in to their new posts. It was with honor and privilege for Ms. Nash to have read the charges and install the 2012 slate of officers to their respective offices: ***Frank Emanuel, Chair-2012; Alfreda Telfair, Vice-Chair-2012; Heather Kilpatrick, Secretary-2012; Patricia Sampson, Treasurer-2012; Antoinette Turner, PLWH/A Representative- 2012.***

### ***Presentations .....Sandy Sikes***

Ms. Sikes called the names of officers stepping down from their posts and gave awards in recognition of their services: ***Antoinette Turner, Chair-2011; Ken Fields, Treasurer-2011; and Velda Stokes, PLWH/A Representative-2011.*** Also, members receiving perfect attendance: ***David Andress; Ken Fields; Velda Stokes and Melissa Scites.***

- III. Roll Call..... Heather Kilpatrick**  
Secretary Kilpatrick called the roll and a quorum was declared. Proxy member Edward McDonald was called to the table.
- IV. Approval of December 15, 2011 Minutes..... Frank Emanuel**  
Chair Emanuel asked for a motion to approve the minutes as presented. There was a motion, call for question, any corrections, seconded, and the minutes were approved. There were no corrections.
- V. Comments.....Council Members**  
There were none.
- VI. Administrative Agency.....Deidre Kelley**  
Ms. Kelley introduced Sandy Sikes as the new Planning Council support person and encouraged members to contact her on Planning Council business.

With the dawn of the new year, the administrative agency is requiring your signature for acknowledgement with Conflict of Interest form, Rules of Conduct, and Government in the Sunshine. All three forms need to be signed and returned to either Sandy or Mary. The Planning Council Committee sign-up sheet is also being passed around and members are required to participate in at least one Planning Council Committee. Reminder that when signing up for the Coordination Committee you are also signing up for all of the Subcommittees which include Eligibility, Needs Assessment, and Comprehensive Plan. The Eligibility Subcommittee meets when necessary, Needs Assessment and Comprehensive Plan meet every two to three years. Currently the Comprehensive Plan Subcommittee is meeting until April of this year. The Pharmacy and Therapeutics Subcommittee is on a separate Committee sheet entitled “Pharmacy and Therapeutics Committee” for you to sign. The Women, Adolescent, and Children Committee has a good number of members but the majority are not Planning Council members, therefore we are encouraging more participation from the Planning Council members.

The Memorial Fund envelopes are being passed to everyone for contributions. The contribution is \$11 per year or whatever amount you are able to contribute. Please return your envelope to either Sandy or Mary.

Looking at the calendars, *meetings scheduled for February are Women, Adolescents, and Children’s Committee on Thursday, February 2 at 9:00 a.m., Nominating Committee Friday, February 3 at 10:00 a.m., Executive Committee Tuesday, February 7 at 4:00 p.m. with the new officers, PLWHA Committee Thursday, February 9 at 12 noon. Pharmacy and Therapeutics and Comprehensive Plan Committees will be meeting on Thursday, February 9 following the PLWHA Committee meeting.*

On February 3, following the Nominating Committee meeting, there will be a Planning Council application training. A flyer was included in your Planning Council packet. Another sign-up sheet is being passed around for you to let us know if you plan to attend. It is highly recommend that everyone who anticipates a problem in completing this 8 page application attend this training. As mentioned before, all Planning Council members and proxy pool members will eventually have to complete this City application to continue membership on the Council.

On to other news, the Memorandum of Agreement between the City of Jacksonville and the State of Florida Department of Health for a merged Planning Council has been submitted to the Mayor’s office. It will require City Council approval and authorization for the Mayor to sign the Agreement. The Administrative Agency will keep you posted on the progress. Also, the Admin Agency has recently bid all Ryan White services for the next three years and it is our hope to let our service providers know the outcome of who will be funded by the end of this month.

- VII. Committee Reports**
- Executive Committee.....Antoinette Turner**  
The Committee met on January 3 and the report is on page 4. There were no actions required.
- Women, Adolescents, and Children Committee .....Alfreda Telfair**  
The Committee met on January 5 and the report is on page 5. Alfreda Telfair and Gloria Coon were nominated as 2012 Co-Chairs for the committee. The WAC Event Planner will soon be on-line and members can schedule an outreach activity and all members can access it. There were no actions required.

**PLWH/A Committee ..... Velda Stokes**  
Report is on page 14. Under old business, applications for membership were distributed for new members. There were no actions required.

**Priority and Allocations Committee .....Heather Kilpatrick**  
Report is on page 17. The committee nominated Justin Bell and Kim Geib as Co-Chairs. Also, requesting approval to reallocate Part A and Part B FY 2011 funding as presented on page 18 (behind the committee report). A motion was made to accept the reallocation of funding, second, call for question, any abstentions, and it was approved.

**Comprehensive Plan Committee ..... Ellen Schmitt**  
Report is on page 19. David Andress reported that the 2012 Statewide Coordinated Statement of Need (SCSN) has been completed. The committee is recommending Patricia Sampson, Ellen Schmitt, and Heather Kilpatrick for 2012 Co-Chairs. There were no actions required.

**Bylaws Committee ..... Patricia Sampson**  
The committee presented *the final reading of Article XV, Government-in-the-Sunshine*, page 20. A motion was made to accept the recommendation to add Article XV, call for question, any abstentions, and it was approved.

**VIII. UnfinishedBusiness..... Members**  
There were none.

**IX. New Business..... Members**

**X. Announcements..... Members/Public**  
Melissa Scites informed members about the change of JTA tokens to charge cards. Ken Fields stated that Eugene Williams' quilt is still on display with NE Quilt Chapter. Justin Bell said the recent fund-raiser for the North FL AIDS Memorial Quilt brought in \$800. Jacksonville University is hosting an event to show all North Florida AIDS quilts sometime in February. Finally, Mark Cleveland made 3 boxes that can be used as suggestion boxes or for whatever use needed at committee outreach events.

**XI. Adjournment..... Frank Emanuel**

The meeting was adjourned at 4:50 p.m.

Respectfully Submitted,

  
**Heather Kilpatrick, Secretary**

FE:HK:mjm

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

January 3, 2012 4:00 p.m.

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

**Moment of Silence:** Chair Antoinette Turner called the meeting to order at 4:00 p.m. and asked members to observe a moment of silence to remember those who are living with HIV/AIDS and those who have passed away from the disease.

**Old Business** – There was no old business.

**New Business:**

**Set Time for Meetings** – Consensus was that 4:00 p.m. for the Executive Committee worked well with everyone's schedule. The time will remain unchanged for 2012.

**Review Planning Council Committee Meetings** – Dee Kelley reviewed the schedule of Planning Council Committee meetings for January with Executive Committee members. Women, Adolescents, and Children Committee (WAC) will be meeting on Thursday, and are in the process of updating their calendar of events for 2012. PLWHA Committee is meeting on January 12 and will also be discussing their activities in the January to March time frame. David Andress will bring a calendar to mark the events and leave it here at the office.

Nominating Committee will be reviewing 2011 attendance records in February for upcoming appointments.

Antoinette requested that new people coming on board be invited to the Pre-Orientation Meeting January 26. She also requested that we invite members of the PLWHA Committee to the Pre-Orientation as well.

Priority and Allocations Committee will be looking at reallocating unexpended funds. We have several over-runs in a couple of categories. Dental spending in 2011 was double of what was originally anticipated. Also, we are under-spending in medications.

For the Comprehensive Planning Committee, we are going to be looking at the draft of where we are now. David has done part of it; he has not heard back yet from Graham Watts. Sandra Ellis will be attending a conference in Tampa the middle of this month.

**Memorial Service for Planning Council Members** – Dee suggested that during the January Planning Council Meeting, we do a Memorial Service for members who passed away in 2011. Short discussion followed; it was agreed that the memorial would include a bell and candle ceremony in honor of the five council members who died.

**Announcements** – Dee stated that a \$60.00 donation had been sent to River Region Human Services Foundation in memory of Derya Williams.

Incoming committee officers for 2012 are: Frank Emanuel (Chair), Alfreda Telfair (Vice-Chair), Heather Kilpatrick (Secretary), Patricia Sampson (Treasurer), David Andress (Parliamentarian), and Antoinette Turner (PLWHA Representative).

**Adjournment:** There being no additional business, the meeting was adjourned at 4:18 p.m.

**Action to be taken:** *None*

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

***Women, Adolescents and Children Committee***

**January 5, 2012  
Summary of Meeting  
9:00 a.m.**

The following members and staff were present: Errol Schell, Alfreda Telfair, Mark Cleveland, Gloria Coon, John Essex, Audrey Green, Sharon Hunter, Kizzie Jones, Tabitha Robinson, Heather Vaughn, Kimyata Whaley, Sandy Sikes, and Graham Watts. Helen Mundy and Bonita Drayton were excused from the meeting. Co-Chair Alfreda Telfair called the meeting to order at 9:10 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:**

**Calendar of Events.** ***Helen Mundy has updated the WAC calendar; a copy will be emailed to committee members.***

**New Business:**

**Nominate WAC Committee Co-Chairs for 2012.** ***Co-Chair Errol Schell posed the question of whether the Co-Chairs of this committee needed to also be members of the Planning Council; answer was determined to be yes, a Co-Chair should also be on the Planning Council. Alfreda Telfair and Gloria Coon were nominated and elected as 2012 Co-Chairs for the committee.***

**Review Planning Council Statement of WAC Goals and Objectives.** ***The Goals and Objectives of WAC were reviewed by the committee. There were no changes proposed to the Goals and Objectives.***

**Review Progress of Planning & Coordination Sub-Committee Assignment.**

- ***Translate Calendar of Events into Plan of Action and Milestones.** Graham Watts presented an overview of how the Plan of Action (POA) can be accomplished using the events calendar.*
- ***Add EIIHA Implementation for specific Northeast Florida Churches to Calendar of Events.** Graham elaborated on the Grassroots Empowerment Model that had been distributed to the members. This model can be used as a guideline when planning outreach activities. Information captured will assist in granting writing for the upcoming year.*

**Reconcile Goals and Objectives with Calendar of Events.** ***John Essex distributed a WAC Event Planner that will soon be on-line. As members schedule an outreach activity, it can be placed on the Planner and everyone will have access to it.***

**Suggest Improvements, Edit on Site, and Formally Approve.**

**Authorize Work on First Quarter's Activities.**

**Announcements:**

- ***March 4 – 10 – Various activities in several local churches (Tabitha Robinson)***
- ***1:00 – 5:00 p.m. March 10 – Health Fair at Washington Heights Apartments to coincide with National Women and Girls HIV/AIDS Awareness Day. (Alfreda Telfair)***
- ***1:00 p.m. March 17 – Event at A. Phillip Randolph Park (Alfreda Telfair)***

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

**ACTION REQUIRED:** None.

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

**January 12, 2012**

**The following were present:** Velda Stokes, Antoinette Turner, Justin Bell, Sharon Hunter, Mark Cleveland, Zane Urbanski, Latonya Franklin, Annie Youngblood, Marion Merritt, Edward McDonald, Sandy Sikes, Deidre Kelley, Max Wilson, and Johnetta Myers.

Co-Chair Velda Stokes called the meeting to order at 12:05 p.m. and asked the group for a moment of silence to remember those who are living with and have passed on from HIV/AIDS.

**OLD BUSINESS:**

- Review of 2012 Goals and Objectives and established timelines.
- Discussion of increased involvement by the PLWHA members in the CONNECTIONS Conference. World AIDS Day Committee meetings are held at the Jacksonville Urban League, the 2<sup>nd</sup> Tuesday of each month at noon. Max Wilson discussed the World AIDS Day Committee composition and asked for input from the committee for the CONNECTIONS conference to increase participation or to discontinue it for a few years.
- Max Wilson also appealed to the committee to look at other activities of World AIDS Week in need of assistance. The next meeting will be February 14, 2012.
- Dee Kelley presented topics of discussion for speakers at some of the PLWHA meetings throughout the year. Each topic should be allocated 30 minutes and allow some time for questions and answers.
- Calendar items for the general planning calendar were updated.
- Flyers have been printed for distribution by members of the PLWHA Committee.

**NEW BUSINESS:**

- Applications for membership were distributed for new members.

**OPEN FORUM – ANNOUNCEMENTS:**

- New Co-Chair announcements expected at Planning Council Meeting in February.

**ADJOURNMENT** - Meeting adjourned at 1:14 p.m.

**METROPOLITAN JACKSONVILLE AREA  
HIV HEALTH SERVICES PLANNING COUNCIL  
PRIORITY AND ALLOCATIONS COMMITTEE MEETING  
January 12, 2012  
Meeting Summary**

The following were present: Heather Kilpatrick, Mark Cleveland, Justin Bell, Kim Geib, Heather Vaughan, Karen Zador, Marion Merritt, Latonya Franklyn, Sharon Hunter, Virginia Baker-Williams, Edward McDonald, Deidre Kelley and Sandra Sikes. Heather Kilpatrick and Sandra Ellis were excused.

**Moment of Silence:** Deidre Kelley called the meeting to order at 1:30 p.m. 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.

**Old Business:**

None

**New Business:**

**Recommend Committee Co-Chairs for 2012** – The committee voted to nominate Justin Bell and Kim Geib as Co-Chairs.

**Reallocation of Part A FY 2011 Funding** – Discussed moving funds from Pharmaceuticals, Outpatient Medical Care, and Substances Abuse - Outpatient to Oral Health, Medical Case Management and Substance Abuse - Residential. Motion was made and approved to move these funds totaling \$348,400.

**Reallocation of Part B FY 2011 Funding** – Discussed moving funds from Pharmaceuticals, Oral Health, and Medical Transportation to Outpatient Medical Care and Medical Case Management. Motion was made and approved to move these funds totaling \$19,567.

**Announcements/Comments from the Public:**

- David Andress announced a new rule going into effect for ADAP; beginning on the first day your coverage lapses, you will be removed, and will have to reapply. The recertification process is being moved back four months to alleviate this problem.
- The Eligibility Rule is still on hold. It will probably not be taken up again until after the Legislature finishes their other work.
- The western blot test is being discontinued. Florida law states western blot be used to identify HIV, but there is new testing that now provides more accuracy and several agencies are using those results instead of western blot.
- Marion Merritt asked about funding for support groups that used to be in the budget. Dee replied that a Federal mandate several years ago required 75% of our funds to go for core medical services, only leaving 25% for other areas, therefore some areas we used to have funds for had to be eliminated.

**Adjournment:** *There being no further business to discuss, the meeting was adjourned at 2:06 p.m.*

***Action to be taken: Reallocation of Part A and Part B FY 2011 Funding as presented.***



**METROPOLITAN JACKSONVILLE AREA  
HIV HEALTH SERVICES PLANNING COUNCIL  
CARE COORDINATION COMMITTEE  
COMPREHENSIVE PLAN SUBCOMMITTEE  
January 12, 2012**

**Members and staff in attendance:** Ellen Schmitt, Patricia Sampson, Kim Geib, Justin Bell, David Andress, Heather Vaughn, Mark Cleveland, Graham Watts, Deidre Kelley, and Sandra Sikes. Heather Kilpatrick, Zane Urbanski, and Sandra Ellis were excused.

**Call Meeting to Order:** Co-chair Ellen Schmitt called the meeting to order at 2:40 p.m. and asked everyone to observe a moment of silence for those infected and affected by HIV in the Jacksonville TGA.

**Announcements/Comments from the Public:** David Andress reported that the 2012 Statewide Coordinated Statement of Need (SCSN) has been completed.

**Recommend Co-Chairs for 2012:** The committee recommended Patricia Sampson, Ellen Schmitt, and Heather Kilpatrick for 2012 Co-Chairs.

**Review Section III of 2012-2015 Comprehensive Plan Guidance.** Deidre Kelley led a discussion on Section III, focusing on the items where we still need input. David stated that they had just received information for item G in Section III and would be submitting it shortly. Items H, I, and J will also need to be added. Dee requested that everyone's part be turned in by February 6 so that copies could be made for the February 9 meeting. Tasks to be completed for future meetings are as follows:

Plan of Action			
Objective	By May 21, 2012 the Jacksonville TGA has an updated Comprehensive Plan that satisfies all the requirements of the plan's instructions as certified by two independent reviewers.		
Action Items		Action Owner	Due Date
III. How will we get there?	A – E	Todd Reese, Sandra Ellis, Graham Watts	January 12, 2012
	F	Graham Watts	
	G	Sandra Ellis	February 6, 2012
	H	Heather Kilpatrick, Kim Geib	
	I	Zane Urbanski	
	J	Pat Sampson, Antoinette Turner	
IV, How will we monitor progress?	A	Committee	February 9, 2012
Review of completed document		Committee	March 8, 2012

**Adjournment:** There being no further business to discuss, the meeting was adjourned at 3:10 p.m.

**Action to be taken:** None.