



PLANNING COUNCIL

Ryan White Part A and Part B Programs
Social Services Division

1809 Art Museum Drive, Suite 100 ♦ Jacksonville, FL 32207

AGENDA

Meeting Date: **4:00 PM - Thursday, December 18, 2014**

Call to Order Ellen Schmitt

Moment of Silence

Mission Statement Member

Roll Call Patricia Sampson

Approval of November 20, 2014 Minutes Ellen Schmitt

Administrative Agency – Part 'A' Report Deidre Kelley

Lead Agency – Part 'B' Report Max Wilson

Committee Reports



• PLWHAA Page 7 Torrenca Shiloh

• Ad-Hoc for Recruiting Page 9 Kim Geib

• Nominating Page 13 Justin Bell

Election of 2015 Officers Ellen Schmitt

Unfinished Business Ellen Schmitt

New Business Ellen Schmitt

Public Comments General Public

Announcements Members

Adjournment Ellen Schmitt

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
Social Services Division

1809 Art Museum Drive, Suite 100 • Jacksonville, FL 32207

MINUTES

Meeting Date: Thursday, December 18, 2014

Council Members Present: Ellen Schmitt (*Chair*), Kim Geib (*Vice-Chair*), Patricia Sampson (*Secretary*), Justin Bell (*PLWHA Rep*), Errol Schell (*Parliamentarian*), Dana Barnes, Gloria Coon, Frank Emanuel, Nathaniel Hendley, Sharon Hunter, Heather Kilpatrick, Sharon Peterson, Torrenca Shiloh, Alfreda Telfair, Antoinette Turner, Heather Vaughan, and Max Wilson

Council Members Absent: Verlon Blair, Kendall Guthrie, Eric McBride, Velda Stokes, and Annie Youngblood

Proxy Members Present: Jim Bernert and Janice Murphy

Support Staff Present: Deidre Kelley, Sue Andrews, Mary Martinez, Lourdes Diaz, and Sandy Sikes

Guests: Mark Cleveland, Kenneth Wilson, Roberta Wilson, and Brandi Williamson

Call to Order

The meeting was called to order at 4:02 p.m. by Chair Ellen Schmitt.

Moment of Silence

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.

Mission Statement

Torrenca Shiloh read the Planning Council's Mission Statement.

Roll Call

Secretary Pat Sampson took the roll; Proxy Pool members Jim Bernert and Janice Murphy were both called to the table. A quorum was declared.

Approval of Minutes

A motion was made and seconded to accept the November 20, 2014 Minutes as presented. The motion was carried.

Administrative Agency Report

Part A Program Manager Deidre Kelley shared that proposals to provide Ryan White Part A services for the next three years were submitted by interested agencies yesterday. She will convene a team of external reviewers in January to read and score the applications, and the City's Procurement Division will notify successful and non-successful bidders of their award or failure to receive an award when the review process has been concluded.

Priority and Allocations is scheduled to meet January 8, and Dee will let the committee know what the numbers are for the categories; specifically which service categories have funds that are not being fully utilized, and which ones will need additional funding before the end of fiscal year. The committee will then make a recommendation and present to the Planning Council during their January meeting.

Dee mentioned that Sandy Sikes received the CARES Award during the World AIDS Day Luncheon earlier this month. She also extended a thank you to Justin Bell for his service on the World AIDS Day and their Chair for 2014.

Lead Agency Report

Max Wilson, Disease Control Administrator, gave an update on the Department of Health's transition of clients from ADAP to the marketplace. They started with 153 clients, and have transitioned about 20 so far. It was noted that we were the first area in Florida to actually transition clients. We thank our area partner agencies for their help with this. We will have a Technical Assistance, or 'TA' courtesy visit in January from our ADAP Headquarters, and we are preparing additional training for our community members.

Capsule #4 was released last week; this was compiled by ADAP for providers. Max is working with Deidre Kelley on the Part A side, to make sure that at every point in the transition process, there will always be a safety net, so no one will experience a lapse in drug assistance.

Committee Reports

PLWHAA

Torrenca Shiloh

The PLWHAA Committee met December 11, and had a very active program. Joyce Case of the North Florida Health Planning Council spoke about enrollment in the ACA marketplace. Council Member Heather Kilpatrick was the second speaker, and she talked about the legal services she and her staff provide at Jacksonville Area Legal Aid. The last program was a panel discussion by four clients of Jasmyn.

Torrenca and Co-Chair Nathaniel Hendley then presented a slide presentation for PLWHAA's 'Spotlight'. Their presentation included a number of photos of committee members taken during meetings and the various activities the group was involved with during 2014. These included involvement with the Get Inspired 6K Run, the AIDS Walk, the H.O.P.E. Picnic, and a HamBingo fundraiser, among other things. The committee launched an Ad-Hoc Committee, which will help coordinate a CONNECTIONS Conference in 2015. The committee also recognizes birthdays, sends out get well cards to members, and maintains a Star Chart which tracks attendance and community involvement of its members.

The committee had its first meeting December 11, with four people attending. Although the group was small, they came up with big ideas, including establishing three goals. Their short-term goal is to start the One-A-Week Campaign; the intermediate goal is to establish a mentor program; and the long-term goal is looking at any barriers to the application process. This committee hopes to have at least three membership applications in process by March 31, at which time this ad-hoc committee will end.

A Pledge sheet was passed around for Planning Council members to sign, signifying their support and pledge to participate. The Pledge reads as follows:

One-A-Week Campaign – December 18, 2014 to March 31, 2015

I Pledge to participate in the 'One-A-Week' campaign to increase the unaligned PLWHA category for the Metropolitan Jacksonville Area HIV Health Services Planning Council membership. Members pledge to make at least one recruiting effort per week through the end of March 2015. Members will report back their efforts to a designated member(s). Recruiting can include inviting someone to the Planning Council or committee meeting, posting an invite to the meeting on their social media, tell others what they get out of being a member on the council, or encourage case managers, social workers or medical office staff to spread the work about the Jacksonville Planning Council.

The following members signed the Pledge:

Dana Barnes

Justin Bell

Gloria Coon

Kim Geib

Nathaniel Hendley

Sharon Hunter

Heather Kilpatrick

Sharon Peterson

Patricia Sampson

Ellen Schmitt

Torrencia Shiloh

Alfreda Telfair

Heather Vaughan

Max Wilson

The committee met December 12, and members discussed the status of Eric McBride. Eric has now missed six of the eight Planning Council meetings this year, and his attendance on the committee level is about the same; it was noted that his absences are health-related. It was with reluctance that the following **motion** was made by Heather Kilpatrick, seconded by Antoinette Turner, **to recommend that Eric McBride be removed from the Planning Council**. Discussion followed and members were in one accord that when Eric is able to return and fully resume his duties, that consideration will be given for him to bypass the Proxy Pool and return directly to the Council. The vote was then taken and the motion passed.

The committee looked at the two current members in the Proxy Pool, and is making a recommendation to move one up to the Planning Council, to replace Eric McBride. A **motion** was made by Heather Kilpatrick, seconded by Gloria Coon, **to recommend Janice Murphy to the Mayor for appointment to the Planning Council**. There was no discussion and the motion passed.

Justin shared with the Council that over the last few years, the committee has been working more on membership issues, such as interviewing applicants and reviewing reappointments for the Council, than it has soliciting nominations from members to run for office. The committee proposes that their name be changed to Membership. A **motion** was then made by Heather Kilpatrick, seconded by Max Wilson, **to change the name of the committee from Nominating to Membership**. There was no discussion and the motion passed.

Election of 2015 Officers

Kim Geib will automatically move up to the office of Planning Council Chair next month. The offices of Vice Chair and Parliamentarian were uncontested, so by acclamation, the Planning Council approved the election of Antoinette Turner to Vice-Chair, and Ellen Schmitt to Parliamentarian.

A written ballot was distributed for the offices of Secretary, Treasurer, and PLWHA Representative. There were 17 members and 2 Proxy Pool members at the table, and a total of 19 ballots were collected and counted. The final results of the 2015 Election were announced by Ellen:

<i>Planning Council Chair:</i>	Kim Geib
<i>Planning Council Vice-Chair:</i>	Antoinette Turner
<i>Secretary:</i>	Heather Kilpatrick
<i>Treasurer:</i>	Heather Vaughan
<i>PLWHA Representative:</i>	Gloria Coon
<i>Parliamentarian:</i>	Ellen Schmitt

The officers will be installed during the January 22, 2015 Planning Council meeting.

Unfinished Business

- There was no unfinished business.

New Business

- There was no new business.

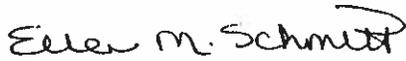
Public Comments and Announcements

- Dana Barnes: Announced that JSO is partnering with AHF in starting a program for newly released inmates. Shortly before their release, a medical case manager will see the inmate and provide them with a relief packet and let them know where to go after their release so that they'll be able to go to the AHF Pharmacy and pick up their medications without having a delay due to not having a valid driver's license or other forms of ID.
- Justin Bell: The Northeast Florida World AIDS Day Committee has a new website. It is <http://neflworldaidsday.org> . This website has a lot of information, including lists of providers, support groups, and so forth.

- Heather Vaughan: Earlier this year, Lutheran Social Services entered into a partnership with Gilead to provide a Peer Navigator course. Students in this class met once a month over an eight-month period, and are graduating this evening. Three of those reaching this milestone are Planning Council members Justin Bell, Sharon Hunter, and Alfreda Telfair. Initially this was going to be a one-time event, but because of its success, LSS and Gilead will be conducting another training class in 2015. More details will be announced in a couple of months.

Adjournment

The meeting was adjourned at 5:20 p.m. by Chair Ellen Schmitt.



Ellen Schmitt, Chair



Patricia Sampson, Secretary

ES/PS:ss



Metropolitan Jacksonville Area
HIV Health Services Planning Council

PLWHAA COMMITTEE

(People Living With HIV/AIDS and Affected Community)
Ryan White Part A and Part B Programs
Social Services Division

1809 Art Museum Drive, Suite 100 • Jacksonville, FL 32207

**Summary
of Meeting**

Meeting Date: Noon - Thursday, December 11, 2014

Committee Members Present: Nathaniel Hendley (*Co-Chair*), Torrencia Shiloh (*Co-Chair*), Jim Bernert, Verlon Blair, Gloria Coon, Julie Cromer, Pam Dry, DeNice Grace, Sharon Hunter, Janice Murphy, Jerry Murray, Gregory O'Gwinn, Sharon Peterson, Antoinette Turner, and Annie Youngblood

Support Staff Present: Denise Jackson and Sandy Sikes

Guests: Mia Brown, Joyce Case, Tim Jefferson, Heather Kilpatrick, Shaquille Long, William Maxwell, Theo Robinson, Sam Reese

Call to Order

The meeting was called to order at 12:05 p.m. by Co-Chair Nathaniel Hendley.

Moment of Silence

A moment of silence was 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.

Purpose Statement

Gregory O'Gwinn read the PLWHAA Purpose Statement: "Our mission is to **E**ducate, **A**dvocate, **S**upport and **E**mpower all **PLWHAA (People Living w/HIV/AIDS and Affected)** in Northeast Florida communities. We exist as a vocal planning body, focused on raising awareness through "High Impact Prevention" strategies, leading us to our goal of "**Getting to Zero**"."

Roll Call and Introduction of Guests

Program

- Joyce Case of the Health Planning Council of Northeast Florida spoke to the committee about enrollment in the marketplace. Enrollment period started November 15, and this is the second year, so hopefully all the bugs were worked out during the first year, and this year's enrollment will go much smoother. If anyone has questions, they can contact Joyce.
- Heather Kilpatrick of Jacksonville Area Legal Aid (JALA) was the second speaker. Heather said that the legal services she and her staff provide to HIV clients are covered by Ryan White.
- The third part of the program was a panel discussion, led by four clients of Jasmyn.

Old Business

- No old business presented at this meeting.

New Business

- No new business

Public Comments/Announcements

- Keep Eric McBride in your prayers.
- Turn in the Client Satisfaction Survey
- Julie Cromer from AHF announced that as of January 1, 2015, PHP HMO SNP Medicare health insurance coverage will be available in Duval County. This will be a non-profit special needs program run by AHF for people with HIV/AIDS. This coverage will be especially beneficial to clients on Medicare, who do not qualify for Medicaid coverage; and clients who are dually eligible for both Medicare and Medicaid can also be included. For more information, please contact Julie.
- Julie also announced that beginning in January, she will be starting a program called 'League of Legends' which is an incentive program giving out points to AHF clients for attending PLWHAA meetings, educational programs, consumer advisory board meetings, for keeping track of your lab results, setting health goals, etc.

Adjournment

The meeting was adjourned at 1:30 p.m.

ACTION REQUIRED:

No action required.

AD-HOC COMMITTEE ON RECRUITING

Ryan White Part A and Part B Programs

Social Services Division

1809 Art Museum Drive, Suite 100 • Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Thursday, December 11, 2014 – 1:45 p.m.

Committee Members Present: Jim Bernert, Kim Geib, Errol Schell and Max Wilson

Support Staff Present: Sandra Sikes

The meeting was called to order at 1:50 p.m. by Sandra Sikes, who outlined the purpose of the Ad-Hoc committee. Meeting was turned over to Kim Geib, who assumed the role of Committee Chair. The following were random points brought out during the meeting:

Max Wilson: Frame what it is that we're doing here. From what I've heard, we have two problems: one long-term and one short-term. The short-term problem is that we're in dire straights regarding the unaligned ratio. We've got to get some unaligned PLWHA's on the Planning Council and that has to happen soon. We need something quick, organic, rapid, and produces results now. And long-term, we need a membership process that doesn't put up barriers to people interested in joining.

Two things that we can do, if we choose to, and they are short-term actions that all of us on the Planning Council and the sub-committees can take on right now to start funneling applicants in. And the second thing is the more appropriate examination of the application process to see if it can be streamlined.

The first step is to get a commitment from everybody involved to do one thing every week to recruit a member. Have a personal conversation, make a phone call, put a Facebook post up, tweet, have an elevator conversation, do one thing a week. This commitment should be from everyone, Planning Council members, staff, everybody who is involved or touched by the Planning Council. Max and Kim came up with the name 'One A Week' Campaign. If every one of us is making a personal commitment to seize upon those issues you identified earlier as important, by using that personal connection between us and our social networks, I think we might be able to find our way out of the immediate problem. If we can all bring a friend, talk to a friend, post to friends on Facebook or whatever; and if we all do that and sort of saturate our lives with the message systematically, then we can do this.

Everyone should keep a copy of the Planning Council brochure at hand; use it as a resource or hand it out. Kim suggested that we send electronic copies of the Planning Council brochure to people who have websites, Facebook accounts, or blogs such as POZ, so they can post it. Sandy asked if we were just talking about the Planning Council and its brochure, or the PLWHAA and their brochure? Max answered that we should focus on the Planning Council; that's the immediate need. We can feed the sub-committees through this process, but what we're selling ultimately is the Planning Council.

Max reiterated that we all have ties in the community, so the message for participating in the 'One A Week' Campaign is find your own way. And your way may not necessarily be talking to folks; your 'One A Week' might be emailing us a paragraph on why being a member of the Council is meaningful to you, and then your comment could be taken by someone else in the group who can tweet or post it on their social network. So everyone makes a contribution in their own way, once a week. And in either delivering the message, or helping to craft the message, or coming up with suggestions for other people . . . if someone is shy and doesn't want to speak in front of a group of people, but they have access to a group of people, then that person can craft the message, and another person can be the one to go and talk. So one person's contribution can be writing out a message and/or having access to a group of individuals (such as a support group), and another person's contribution can be delivering that message; and together, they both get their 'One A Week'.

Several more suggestions were thrown out for 'One A Week' activities:

- You could be the person who contacts everyone else to track their 'One A Week' activities
- Visit one provider or agency a week to check on their supply of brochures for the Planning Council and/or PLWHAA. If more are needed, then contact the Ryan White office and tell them.
- Create your own 'elevator speech', a one minute speech about what you get out of belonging to the Planning Council, or what you've heard other Council members state as their reasons for being active.
- If you take this to Co-Op and get them to pledge to the One A Week campaign, then you're asking them to talk to one client a week.

Max wants to find out from other Planning Council members what barriers they think exist in the membership application process. Does the background check scare off people? How strict is the City's tolerance to people who have been convicted of a felony or misdemeanor? Sandy stated that when something comes up during a background check, then Mia Jones will call Dee Kelley and advise her. Dee and Mia then make the determination, based on what the conviction was for, on whether to allow the applicant to continue on in the process, or if the applicant's name should be withdrawn. Rule of thumb has been that for minor offenses such as traffic violations, bad checks, etc., that it doesn't affect the applicant's membership process.

Kim: When we kick off the 'One A Week' campaign which will involve all Council and committee members, we will need to give them some talking points for recruitment. Part of that will be dealing with past legal encounters, and that there may be a process to forgive that, within certain parameters.

Max: It should be reinforced that there is a role for everyone in this campaign. It can be process, it can be content, gatekeeping, whatever.

Sandy: Mentioned that right now you have two people on the Proxy Pool: Jim Bernert and Janice Murphy. Your Proxy Pool members do not impact the unaligned ratio, since they are not officially on the Planning Council. Jim wants to remain on the Proxy Pool for the time being. Janice recently joined the Proxy Pool, but in light of our unaligned ratio, which is about to drop to 30%, the Council may want to go ahead and fast-track Janice to the Planning Council. Max and Kim said yes, and Kim will mention it to the Nominating Committee at their meeting tomorrow.

Max: Is it possible for us to expedite Planning Council membership for those individuals who have a demonstrated track record of community planning involvement that may not be patient care? There are leaders involved in other planning groups who may not want to understudy at this point in their career. They may be willing to join the Planning Council but they are not necessarily interested in going through the process just to be a non-voting member for any length of time. So can we consider other planning experience as community involvement? The Community AIDS Coalition, for example, might be able to send someone up, as well as JASMYN, UF Rainbow, and the LGBT Chapter at UNF. Kim suggested putting up notices at the high schools to target seniors who are HIV+, and to nursing schools who may be able to identify and help recruit HIV+ patients. The goal is to saturate groups we don't usually target, in order to reach potential Ryan White consumers.

Kim: We could incorporate a mentor system, where applicants are paired up with a Planning Council member who can answer questions, and stay in touch with the applicant over the next couple of months. Max added that what we are looking at isn't just recruitment, but its retention as well. Kim will bring this up to the Executive Committee and get a commitment that they will support a mentor program for applicants. Kim asked Sandy to start providing the Executive Committee with a list of applications received; can do this on a quarterly basis.

Max: Would like to make sure we reinforce that people participate in the 'One A Week' campaign; let's do some type of recognition. During the Planning Council meetings, Kim will recognize everyone who participated every week. She might also name those who contributed something, as well, but the emphasis will be on those who fully participated in the 'One A Week' campaign.

Sandy: Who should this ad-hoc committee answer to . . . Executive or Nominating? Errol suggested it should be the Executive Committee.

Sandy: What will tell you that the Ad-Hoc committee's work is done? Kim and Max agreed that it will be when the goal is reached. That goal is to have three membership applications received and going through the process. Ad-Hoc is shooting for three applications in by March 31, 2015.

Provide the Nominating Committee with suggestions on the membership process, and kick off a mentor program.

So the Ad-Hoc Committee on Recruiting wants to accomplish three goals:

1. Short Term – The One A Week Campaign
2. Intermediate Term - Establish a Mentor Program
3. Long Term – The careful consideration of barriers to the application process

The meeting was adjourned at 3:30 p.m.



NOMINATING COMMITTEE

Ryan White Part A and Part B Programs

Social Services Division

1809 A Museum Drive, Suite 100 • Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Friday, December 12, 2014 – 9:30 a.m.

Committee Members Present: Justin Bell (*Co-Chair*), Sharon Hunter (*Co-Chair*), and Antoinette Turner

Support Staff Present: Sandra Sikes

Guest: Kim Geib (*Planning Council Vice Chair*)

1. Call to Order

The meeting was called to order at 9:40 a.m. by Co-Chair Justin Bell.

2. Moment of Silence

3. Review of Unaligned Ratio

		<u>Duval County Epi Data</u>		<u>Planning Council Representation</u>	
Total Membership:	23	White:	30%	31%	White
Total Unaligned:	7	Black:	64%	61%	Black
		Hispanic:	03%	04%	Hispanic
Unaligned Ratio:	30.4%	Other:	03%	04%	Other
		Male:	70%	39%	Male
		Female:	30%	61%	Female

Members discussed the status of Eric McBride, who has missed most of his meetings this year due to illness. Eric was recently moved to a rehabilitation facility, and he is not able to write or dictate a letter of resignation. Committee members agreed that when he is ready to return to the Planning Council and fully resume his duties, that they will consider fast-tracking Eric directly to the Council and by-pass the Proxy Pool. With that stated, **the committee then agreed to recommend to the Planning Council that Eric McBride be removed as a member.**

Upon Eric's departure from the Council, there will be 23 members left, and the unaligned ratio drops to 30%.

Justin, Sharon, and Antoinette talked about ways to bring the unaligned ratio back to 33%. There are two people currently in the Proxy Pool: Jim Bernert and Janice Murphy. Jim recently stated that he'd like to stay on with the Proxy Pool and not move up to the Council at this time. A **motion** was made by Antoinette Turner, seconded by Sharon Hunter, **to ask the Planning Council to recommend Janice Murphy to the Mayor to be appointed to the Planning Council.** Motion was voted on and approved.

4. Unfinished Business

December Election: The Auditors (Tellers) for the election will be Sandy Sikes, Mary Martinez, and Lourdes Diaz. If there is a Proxy Pool member who is not called to the table, then that person will join the other three Auditors. Ballots will be counted in the next room, and a tally sheet will be handed to Ellen to read the election results.

5. New Business

Name Change: Members have been talking for several months about changing the name of this committee to better reflect what the committee does – which is to handle all matters regarding membership. The committee **agreed by consensus to recommend to the Planning Council that this committee's name be changed from Nominating to Membership.**

6. Ad Hoc Committee for Recruiting

Kim Geib reported on yesterday's Ad Hoc committee meeting. She, Max Wilson, Errol Schell, and Jim Bernert attended this meeting and came up with several ideas.

- The '**One A Week**' Campaign where Planning Council members must make at least one recruiting effort every week, and report what they did. Recruiting could include inviting someone to a Planning Council or committee meeting; posting an invite to these meetings on their social media; telling others what they get out of being on the Council; encouraging case managers, social workers, or medical office staff to spread the word about the Jacksonville Planning Council; etc. The Ad Hoc Committee has set a goal of having at least three membership applications being processed by March 31, 2015.
- Reviewing the steps a person goes through in joining the Planning Council. Are there barriers to joining, or does the process need to be streamlined?
- Establishing a Mentor Program, where several seasoned Planning Council members will mentor applicants.

9. Adjournment

The meeting was adjourned at 11:30 a.m.

ACTION REQUIRED BY THE PLANNING COUNCIL:

- (1) Remove Eric McBride from the Planning Council
- (2) Recommend Janice Murphy to the Mayor's Office as a Planning Council member
- (3) Change the name of this committee to the Membership Committee

January 2015



Sun Mon Tue Wed Thu Fri Sat

4	5	OFFICER TRAINING—January 6 For newly elected Planning Council Officers (Chair / Vice Chair / Secretary / Treasurer / Parliamentarian / and PLWHA Rep)		1	2	3
		6 2:30 Officer Training 3:30 Exec Meeting	7	8 11:30 Lunch 12:00 PLWHAA 1:45 _____	9 9:00 Nominating (9:00 to NOON) HB: Heather Kilpatrick	10
11	12	13	14	15 9:00 W.A.C.	16 9:00 Providers 10:30 EIIHA	17
18	19 MLK Day	20	21 HB: Dana Barnes	22 4:00 PLANNING COUNCIL	23	24
25	26	27	28 HB: Kim Geib	29	30 HB: Alfreda Telfair	31 HB: Justin Bell