

**Metropolitan Jacksonville HIV Health
Services Planning Council**
1809 Art Museum Drive, Suite 100,
Jacksonville, FL 32207
858-2800, ext. 257

**Nominating Committee Meeting
January 7, 2011
10:00 A.M.**



AGENDA

- I. Call Meeting to OrderDerya Williams/Eric McBride
- II. Observe Moment of SilenceMembers
- III. Introduce New Business.....Derya Williams/Eric McBride

Category	Topics for Discussion	Action to be Taken
Membership Recruitment	Progress of PLWHA recruitment. # created; # distributed; # recruits who attended PLWHA meeting	<ol style="list-style-type: none"> 1. Disclose venues visited 2. Rpt # flyers distributed 3. Rpt on PLWHAs recruited 4. Provide suggestions
Planning Council Proxy Pool Policy	Review policy document	<ol style="list-style-type: none"> 1. Vote substance up/down 2. Edit as needed during this meeting 3. Recommend P.C. adopt
Pre-Orientation	Review Pre-Orientation packet	<ol style="list-style-type: none"> 1. Conduct pre-orientation for proxy Members when proxy policy has Been finalized. 2. Conduct pre-orientation for Appointed members in April.
Term Renewal Criteria	Criteria to be reviewed in making Recommendations to renew PC terms of office.	Develop criteria to be approved by PC

- IV. Review Unfinished Business, if ApplicableMembers
- V. Call for Announcements/Comments Members/Public
- VI. Adjourn MeetingDerya Williams/Eric McBride

Interest Items: The Planning Council will meet in the larger Conference Room at 1809 Art Museum Drive, Suite 100 on January 27, 2011, 4:00 pm. The Nominating Committee will meet in the small Conference Room at 1809 Art Museum Drive, Suite 100 on February 4, 2011.

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
Nominating Committee
Meeting Minutes of January 7, 2011

Attendees: Derya Williams, Eric McBride, Antoinette Turner, Eugene Williams, Annie Youngblood, Velda Stokes, Mark Cleveland, Jacquelyn Nash, Deidre Kelley and Graham Watts.

Moment of Silence: Co-Chair McBride called the meeting to order at 10:06 A.M. and requested a moment of silence to remember those who are infected and affected by HIV.

Old Business: Mark Cleveland and colleagues distributed 150 PLWHA recruitment flyers approved by the Executive Committee. Velda Stokes and Annie Youngblood distributed 8 Planning Council Membership packets. On-going recruitment literature distribution will continue. In October 2010, River Region Human Services offered to support PLWHA recruitment if the organizers request technical assistance.

New Business: **Discuss Planning Council Proxy Pool Policy, Planning Council Preorientation and Term Renewal Criteria.**

The Nominating Committee reviewed, discussed and unanimously executed two actions. The first action was amendments to Policy 04-01: Selection of Proxy Members. The amendments are italicized for easy recognition and attached to these Minutes for review.

The second action was a recommendation to approve the *Criteria for Nomination to Term of Planning Council Office* to first-time Planning Council nominees and renomination of Planning Council members to another two-year term. The criteria are attached to these Minutes for review. The criteria were drawn from the Planning Council Bylaws that apply to the removal of Planning Council members from the Planning Council.

Dee announced return of Pre-Orientation training in February 2011. One candidate, Sharon Hunter, is eligible for Proxy Pool interview by Nominating Committee. Staff asked attendees for input in preparation of the February 2011 Nominating Committee agenda.

Announcements/Comments: Two members announced the upcoming Deadly Medicine Seminar to be held at the Main Library, downtown Jacksonville Monday, January 10, 2011.

Adjournment: Chairperson Williams adjourned the meeting at 11:00 A.M., EST

Action/s Required: Review and vote to: (1) Approve the amended Planning Council Proxy Pool Policy; and (2) Approve the *Criteria for Nomination to Term of Planning Council Office*.

**Metropolitan Jacksonville Area
HIV Health Services Planning Council**

1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

Bylaws
regulations &
ordinances
adopted by the
Planning Council



AGENDA
January 7, 2011

- I. Call Meeting to OrderDee Kelley**
- II. Moment of Silence Members**
- III. New Business Members**

Article XI, Section 4 "Planning Council members have thirty (30) days from the date of the Planning Council or Committee meeting in question to challenge the accuracy of Planning Council staff to record their attendance."
- IV. Old Business Members/Public**
- V. Announcements/Comments..... Members/Public**
- VI. Adjournment.....Dee Kelley**



Mission

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**Metropolitan Jacksonville Area
HIV Health Services Planning Council**
1809 Art Museum Drive, Suite 100 Jacksonville, FL 32207
Bylaws Committee Meeting Summary
January 7, 2011 11:00 a.m.

The following members and staff present: Eugene Williams, Mark Cleveland, and Deidre Kelley.

As the Committee was currently without a Co-Chair, Dee Kelley called the meeting to order and expressed appreciation to the members for their attendance.

New Business: *Dee reminded members that the Planning Council had already approved the issue being incorporated into the Bylaws. It was the responsibility of the Bylaws Committee members to make sure the changes were accurately represented. Members reviewed the changes as follows:*

- *Addition to Article XI, Section 4 Planning Council Meetings (see page 9 of Bylaws) to read 'Planning Council members have thirty (30) days from the date of the Planning Council meeting in question to challenge the accuracy of the Planning Council Secretary to record their attendance.'*

Upon review and discussion, changes were approved as presented.

Old Business: *There was no old business to be discussed.*

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

Adjournment: *There being no additional business, the meeting was adjourned at 11:30 a.m.*

Actions to be taken: *(1) Approval to change Article XI, Section 4, by adding "Planning Council members have thirty (30) days from the date of the Planning Council meeting in question to challenge the accuracy of the Planning Council Secretary to record their attendance."*



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

**Executive Committee
January 11, 2011
8:30 A.M.**

AGENDA

- I. Call Meeting to Order Jacquelyn Nash/Antoinette Turner
- II. Moment of Silence Members
- III. New Business.....Members/Staff
 - Selection of Committee Co-Chairs
 - Exception Policy to Requirement that PC Members Serve on One PC Committee
 - Grievance Procedures Not Related to Funding
 - Planning Council Retreat in May 2011
- IV. Old Business..... Members/Staff
 - ADAP Update
- V. Announcements..... Members/Staff
- VI. Adjournment..... Jacquelyn Nash/Antoinette Turner

The Planning Council meeting will be held Thursday, January 27, 2011 at 1809 Art Museum Drive, Suite 100 Conference Room at 4:00 p.m.



*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
1809 Art Museum Drive, Suite 100, Jacksonville, Florida
Executive Committee Meeting Summary
January 11, 2011 8:30 a.m.**

The following Planning Council members and staff were present: Antoinette Turner, Leon V. Green, Eugene Williams, David Andress and Deidre Kelley.

Moment of Silence: Chair Antoinette Turner called the meeting to order 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.

New Business:

Selection of Committee Co-Chairs – Dee presented members with a list of Committee Co-Chair recommendations. Some Planning Council members had been recommended to chair more than one Committee. After some discussion regarding how often the Committees met, the list of recommendations was reduced to two Co-Chairs for each Committee. See attached Co-Chair appointments.

Exception to Requirement that Planning Council Members Serve on One Planning Council Committee – Dee informed members that some Planning Council members had not signed up for participation on a Planning Council Committee last year and asked if the Executive Committee wanted to develop an exception policy to this requirement. After considerable discussion, Committee members unanimously agreed that there should be no exception and that beginning this month, the new Chair and Vice Chair should hold all Planning Council members to the membership requirements outlined in the Bylaws.

Grievance Procedures for Issues Not Related to Funding – Dee reminded members that the Planning Council Grievance Committee is charged in the Bylaws with hearing grievances regarding service priorities and funding, not complaints from consumers or Planning Council members. Therefore, Dee drafted a policy based on the recommendations discussed at the December Executive Committee meeting. There was a motion to accept the draft policy, second, and unanimous vote to accept as presented. See the attached policy.

Planning Council Retreat – Dee stated that it was time for the Planning Council to start planning for a retreat in May. Dee asked members if they wanted the Executive Committee to do the planning or have the Chair and Vice Chair appoint an ad hoc committee. **It was unanimously agreed that Antoinette would ask for volunteers at the next Planning Council meeting.** Both Eugene Williams and Leon V. Green volunteered to participate on the ad hoc committee.

Old Business:

ADAP Update – David Andress stated that the State Bureau of HIV/AIDS estimates that the ADAP program will run out of funding by the first or second week of February, 2011. New funding will not be available until April 1, 2011. There are 426 people enrolled in ADAP in Duval County at the present time and another 117 on the ADAP wait list. The cost of providing medications to the 426 currently on the rolls is around \$365,000 per month. David stated that he would like to see any Part A money that will be unexpended by the end of the grant year be reallocated to medications to help avert the anticipated crisis. He also stated that the Health Department was looking to hire some

people to assist clients in applying for medications assistance through the Patient Assistance Programs.

Announcements: There were no announcements.

Adjournment: There being no additional business, the meeting was adjourned at 9:27 a.m.

Actions to be taken: Approval of "Procedure for Hearing Complaints Not Related to Service Priorities or Funding, Policy 2011-1" as presented.

Metropolitan Jacksonville Area
HIV Health Services Planning Council
PLWH/A Committee
1809 Art Museum Drive,suite 100
January 13th,2011 @ 12 noon

Agenda

1. call meeting to order-----Eugene
2. moment of silence-----Eugene
3. introductions of members and guests-----Eugene
4. approval of Decembers' minutes-----Eugene
5. reading the purpose statement-----Eugene

Old Business

1. removal of officers/members document(table)-----Eugene
2. mentoring process(table)-----Eugene

New Business

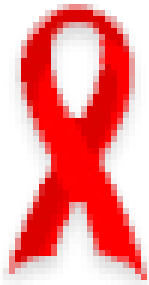
1. congratulations to the new officers-----Eugene
2. welcome back Velda Stokes as Co-Chair-----Eugene
3. part 1 of 3 training sessions-----Dee Kelley
The a-b-c's of Parliamentary Procedures and How to have Successful Meetings
4. open forum/announcements-----Eugene/Velda
5. meeting adjourned-----Eugene/Velda

next PLWH/A Meeting February 10th,2011

The Planning Council meeting will be held Thursday, January 27th,2011
at 1809 Art Museum Drive, suite 100, Conference room at 4:00 p.m.

PLWH/A Purpose Statement

The People Living with HIV/AIDS Committee acts as a platform within the infected and affected community for the development of treatments and a cure, support of individuals to make informed choices about HIV health, advocates for quality health care to respond to HIV and related conditions, and the promotion of medical strategies to prevent new infections.



First Coast CARES Consortium
PLWHA Meeting
Behavioral and Human Services Division
1809 Art Museum Drive
Conference Room
1/13/2011

The following were present; Eugene Williams Velda Stokes, Paul Labonte, Annie Youngblood, Eric McBride, Antoinette Turner, Nathaniel Hendley, Mark Cleveland, Justin Bell, Sharon Hunter, Leon Green, Gloria Coon.

Moment of Silence.....Eugene

Old Business

The December minutes were approved with the following corrections, the question of the PLWH/A at Large will be removed. Gloria Coon is exempt for both November and December meetings.

Eugene announced that Justin Bell will not be this year's co-chair as he is a proxy member and not allowed to chair a committee. Velda Stokes will remain as co-chair for 2011.
All other business was tabled.

Ms Dee Kelly gave the first training session to the entire committee, this months training focused on "How to have Successful Meetings and The a-b-c of Parliamentary Procedure. All members participated fully, and were given a set of Robert's Rules of Order (newly revised 10th addition) and material how to conduct proper meetings. With a copy of Parliamentary Procedure.

Meeting adjourned 1:15 pm
Next meeting 2/10/11

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

**CARE Coordination Committee
Eligibility Subcommittee
January 13, 2011
2:00 p.m.**

AGENDA

- I. Call Meeting to Order Jessica Long/Ellen Schmitt
- II. Moment of Silence Members
- III. New Business..... Members/Staff
- ADAP Disenrollment of Patients No Longer Eligible Due to Change in FPL.
 - Cap on Specialty Care Assistance
- IV. Old Business..... Members/Staff
- V. Announcements Members/Staff
- VI. Adjournment..... Jessica Long/Ellen Schmitt



The Planning Council meeting will be held Thursday, January 27, 2011 at 1809 Art Museum Drive,
Suite 100
Conference Room at 4:00 p.m.

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
1809 Art Museum Drive, Suite 100, Jacksonville, Florida**

**CARE Coordination Committee
Eligibility Subcommittee Meeting Summary
January 13, 2011, 2:00 p.m.**

The following members and staff were present: Heather Kilpatrick, Sandra Ellis, Eugene Williams, Todd Reese, Antoinette Turner, Mark Cleveland, Paul Labonte, Melissa Scites, Kendall Guthrie, Justin Bell, Kizzie Jones, and Deidre Kelley. Two guests were present: Levon Burnett (DCHD) and Heather Vaughan (LSS).

Moment of Silence: In the absence of the Co-Chairs, Co-Chair elect Heather Kilpatrick called the meeting to order 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 to discuss.

New Business:

ADAP Disenrollment of Patients No Longer Eligible Due to Change in FPL. Dee informed members that the Department of Health was reducing ADAP eligibility from 400% of FPL to 300%. Only the ADAP program would be affected by this change. The impact on the Jacksonville TGA and Area 4 would be the disenrollment of approximately 26 PLWHA from ADAP. Sandra Ellis stated that the 26 PLWHA had been identified, case management agencies of those who had case managers had been notified, and the DCHD would be contacting those without case managers to see what they could do for them. The plan is to get as many of the 26 on patient assistance programs (PAPs) as possible and assist with finding other sources of payment to purchase antiretroviral (ARVs) medications. The Governor of the State of Florida has put a hold on all Florida rule making so the change in eligibility affecting the 26 has been put on hold. The Health Department will let us know when the rule becomes law.

Cap on Specialty Care Assistance. Dee stated that she had received a request to consider putting a cap on specialty care assistance. Todd Reese of AHF stated that his agency referred patients to specialty care services (dermatology, oncology, etc.) and that the cost of these visits could amount to a considerable amount of money. Todd proposed that the Committee consider putting a cap on services of \$2,500/patient/calendar year with exceptions being considered according to the Planning Council Eligibility Criteria. A motion was made, seconded, discussed, and approved unanimously.

Announcements: There were no announcements.

Adjournment: There being no additional business, the meeting was adjourned at 2:40 p.m.

Action to be taken: Approval of a policy to cap specialty care services at \$2,500/patient/calendar year with exceptions being considered according to the approved Planning Council Eligibility Criteria.

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

Priority and Allocations Committee
January 13, 2011
3:00 p.m.

AGENDA

- I. Call Meeting to OrderFrank Emanuel/Heather Kilpatrick
- II. Moment of Silence Members
- III. New Business..... Members/Staff
- Reallocation of Part A FY 2010 Funding
- IV. Old Business..... Members/Staff
- V. Announcements Members/Staff
- VI. Adjournment.....Frank Emanuel/Heather Kilpatrick

The Planning Council meeting will be held Thursday, January 27, 2011 at 1809 Art Museum Drive, Suite 100 Conference Room at 4:00 p.m.



Our Mission

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

Priority and Allocations Committee Meeting Summary
January 13, 2011, 3:00 p.m.

The following were present: Heather Kilpatrick, Antoinette Turner, Eugene Williams, Mark Cleveland, Todd Reese, Kendall Guthrie, Melissa Scites, Paul Labonte, Justin Bell, Sandra Ellis and Deidre Kelley.

Moment of Silence: Co-Chair Heather Kilpatrick called the meeting to order 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 to be discussed.

New Business:

Reallocation of Part A/MAI FY 2010 Funding: Dee informed members that she had received word from the State Department of Health that they would be running out of funding for the ADAP program by the second week of February 2011. There would be no new money for the program until April 1, 2011. After analyzing how much Part A funding would be available for reallocation, Dee recommended that unexpended funds from home health care (\$23,000) and oral health (\$50,908) be reallocated to AIDS pharmaceutical assistance. Dee also informed members that she anticipated that there would be unexpended transportation funding in the amount of \$18,000. As there is an estimated shortfall of funding in the non-medical case management category of \$29,000, Dee recommended that the transportation funding be reallocated to non-medical case management. The case management shortfall is in salaries for case managers. There were questions about why transportation funding was not being utilized. Dee stated that two of the case management agencies had expended all of their transportation funding at the end of December, one had spent half of the funding, and two others had not expended any of the funding. Dee stated that she would be speaking to case management agencies about purchasing bus tokens for clients next year. However, agencies not providing transportation for their clients will not get transportation funding in 2011.

Sandra Ellis presented members with a recommendation to reallocate unexpended Part B and GRPCN funding from outpatient medical care (\$12,000 GRPCN and \$124,000 Part B) to AIDS pharmaceutical assistance. Between the reallocation of Part A, Part B/GRPCN, and patient assistance programs, staff hope to have enough funding to assist with the purchase of antiretrovirals for persons enrolled in the ADAP program until new funding is available. There was a question regarding ADAP clients in the outlying counties. Sandra stated that the impact on ADAP clients in Nassau, Clay, Baker, and St. Johns Counties would be small compared to Duval County. There was a motion to reallocate Part A and Part B/GRPCN funding as recommended by staff, a second, discussion, and a unanimous vote to approve.

Announcements: There were no announcements.

Adjournment: There being no additional business, the meeting was adjourned at 3:20 p.m.

Actions to be taken: Approval of Part A and Part B FY 2010-2011 funding reallocations as presented.

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

Executive Committee

February 1, 2011

8:30 A.M.

AGENDA

- I. Call Meeting to Order Antoinette Turner/Frank Emanuel**
- II. Moment of Silence Members**
- III. Old Business Members/Staff**
 - ADAP Update
 - Planning Council Retreat in May 2011
- IV. New Business Members/Staff**
 - Set Meeting Time for Executive Committee
 - Invitation to Dr. Keecia King to Present DCHD Pharmacy Program to Planning Council
- V. Announcements..... Members/Staff**
- VI. Adjournment.....Antoinette Turner/Frank Emanuel**

The Planning Council meeting will be held Thursday, February 24, 2011 at 1809 Art Museum Drive, Suite 100 Conference Room at 4:00 p.m.

**Metropolitan Jacksonville Area
HIV Health Services Planning Council
1809 Art Museum Drive, Suite 100, Jacksonville, Florida
Executive Committee Meeting Summary
February 1, 2011 8:30 a.m.**

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

Moment of Silence: Chair Antoinette Turner called the meeting to order 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 Andress referred members to the ADAP summary provided with the agenda. He stated that Dee would be meeting with case management supervisors later today to discuss how current ADAP enrollees would be transitioned into the Wellvita pharmacy assistance program. This transition will be in effect until April 1, 2011 when new ADAP funds become available to the State of Florida. A sixty (60) day supply of medications will be provided to cover the months of February and March. Patients will pick up medications on the 2nd floor of the BCCC clinic located 515 W. 6th Street. There will be someone stationed at the front door to escort patients to the 2nd floor.

Planning Council Retreat in May 2011 – Dee stated that she had some concerns regarding the Retreat Committee. She has already received a request to set up a web conference so that members could meet from their offices or homes and converse via the web. Dee said that she had a new conference phone system set up in the office conference room that could accommodate those members who were not able to meet on site. She did not have web conferencing capability. Eugene Williams stated that he had sent an email to members of the committee asking when and where they would like to meet. He agreed that meeting face to face was a better option. Dr. Frank Emanuel stated that he would like to see training that included leadership skills and tips on how to run a meeting. Eugene said he wanted the retreat to be all inclusive having something for everyone. It was agreed that the retreat would be held Thursday, May 26 in the conference room at 1809 Art Museum Drive from 10:00 a.m. to 4:00 p.m. Members of the retreat planning committee are: Eugene Williams, Leon V. Green, Ken Fields, Ellen Schmitt, Linda Williams, Alfreda Telfair, Marion Merritt, and Kim Geib.

New Business:

Set Meeting Time for Executive Committee Meetings – It was unanimously agreed that the new meeting time would be the first Tuesday of the month at 4:00 p.m.

Invitation to Dr. Keecia King to Present DCHD Pharmacy Program to Planning Council – Members felt it would be very beneficial to Planning Council members to hear about the DCHD Pharmacy Program. Dr. Emanuel stated that he and Dr. King would not be able to attend the February Planning Council meeting because they have a commitment in Tallahassee that day. He requested that we extend the invitation to Dr. King for the March meeting. Dee said she would contact Dr. King.

Announcements: Eugene stated that Eric McBride was in St. Vincent's hospital. Eric should be released today or tomorrow. He asked that everyone keep Eric in their prayers.

Adjournment: There being no additional business, the meeting was adjourned at 9:30 a.m.

Actions to be taken: None

**Metropolitan Jacksonville HIV Health
Services Planning Council**
1809 Art Museum Drive, Suite 100,
Jacksonville, FL 32207
858-2800, ext. 257

**Nominating Committee Meeting
February 4, 2011
10:00 A.M.**

AGENDA

- I. Call Meeting to Order.....Derya Williams/Eric McBride
- II. Moment of SilenceMembers
- III. Unfinished BusinessMembers
- IV. New Business.....Derya Williams/Eric McBride

Category	Topics for Discussion	Action to be Taken
Interviews	Candidates: Elaine Mathews, Melissa Scites, Sharon Hunter, Nathaniel Hendley	1. Assess candidate's fitness for Proxy Pool or P.C. 2. Make recommendations to P. C.
Planning Council Reappointments	Review P.C. members' eligibility For reappointment	1. Decide whose eligible by criteria 2. Vote up/down on each name 3. Forward recommendations to P.C.
Pre-Orientation	Format	1. Identify who will be conducting the Session. 2. Identify who will participate.
General Q & A	Open forum for question on P.C. processes	1. Inputs from experienced members 2. Inputs from resident experts 3. Assign homework

- V. Announcements/CommentsMembers/Public
- VI. Opportunity to Submit Next Agenda ItemsMembers
- VII. Adjourn Meeting.....Derya Williams/Eric McBride

The Planning Council will meet in the larger Conference Room at 1809 Art Museum Drive, Suite 100 on February 24, 2011, 4:00 pm. The Nominating Committee will meet in the small Conference Room at 1809 Art Museum Drive, Suite 100 on March 4, 2011.

Mission

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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
Nominating Committee
Meeting Minutes of February 4, 2011

Attendees: Derya Williams, Antoinette Turner, Eugene Williams, Annie Youngblood, Velda Stokes, Deidre Kelley, and Graham Watts.

Moment of Silence: Co-Chair Williams called the meeting to order at 10:00 a.m. and requested a moment of silence to remember those who are infected and affected by HIV.

Old Business: None.

New Business: Interviews, Planning Council Reappointments, and Pre-Orientation Training.

Interviews and Appointments: The Nominating Committee (NC) interviewed four candidates: two for mandated Planning Council (PC) categories and two for the proxy pool. Committee members ranked candidates on a 0 to 100 scale and computed an average score, which ranged from 80% to 97.5%. Hereby: Elaine Mathews (RN), Melissa Scites (RN), Sharon Hunter (Peer Navigator) and Nathaniel Hendley (Case Manager) have completed the initial screening with acceptable scores that met or exceeded the minimum 80% requirement for appointment.

Planning Council Reappointments: Committee members reviewed the attendance records of members who were approaching the end of their tenured service (March 1, 2011). The following members are recommended for reappointment – David Andress, Kerry Dunlavey, Kimberly Geib, Leon V. Green, Jacquelyn Nash, Carolyn Patterson, Patricia Sampson, Ellen Schmitt, Derya Williams, and Annie Youngblood. Members not recommended for reappointment based on very poor attendance are Robert Nicholson and Rev. Leon Seymore. Co-Chair Williams requested that staff contact Robert and Rev. Seymore to let them know the Committee's decision. For other PC members with poor attendance, Co-Chair Williams asked staff to call said members, clarify commitment of members to the work of the PC and report back to the Committee by March 4, 2011.

Pre-orientation Training: D. Kelley and A. Turner will facilitate PC pre-orientation training on February 24, 2011 at 3:00 p.m. before PC meeting. Invitees include interviewees, proxy pool members and other PC members who have not attended a pre-orientation since becoming a PC member.

Announcements/Comments: The Minority AIDS Coalition lunch and learn session will be held on February 23, 2011, from 11:00 am to 2:00 pm at 620 Julia Street. River Region will host a Black History celebration program on February 24, 2011 in which, ethnic history wrapped in comedy holds promise to both educate and entertain.

Adjournment: Co-Chair Williams adjourned the meeting at 11:15 a.m.

Action/s Required: (1) Approve Elaine Mathews and Melissa Scites for PC appointments by the Mayor; (2) approve appointment of Sharon Hunter and Nathaniel Hendley to Proxy Pool and (3) reappoint David Andress, Kerry Dunlavey, Kimberly Geib, Leon V. Green, Jacquelyn Nash, Carolyn Patterson, Patricia Sampson, Ellen Schmitt, Derya Williams, and Annie Youngblood for another two-year term on the PC.

Metropolitan Jacksonville Area
HIV Health Services Planning Council
1809 Art Museum Drive, Suite 100
PLWH/A Committee
February 10, 2011 @ 12 noon

Agenda

1. Call meeting to order-----
Velda/Eugene
2. Moment of silence-----
Velda/Eugene
3. Introductions of members and guests-----
Velda/Eugene
4. Approval of January's minutes-----
Velda/Eugene
5. Reading of the mission statement-----
Velda/Eugene

Old Business

1. Removal of officers/members document (table)----
Velda/Eugene
2. Mentoring process (table)-----
Velda/Eugene

New Business

1. Part 2 of the training session-----Dee
Kelley
 - a. How to develop your decision making skills
 - b. About communication skills
2. Open forum/announcements-----
Velda/Eugene
3. Adjournment-----
Velda/Eugene

PLWH/A purpose statement

People Living with HIV/AIDS Committee acts as a platform within the affected and infected community for the development of treatments and a cure, support of individuals to make informed choices about HIV health, advocates for quality health care to respond to HIV and related conditions, and promotion of medical strategies to prevent new infections

First Coast CARES Consortium
PLWH/A Meeting
Behavioral and Human Services Division
1809 Art Museum Drive
Conference Room
2/10/2011

The following were present; Eugene Williams, Paul Labonte, Annie Youngblood, Nathaniel Hendley, Mark Cleveland, Justin Bell, Sharon Hunter, Leon Green, Zane Urbanski, David Address, Linda Williams, Excused\Exempt Gloria Coon, Velda Stokes, Antoinette Turner

Moment of Silence..... Nathaniel Hendley

Reading of PLWH/A Statement...Justin Bell

Old Business:

Reading of January minutes:

Paul made a motion to accept minutes Justin seconded, motion approved, minutes accepted by unanimous vote.

Removal of Officers and members.....Tabled

Mentoring Project.....Tabled

Dee Kelly conducted part two of the PLWHA Committee Parliamentary Trainings. How to develop *Communication*, and *Decision* making skills. Ms Kelly distributed training pamphlets and “cheat sheets” to assist this committee in following and understanding the basic rules of conduct during committee meetings. Ms Kelly covered each point of the communication and decision-making process, engaging and encouraging participation with each member of this committee, making this a highly informative and educational training session. Conflict Resolution, will be the next and final training session scheduled for March 10th @ 12:00pm

Announcements:

David Address Announced that on February 10th the ADAP monies would run out.

On February 14th Well Vista will take effect. Client’s scripts handled by well vista

will continue with out interruptions. Make sure client has medication refills until March 31st, if a script is transferred to Well Vista before April 1st the clients doctor will have will have to re write the

scripts. The Pharmacies will handle this transfer and process. Clients need to check scripts to make sure they have enough until March 31st it not let your doctor know. If you are a well vista client you will not pick your meds up at the Pharmacy, you will pick up your meds through Ms Rose at the BCCC. Well Vista is only

TEMPORARY. David again stressed the importance of keeping up client’s eligibility status with

ALL programs. Dee Kelly announced that there are some members in congress, who will not

approve this year’s budget unless the House of Congress repeals the Affordable

Care Act. Dee further stated the last congress did not pass a budget we are running

under a continued resolution, which will expire March 4th 2011. Ryan White money

is due to expire on that date. Dee announced her office is inviting Ms. King BCCC Pharmacy director to the March Planning Council meeting.

Meeting reluctantly adjourned at 1:30pm Next meeting and Training session will be March 10th 2011

Paul Labonte

PLWHA Purpose Statement

People Living HIV/AIDS (PLWHA) Committee acts as a platform within the affected and infected community for the development of treatments and a cure, support of individuals to make informed choices about their HIV health, advocates for quality health care to respond to HIV and related conditions, and promotion of medical strategies that prevent new

infections

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



**February 10, 2011
2:00 p.m.**

I. Call Meeting to Order..... Leon Green/Ellen Schmitt

II. Moment of Silence.....Members

III. New Business.....Members

Article XI, Section 4 "Planning Council members have thirty (30) days from the date of the Planning Council or Committee meeting in question to challenge the accuracy of Planning Council staff to record their attendance."

IV. Old BusinessMembers/Public

V. Announcements/CommentsMembers/Public

VI. Adjournment..... Leon Green/Ellen Schmitt

**Metropolitan Jacksonville Area
HIV Health Services Planning Council**
1809 Art Museum Drive, Suite 100 Jacksonville, FL 32207
Bylaws Committee Meeting Summary
February 10, 2011 2:00 p.m.

The following members and staff were present: Eugene Williams, Mark Cleveland, Patricia Sampson, Justin Bell, and Deidre Kelley.

As the Committee Co-Chairs were not in attendance, Dee Kelley called the meeting to order.

Old Business: *After the first reading of the proposed addition to Article XI, Section 4 Planning Council Meetings, the proposed change was referred back to the Bylaws Committee for revision. Members reviewed the first proposal and recommend changes as follows:*

- *Addition to Article XI, Section 4 Planning Council Meetings (see page 9 of Bylaws) to read "Planning Council members have until the next Planning Council meeting to challenge the accuracy of their attendance at the meeting in question."*

Upon review and discussion, changes were approved as presented.

New Business: *There was no new business to be discussed.*

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

Adjournment: *There being no additional business, the meeting was adjourned at 2:40 p.m.*

Action to be taken: *(1) First reading of change to Article XI, Section 4, by adding "Planning Council members have until the next Planning Council meeting to challenge the accuracy of their attendance at the meeting in question."*

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

Executive Committee

**March 1, 2011
4:00 P.M.**



AGENDA

- I. **Call Meeting to Order Antoinette Turner/Frank Emanuel**
- II. **Moment of Silence Members**
- III. **Old Business Members/Staff**
 - **ADAP Update**
 - **Planning Council Retreat in May 2011**
- IV. **New Business Members/Staff**
 - **Review Applications for Committee Membership**
 - **Chair and Vice Chair to Participate on Project Officer Call March 9 at 10:00 a.m.**
 - **Grievance Filed by Mark Cleveland**
- V. **Announcements..... Members/Staff**
- VI. **Adjournment.....Antoinette Turner/Frank Emanuel**

The Planning Council meeting will be held Thursday, March 24, 2011 at 1809 Art Museum Drive, Suite 100 Conference Room at 4:00 p.m.

**Metropolitan Jacksonville Area
HIV Health Services Planning Council
1809 Art Museum Drive, Suite 100, Jacksonville, Florida
Executive Committee Meeting Summary
March 1, 2011 4:00 p.m.**

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

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:

ADAP Update – David Andress stated that drugs were being delivered to BCCC for pickup by patients on ADAP. David stated that Norvir was being dispensed in capsule form rather than tablet form. Everything appears to be running smoothly.

Planning Council Retreat in May 2011 – Dee shared the draft agenda with Executive Committee members. There were several suggested changes by members including doing something different for a morning ice breaker and having a game outside that did not involve singing. Suggested speakers for a session on "Conflict Resolution," were Bobby O'Connor (previously with One Jax) and Brian Rollins (Channel 7). Overall, members expressed a desire to do things we had not previously done at retreats.

New Business:

Review Applications for Committee Membership – Dee shared Committee Membership applications with the Executive Committee. The Committee voted unanimously to accept all the applications. Dee and staff will send letters to the applicants to let them know they are now Committee members.

Chair and Vice Chair to Participate on HRSA Project Officer Call – Dee asked Antoinette and Frank to join her on her monthly conference call with our HRSA Project Officer March 9. Unfortunately neither Antoinette nor Frank will be available that day. Dee stated that she would be sharing the Administrative Agency's Continuous Quality Management Plan with our Project Officer and had hoped the Chairs could participate. Dee will try to schedule a call to include Antoinette and Frank again next month.

Mark Cleveland's Request to Address the Executive Committee – Mark stated that he had been asked to voice concerns regarding some members of the Planning Council and when he finally did, no one supported him. He was not asking members of the Executive Committee to take any type of action. He wanted the Committee to know he was upset but has now decided to take the matter back to the source of discontent for resolution.

Announcements: Dee informed members that Dr. Keecia King, Director of Pharmacy, Duval County Health Department would be attending the March Planning Council meeting to present the Health Department's Pharmacy Program.

Adjournment: There being no additional business, the meeting was adjourned at 5:15 p.m.

Actions 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

March 3, 2011

9:00 A.M.

AGENDA

- I. Call Meeting to OrderErrol Schell/Alfreda Telfair**
- II. Moment of Silence Members/Guests**
- III. Introductions Members/Guests**
- IV. Old Business Errol Schell/Alfreda Telfair**
- V. New Business Errol Schell/Alfreda Telfair**
- Outreach Workshops
 - Involvement in the Community
 - New innovative ways to address “how not to spread the disease”
- VI. Announcements/Comments..... Members/Guests**
- VII. Adjournment..... Errol Schell/Alfreda Telfair**

The next Planning Council meeting is scheduled for Thursday, March 24, at 1809 Art Museum Drive.



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**
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 20th 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 HIV Health
Services Planning Council**
1809 Art Museum Drive, Suite 100,
Jacksonville, FL 32207
858-2800, ext. 257

**Nominating Committee Meeting
March 4, 2011
10:00 A.M.**

AGENDA

- I. Call Meeting to OrderDerya Williams/Eric McBride
- II. Moment of SilenceMembers
- III. Unfinished BusinessMembers
- IV. New Business.....Derya Williams/Eric McBride

Category	Topics for Discussion	Action to be Taken
Planning Council Appointment Consideration	Review proxy pool members who are eligibility for appointment to the Planning Council	1. Decide whose eligible by criteria 2. Vote up/down each candidate 3. Forward recommendations to P.C.
TBA – Request input from Derya	TBA	1. Verb followed by direct object 2. Verb followed by direct object
General Q & A	Open forum for question on P.C. processes	1. Inputs from experienced members 2. Inputs from resident experts 3. Assign homework

- V. Announcements/Comments Members/Public
- VI. Opportunity to Submit Next Agenda ItemsMembers
- VII. Adjourn Meeting.....Derya Williams/Eric McBride

The Planning Council will meet in the large Conference Room at 1809 Art Museum Drive, Suite 100 on March 24, 2011, 4:00 pm. The Nominating Committee will meet in the small Conference Room at 1809 Art Museum Drive, Suite 100 on March 4, 2011.

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
Nominating Committee
Meeting Minutes of March 4, 2011

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

Moment of Silence: Co-Chair McBride called the meeting to order at 10:06 a.m. and requested a moment of silence to remember those who are infected and affected by HIV.

Old Business: None.

New Business:

Identification of Proxy Pool Member Eligible for Recommendation to Planning Council: The Nominating Committee (N.C.) was tasked to fill an existing Planning Council (P.C.) vacancy in the PLWHA category to satisfy the mandated 33% requirement. Co-Chair Williams read the names of the four Proxy Pool members. Based on longevity of P.C. involvement and percentage of attendance, the committee voted Paul LaBonte as the P.C. nominee with three votes and Linda Williams as the runner-up with one vote. Paul is hereby recommended to the P.C. for appointment.

Review, Discuss and Vote on Nominating Committee 2011 Schedule of Activities: The N.C. reviewed a draft schedule of activities for year 2011, which identified seven meetings and the goals of each meeting. After discussion, the Chair called the question: "All in favor of the N.C. Schedule of Activities" as proposed"? The vote to adopt the schedule was unanimous. A copy of the N.C. schedule of meetings for 2011 is attached.

Announcements/Comments: The N.C. recommends to the P.C. that acknowledgment be given to Robert Nicholson for a decade of outstanding voluntary service to the community as a Planning Council member. Co-Chair Williams stated that there was a good turnout for the "Deadly Medicine" workshop held Monday, February 28, 2011. There will be another "Deadly Medicine" workshop Thursday, March 31 at River Region Human Services.

Adjournment: At 11:05 a.m., Co-Chair Williams called for adjournment and it was approved.

Action/s Required: Approve Paul LaBonte for appointment to the Planning Council.

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

PLWHA Committee

March 10, 2011

12:00 P.M.

AGENDA

- I. Call Meeting to OrderEugene/Velda**
- II. Moment of Silence Members**
- III. Introductions of members and guests.....Eugene/Velda**
- IV. Approval of February minutes Eugene/Velda**
- V. Reading of the Mission Statement.....Eugene/Velda**

Old Business

- I. Removal of Officers Document (Table)..... Eugene/Velda**
- II. Mentor Program Process (Table..... Eugene/Velda**

New Business

- I. Part 3 of the training sessionsDee Kelley**
Successful Conflict Resolution—A Skill for Working Together
- II. Recap of all three sessionsDee Kelley**
- III. Open Forum/Announcements..... Eugene/Velda**
- IV. Adjournment..... Eugene/Velda**

The next PLWH/A meeting will be April 14, 2011