

# 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

November 17, 2011

4:00 p.m.

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

- 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.
- III. Roll Call.....Heather Kilpatrick**  
Secretary Kilpatrick called the roll and a quorum was declared. Proxy members Marion Merritt and Sharon Hunter were called to the table.
- IV. Approval of October 27, 2011 Minutes..... Antoinette Turner**  
Chair Turner asked for a motion to approve the minutes as presented. A correction will be made to indicate that Melissa Scites was left off the list in attendance. There was a motion, it was seconded, call for question, and the minutes were approved.
- V. Comments..... Council Members**  
There were none.
- VI. Administrative Agency.....Deidre Kelley**  
Ms. Kelley wished everyone a 'Happy Thanksgiving' and that turkey and trimmings were available in the kitchen. She stated that there was a small bit of good news. With additional ADAP funding that was received by the State

of Florida Department of Health, 45 persons residing in the Jacksonville TGA were taken off the waiting list and enrolled in ADAP.

A question came up at the PLWHA Committee meeting about transportation to the World AIDS Day events. Planning Council members will be provided transportation to the WAD Luncheon and the CONNECTIONS Conference. Mary Martinez will be coordinating the taxi rides and you will need to notify her two days in advance for transportation to either event. For non Planning Council members, please contact Max Wilson of the AIDS Program Office to arrange for your transportation.

Due to the WAD events, the Women, Adolescents and Children Committee and Nominating Committee meetings have been cancelled for the month of December. The next meeting of the WAC Committee will be on Thursday, January 5, 2012 and for Nominating Committee will be Friday, February 3, 2012.

The Administrative Agency wishes everyone a safe and wonderful Thanksgiving Holiday.

## **VII. Committee Reports**

### **Executive Committee..... David Address**

The Committee met on November 1<sup>st</sup> and the report is on page 5. The committee is requesting approval to *renew the Agreement between the City of Jacksonville and State of Florida Department of Health, Duval County Health Department as presented*. David stated that with this renewal agreement it will bind the two until cancelled by either party within ninety (90) days written notice. A motion was made to accept the renewal, it was seconded, call for question, and it was approved.

### **Women, Adolescents, and Children Committee ..... Sharon Hunter**

Report of the November meeting is on page 10. The committee has appointed a sub-committee of members including Audrey Green, Helen Mundy and John Essex to develop a calendar of events for WAC Committee members and other Planning Council members. There are no actions required.

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

The committee report is on page 11. The committee is presenting its *second and final reading of the 2012 Slate of Planning Council Officers*. The committee is also recommending approval of *Sharon Peterson for Planning Council appointment as representative of Federally Qualified Health Center category* and approval of *Edward McDonald for Planning Council Proxy Pool*. Each of these actions was voted on separately. Motions were made, seconded, call for the question, and approved.

### **Pharmacy and Therapeutics Subcommittee ..... David Address**

Report is on page 12. The committee is asking approval to *1) add Bactroban (Mupirocin), Cardura (Doxazosin), Diltiazem ER, QVAR, Flovent, Pulmicort, Nasonex, and Mometason to the Ryan White formulary effective December 1, 2011; 2) add Penicillin in all of its forms in place of Penicillin VK; 3) remove Avandia, Aerobid (Flunisolike MDI), and Azmacort (Triamcinolone) from the formulary effective December 1, 2011; 4) dispense single entity drugs when part of a pill/tablet combination effective December 1, 2011*. Each of these actions was voted on separately. Motions were made, seconded, call for question, and approved.

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

Report is on page 14. The committee reviewed its goals and talked about upcoming events for World AIDS Day and requested to include three (3) events in the Planning Council calendar for December. To be included were the Memorial Service, Annual Luncheon and Connections Conference. No action required.

### **Bylaws Committee ..... Patricia Sampson**

The committee was charged with adding language to the Bylaws that would remove members from the Planning Council who violated the Florida Government-in-the-Sunshine Law. The committee is presenting *the first reading of Article XV with a correction to Section 1 'In accordance with Florida Statute 286.011 a/k/a "Government-in-the-Sunshine Law", all Planning Council members are prohibited from meeting and discussing the business of*

*the Planning Council outside of a properly publicly noticed gathering of other Planning Council members...'*  
**and Section 2.** Report is on page 17.

**Comprehensive Plan Committee.....Heather Kilpatrick**  
Report is on page 29. The committee reviewed Sections I H and II A-H of 2012-2015 Comprehensive Plan Guidance. The next meeting is scheduled for January 12, 2012. No action required.


**VIII. Unfinished Business..... Members/Public**  
There was none.

**IX. New Business..... Members/Public**  
There was none.

**X. Announcements..... Members/Public**  
Justin Bell announced that there would be a Memorial Service on Thursday, December 1 at the New Vision Congregational Church in Yulee and a banquet Saturday, December 10 at St. Peters Church in Fernandina.

**XI. Adjournment.....Antoinette Turner**  
The meeting was adjourned at 4:35 p.m.

Respectfully Submitted,

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

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

AT:HK:mjm

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

November 1, 2011 4:00 p.m.

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

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

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

**New Business:**

**Review Planning Council Committee Meetings** – Dee reviewed the schedule of Planning Council Committee meetings for November with Executive Committee members. David Andress advised that for 2013 the Center for Disease Control and Prevention (CDC) is requiring that testing areas demonstrate an HIV positivity rate of 2% before federal funds will be utilized for counseling and testing activities. There was discussion regarding activities to be undertaken by the PLWHA Committee. Dee informed Committee members that no one from the PLWHA Committee attended the Connections Conference Committee meeting held in October. David stated that Dr. Max Wilson and his staff have been planning and hosting this activity for the past five years during World AIDS Week and without additional help, he will not be doing it again in 2012. Dee stated that she would forward this information to the PLWHA Committee members.

**Review Agreement to Merge Part A Planning Council and Part B Consortia** – Dee informed members that the current agreement to merge Part A and Part B planning bodies was due to expire February 29, 2012. There was discussion and it was agreed that the Agreement should be renewed with no designated end date subject to Section VB. Section VB states "This Agreement may be canceled within ninety (90) days written notice by either party."

**Announcements** – There were no announcements.

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

**Action to be taken:** Approval to renew Agreement between the City of Jacksonville and State of Florida Department of Health, Duval County Health Department as presented.

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

***Women, Adolescent and Children Committee***  
**March 3, 2011**  
**Summary of Meeting**

The following members and staff were present: Alfreda Telfair, Audrey Green, Gloria Coon, Bonita Drayton, Shelly De la Rosa, Mark Cleveland, and Deidre Kelley. 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.

**Old Business:**

Alfreda stated that she, Shakina Bell, and Audrey Green had returned to Oakwood Villa Apartments handing out flyers about HIV and testing for HIV. Fourteen people were tested and 1 woman enrolled into the UF CARES Rainbow Center's Targeted Outreach for Pregnant Women Act (TOPWA) Program. They would like to visit Washington Heights next.

**New Business:**

- Shelly De la Rosa stated that JALA will have a booth at the World of Nations event and could distribute materials about HIV.
- Gloria Coon stated that she planned to ask her Pastor to host an HIV Health Fair this year.
- Mark Cleveland suggested that flyers about HIV could be posted on corkboards in apartment complex laundry rooms as well as bars.
- Bonita announced that UF CARES Rainbow Center will be sponsoring an event on March 10, 2011 for Women's HIV Testing Day at Shands.
- March 16, 2011 Rainbow will be conducting an outreach program at Willie Robert's church and will return in April to follow-up with additional activities.
- March 19 at 1:00 p.m. Alfreda will be hosting her annual "Take It to the Streets," event at 20<sup>th</sup> Street and Moncrieff.
- Among new innovative ways to address the needs of persons with HIV, Alfreda has recruited Marcus Tibbs from Wachovia Bank to provide education on budgeting and use of credit cards during their visits to Oakwood Villa and other sites. Alfreda said that she was trying to recruit other people from the private sector to get out the word about HIV.
- Bonita Drayton announced that in 2010, UF CARES Rainbow Center TOPWA Program had held 714 sessions about the risk of HIV and pregnancy to 1892 women. They conducted 316 HIV tests (3 positive), and 348 pregnancy tests. They enrolled 349 pregnant women into the program. Of those enrolled, 61 were HIV positive.

**Announcements:**

- There will be an event Thursday, March 31, 2011 entitled "Deadly Medicine, Creating the Master Race," at River Region Human Services, 2055 Reyko Road, Suite 101 at 6:00 p.m.
- APEL has received grant funding to track and trace women lost to medical care.
- JCCI has released their study on Race Relations in Jacksonville. Alfreda will try to get more copies for distribution.

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

**ACTION REQUIRED:** None

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

**Minutes of Nominating Committee**  
November 4, 2011

**Call to Order and Attendance:** *Eric McBride, ~~Derya Williams~~, Antoinette Turner, Annie Youngblood, Ken Fields, Mark Cleveland, Nathaniel Hendley, Alfreda Telfair, Sharon Hunter, Jackie Nash, Velda Stokes. Staff included Deidre Kelley and Graham Watts.*

**Moment of Silence:** *Jackie Nash called the meeting to order at 10:08 a.m. and requested a moment of silence to remember those who are infected and affected by HIV. Ms. Nash "remained in the chair" by Eric's deferral upon arrival at 10:12 a.m.*

**Unfinished Business:** *None.*

**New Business:** *The Nominating Committee (N.C.) interviewed two candidates--Sharon Peterson (for the Federally Qualified Health Center category) and Edward McDonald (for the Proxy Pool category). Both interviewees answered the four interview questions well and earned median scores that exceeded the minimum threshold score of 75. Scores ranged from 80 to 98.*

*For 2012, the N.C. recommended four persons for N.C. Co-Chairs: Eric McBride, Annie Youngblood, Mark Cleveland and Jack Nash. Two of the candidates will be selected by the Executive Committee in January 2012.*

*For the December 2011 Planning Council (P.C.) meeting vote on the 2012 Slate of Officers, the N.C. recommended Sandra Ellis, Sharon Hunter, Annie Youngblood and Jackie Nash to count the ballots. Sue Andrews will represent the Administrative Agency on the ballot counting team.*

**Announcements:** *AIDS Healthcare Foundation's Thanksgiving Dinner will be held on Tuesday, November 8, 2011 from 11:30 a.m. to 1:30 p.m. at St. Luke's Community Church on McDuff.*

**Adjournment:** *Jackie Nash adjourned the meeting at 11:05 a.m.; the NC approved adjournment.*

**Actions to be taken:**

- 1. Second and final reading of 2012 Slate of Officers.*
- 2. Approve Sharon Peterson for Planning Council appointment as representative of Federally Qualified Health Center category.*
- 3. Approve Edward McDonald for Planning Council Proxy Pool.*

**Metropolitan Jacksonville Area HIV Health Services Planning Council  
Care Coordination Committee  
Pharmacy and Therapeutics Subcommittee Meeting  
November 9, 2011**

The following were present: Co-Chair David Andress, Dr. Levonne Mitchell-Samon, Dr. Bob Catalla, Todd Reese, Dick Niemann, Melissa Scites, Saniyyah Mahmoudi, and Deidre Kelley.

**Moment of Silence:** Co-Chair David Andress called the meeting to order at 3:02 p.m. and asked members to observe a moment of silence for those persons infected and affected by HIV/AIDS.

**Announcements:** There were no announcements.

**Old Business:** David stated that the State of Florida had received additional money and PLWHA on the ADAP waiting list had been contacted.

**New Business:**

**Consider Addition of Medications to Ryan White Formulary.** David asked everyone to review the current formulary and Dr. Keecia King's email dated Thursday, October 27, 2011. Dr. King indicated that there were some drugs that needed to be added back to the Ryan White formulary that were inadvertently left off at the last revision. Those drugs were: **Bactroban (Mupirocin)**, **Cardura (Doxazosin)**, and **Diltiazem ER**. Drugs to be added were: **QVAR**, **Flovent**, **Pulmicort**, **Nasonex**, and **Mometason**. Clarification was made that **Penicillin** in all of its forms is added to the formulary in place of **Penicillin VK**.

**Consider Deletion of Avandia.** Dr. King recommended taking **Avandia** off the formulary due to additional requirements based on Risk Evaluation and Mitigation Strategies (REMS). In addition, there was a recommendation to also remove **Aerobid (Flunisolide MDI)** and **Azmacort (Triamcinolone)** as they are no longer made.

**Use of Single Entity Drug.** There was discussion regarding the use of a single entity drugs when part of a pill/tablet combination. For example, **Arthrotec** (used for pain management) is a combination of **Diclofenac** plus **Misoprostol**. There was a recommendation to split and use a combination drug as a single agent as long as the single drug is prescribed to treat the same symptom as the combination drug.

**Revisit Intent of Override Form for Dosage Changes.** There was discussion regarding the need to issue new override forms for changes in dosages. Overrides are in effect for the life of the prescription. It was decided that as long as the drug remained the same, dosage changes did not need new authorizations.

**Co-Payment Limit of \$1,500/yr.** It was decided that tracking of co-payments up to the \$1,500 limit is an administrative issue. The administrative agency staff were requested to meet and develop a process to track co-payments.

**Central Pharmacy Issues for HIV Medications.** This topic will be discussed at the next Pharmacy and Therapeutics Committee meeting in March.

Committee members agreed to meet again in March to review medication usage at Riverside Clinic Pharmacy as well as Duval County Health Department Pharmacy, and other local pharmacies utilizing Ryan White.

**Adjournment:** There being no additional business, the meeting was adjourned at 3:40 p.m.

**Action Required:**

1. Approval to add Bactroban (Mupirocin), Cardura (Doxazosin), Diltiazem ER, QVAR, Flovent, Pulmicort, Nasonex, and Mometason to the Ryan White formulary effective December 1, 2011.
2. Approval to add Penicillin in all of its forms in place of Penicillin VK.

3. Approval to remove Avandia, Aerobid (Flunisolide MDI), and Azmacort (Triamcinolone) from the formulary effective December 1, 2011.
4. Approval to dispense single entity drugs when part of a pill/tablet combination effective December 1, 2011.

**Metropolitan Jacksonville Area  
HIV Health Services Planning Council  
People Living With HIV/AIDS (PLWHA)  
Committee Meeting Summary  
November 10, 2011  
1809 Art Museum Drive, Jacksonville, Florida**

**The following were present:** Velda Stokes, David Andress, Dee Kelly, Antoinette Turner, Justin Bell, Sharon Hunter, Mark Cleveland, Gloria Coon, Annie Youngblood, and Latonya Franklin. Johnetta Myers with the AIDS Program Office will provide support and take minutes.

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

As rotating co-chair, Annie Youngblood was selected to be the co-chair for today's meeting.

**OLD BUSINESS:**

- Nominees for PLWHA Committee Co-Chair positions are Eric McBride, Mark Cleveland, and Justin Bell.
- The Connections Conference is an active part of World AIDS Week. PLWHA members are welcomed and encouraged to participate. We need people who are committed to make it work and who will stay for the duration of the conference.
- Notice of the Connections conference needs to be sent to Mary so that she can call PLWHA members who do not have email.
- The Connections Conference and World AIDS week need to be put on the Planning Council calendar.
- WAC will be having a table on Saturday from 10-2 at an event at Willie Roberts church on Old Middleburg Rd. Setting up will start at 9:00 a.m.

**NEW BUSINESS:**

- Reviewed goals.
- Red Tie Affair – Walker's Wine Bar on November 12<sup>th</sup> @ 7 p.m. to raise money for children infected and affected; silent auction.
- November 28<sup>th</sup> – World AIDS Week Kickoff at Shands from 3:00 p.m. to 5:00 p.m.
- Evelyn "Peaches" Phillips banquet meeting will be on November 30<sup>th</sup> at 10:30 a.m. at BCCC
  - Giving out \$25 Publix gift cards.

**OPEN FORUM – ANNOUNCEMENTS:**

- December 1<sup>st</sup> – Memorial service at St. Peter's in Nassau County @ 7:30 p.m.
- December 10<sup>th</sup> – CREED banquet @ 6:00 p.m.

Due to some confusion about the Planning Council application process, Dee Kelley stated that to become a Planning Council Committee member or proxy member, you need to fill out the old application form. If you want to move from a proxy to a Planning Council member, you will have to fill out the new City application.



ADAP staff will get a list of labs that are due. They will alert the clinic. If labs are due and not done, the patient un-enrolled, they will just be sent to get labs done.

Mark Cleveland stated that while at the PCPG meeting in Tampa he talked about the benefits of having a case manager. He said that other representatives told him he didn't need a case manager. Mark asked for clarification. David Andress responded that in Jacksonville case management was an option. The only time someone needs a case manager is if you need transportation, medication co-pay authorizations and/or help filling out forms.

Meeting adjourned at 1:14 p.m.

**Action to be taken:** None.

## ***Metropolitan Jacksonville Area***

### **HIV Health Services Planning Council**

1809 Art Museum Drive, Suite 100 Jacksonville, FL 32207

### **Bylaws Committee Meeting Summary**

*November 10, 2011 1:30 p.m.*

The following members and staff were present: Patricia Sampson, Ellen Schmitt, Heather Kilpatrick, Kim Geib, David Andress, Justin Bell, and Deidre Kelley.

**Call to Order and Moment of Silence:** Ellen Schmitt called the meeting to order and asked members to remember those who have passed away from HIV and those affected by the disease.

**Old Business:** There was no old business to discuss.

**New Business:** At the request of the Planning Council, the Committee was charged with adding language to the Bylaws that would remove members from the Planning Council who violated the Florida Government-in-the-Sunshine Law. The proposed language is as follows:

### **Article XV Government-in-the-Sunshine**

*Section 1 In accordance with Florida Statute 286.011 a/k/a "Government-in-the-Sunshine Law," all Planning Council members are prohibited from meeting and discussing the business of the Planning Council outside of a properly public noticed gathering of other Planning Council members. The Sunshine Law applies to Planning Council meetings, Planning Council committee and subcommittee meetings, face-to-face meetings including casual gatherings and chance gatherings, workshops and informal discussions, telephone calls between or among members, written and electronic communications between or among members to include but not limited to email and all forms of social media.*

*Section 2 Planning Council members may be removed from the Planning Council and all Planning Council sanctioned committees if it is determined that the member "knowingly" violated Florida Statute 286.011 or any other activity that is prohibited by statute.*

There was discussion regarding the definition of "knowingly." Several definitions were googled and they all basically said the same thing. The recommendation made to cover "knowingly," was to have all Planning Council members, proxy pool members, and Planning Council Committee members sign a form describing Government in the Sunshine and that they have read and understand the meaning of the law. It was recommended that the form be signed by everyone at the beginning of the year when all members are required to sign the Conflict of Interest forms. There was a motion to approve first reading of the new Article to the Bylaws, seconded and the motion was approved unanimously.

**Announcements/Comments:** There were no announcements or comments.

**Adjournment:** There being no additional business, the meeting was adjourned at 2:10 p.m.

**Action to be taken:** First reading of Article XV (new Article added).