

# 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

March 25, 2010

4:00 p.m.

### Members

#### Present:

Antoinette Turner, Vice Chair	Mark Cleveland
Leon V. Green, PLWH/A Representative (via telephone)	Heather Kilpatrick
Annie Youngblood, Secretary	Ken Fields
David Andress, Treasurer	Eric McBride
Eugene Williams, Parliamentarian	Kim Geib
Ellen Schmitt	Velda Stokes
Jessica Long	Frank Emanuel
Kerry Dunlavey	Errol Schell
Patricia Sampson	

### Members

#### Excused:

Jackie Nash, Chair	Robert Nicholson
Carolyn Patterson	Derya Williams

### Members

#### Absent:

Michael Cochran	Leon B. Seymore
Tara Wildes	

### Proxy Member

#### Present:

Gloria Coon	Alfreda Telfair
Paul Labonte	

### Staff

#### Present:

Deidre Kelley	Richard Dorman
Mary Martinez	Graham Watts

**I. Meeting Called to Order..... Antoinette Turner**  
Vice Chair Turner called the meeting to order at 4:02 p.m.

**II. Roll Call.....Annie Youngblood**  
Following the roll call, a quorum was declared and proxy pool members Gloria Coon, and Paul LaBonte were invited to the table.

**III. Approval of February 25, 2010 Minutes..... Antoinette Turner**  
Vice Chair Turner asked for a motion to approve the minutes as presented. There was a motion, second, discussion and the minutes were approved.

**IV. Moment of Silence .....Public/Members**  
A moment of silence was observed for individuals who have died of HIV/AIDS and for those living with and affected by the disease.

**V. Announcements/Comments .....Members**  
Mark Cleveland stated that Council members needed to show support to the new officers elected especially to those that are seated in their new positions for the very first time. David Andress reiterated his announcement regarding the events for May 27<sup>th</sup> and May 28<sup>th</sup>. NFAN, 356-1612 ext. 10, is handling the registration of participants who are planning to attend. Ken Fields shared with everyone a wonderful evening spent as a member of the audience at the Florida Theatre, "An Evening with Sheryl Lee Ralph", sponsored by Delta Sigma Theta

Sorority, celebrating their 97<sup>th</sup> anniversary. Ms. Ralph's performance showcased her numerous talents as a performer, singer and entertainer. Alfreda Telfair informed the members of an event held on March 10<sup>th</sup> collaborating efforts of Shands and UF CARES Rainbow Center with HIV and pregnancy testing. It was a great turn out. Finally, Eugene Williams expressed his gratitude to everyone and thanks for the card he received while he was in the hospital.

**VI. Administrative Agency..... Dec Kelley**  
The Notice of Award for Formula and MAI funds were received on March 4 for a total of \$4,170,596 of which \$402,482 was MAI. The Notice of Award for Supplemental funds will be sent out sometime in April.

On March 1, as the new pharmacy formulary was being implemented, clients and service providers experienced several problems. Therefore, the formulary implementation will be delayed until July 1, 2010. The Pharmacy and Therapeutics Committee will meet again on April 15 at 1:00 p.m. to discuss these problems and requests to add medications to the formulary. For other meetings in April, please check the calendar in your Planning Council packet and for transportation to April meetings, please call Mary.

The Administrative Agency is in the process of purchasing a conference telephone system to accommodate the number of Planning Council members who have requested that they be allowed to call in to meetings. Until the new phone system is acquired, the current phone system will only allow two members to call in at a time. As the Bylaws only allow a member to be counted present by phone two times per year, each member will only be allowed to phone in two times during the calendar year. As a reminder to all the members, when you call in to a meeting, you cannot vote and any attempt to vote will not be counted.

**VII. Committee Reports**  
**WAC Committee ..... Errol Schell**  
The committee met on March 4<sup>th</sup> and the report from the meeting is on page 4. Under new business, it was suggested that because of their outreach activities, the committee decided to meet on a quarterly basis rather than monthly. The next meeting is scheduled for Thursday, June 3<sup>rd</sup> at 9 a.m. There was no action.

**Ad Hoc Committee ..... Graham Watts for Leon V. Green**  
Graham Watts directed the members to the report on page 6. The Committee's recommendations were read and each item was discussed and voted on separately.

(1) a. *For purposes of Planning Council re-appointments*, attendance is defined as being physically present or present via telephone. Terms "excused" and "unexcused" be eliminated with three absences being allowed without question for a 12 month period.

The Vice Chair asked for a motion, second, discussion, call for the question and the motion was approved by a majority vote with one abstention from Jessica Long.

b. *Two additional absences* will be allowed for Planning Council members who miss meetings because they are out of town on business related to their employment, out of town on HIV related business, unable to attend due to illness, or unable to attend because they are in the hospital.

The Vice Chair asked for a motion, second, discussion, call for the question and the motion was approved with one abstention from Eugene Williams.

(2) For the purposes of selecting a slate of Planning Council officers, nominees must have attended 85% of Planning Council meetings. If a nominee has attended at least 70% of meetings but not 85%, attendance at Planning Council Committee meetings (one Committee) will be taken into consideration.

The Vice Chair asked for a motion, second, discussion, call for the question and the motion was approved with one abstention from Eugene Williams.

(3) Committee Co-Chairs will be limited to two terms of one year each *per committee*. To maintain continuity, the terms would be staggered with one Co-Chair serving three terms of one year each and the second Co-Chair serving two terms of one year each. If approved, this recommendation would take effect January 2011.

The Vice-Chair asked for a motion, second, discussion, call for the question and the motion was approved with one abstention from Eugene Williams.

- (4) Adopt the following selection and evaluation criteria for developing a slate of Planning Council officers:
1. The minimal, acceptable, percentage range of meeting attendance will be 70% to 85% in a 12 month period.
  2. Nominees will have served as Planning Council Committee Co-Chairs for at least one year prior to nomination.

***Ready for office*** – Nominee meets criteria 1 and 2 above.

***Approaching readiness for office but needs more time*** – Nominee meets criteria 1 or 2 but not both.

***Not recommended for office at this time*** – Nominee does not meet either criteria 1 or 2.

The Vice Chair called for a motion, second, discussion, call for the question and the motion was approved with one opposed, Eugene Williams.

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

The committee met on March 5<sup>th</sup>. Eric directed Council members to the report on page 8. He stated that members reviewed the Nominating Committee's operating procedures and is recommending to the Planning Council the following changes:

1. Change the Planning Council office-holder attendance requirement from 85% to 75%;
2. Change the Nominating Committee's attendance eligibility to vote on Planning Council candidates from four (4) to three (3) meetings prior to the vote AND
3. Add the requirement for the Planning Council Parliamentarian to keep Robert's Rules of Order at-hand, on his/her person at each Planning Council meeting.

On recommendation 1, the Vice Chair asked for a motion. Dee Kelley stated that the previous action of the Planning Council under the Ad Hoc Committee report negated the first recommendation. The motion died for lack of a second. On recommendation 2, the Vice Chair asked for a motion, second, discussion, call for the question and the motion passed unanimously. On recommendation 3, the parliamentarian agreed to have the Robert's Rules of Order at-hand, on his person at each Planning Council meeting. The Vice Chair asked for a motion, second, discussion, and the motion passed unanimously.

**IX. Unfinished Business.....Members/Public**

There was none.

**X. New Business..... Antoinette Turner**

There was none.

**XI. Public Comments.....Public**

There was none.

**XII. Adjournment..... Antoinette Turner**

The meeting was adjourned at 5:30 p.m.

Respectfully Submitted,

  
David Andress, Past Chair

  
Antoinette Turner, Vice Chair