



METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Ryan White HIV/AIDS Program

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



**Planning Council Meeting of July 26, 2012
4:00 P.M.**

Call Meeting to Order..... Frank Emanuel

Moment of Silence..... Public/Members

Roll Call Heather Kilpatrick

Comments from the Public..... Public/Members

Approval of June 28, 2012 Minutes..... Frank Emanuel

Administrative Agency Report..... Deidre Kelley

Committee Reports

Page 4

- *Nominating Committee* Jackie Nash
Recommendation for the Council: That Gloria Ealey be approved for the Planning Council's Proxy Pool

Page 6

- *PLWHA Committee*..... Eric McBride
Action to be taken: None

Page 8

- *Priority and Allocations Committee* Patricia Sampson
Recommendation for the Council: That the Planning Council approve the FY2013 Service Priorities and Funding Allocations as presented. (Details can be found on page 9)

Unfinished Business.....Members

New Business.....Members

- Report from members who attended this week's March on WashingtonAttendees

Announcements Members/Public

Adjournment..... Frank Emanuel

Our Mission

The mission of the Planning Council is to provide a means for planning and implementing a coordinated response to the needs of people living with and affected by HIV disease.



Metropolitan Jacksonville Area HIV Health Services

PLANNING COUNCIL

Ryan White Part A and Part B Programs

Behavioral and Human Services Division
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207

Minutes

Meeting Date: Thursday, July 26, 2012

Council Members Present: Frank Emanuel (*Chair*), Alfreda Telfair (*Vice-Chair*), Heather Kilpatrick (*Secretary*), Patricia Sampson (*Treasurer*), Antoinette Turner (*PLWHA Rep*), David Andress (*Parliamentarian*), Minerva Bryant, Mark Cleveland, Gloria Coon, Kerry Dunlavey (Phone), Ken Fields, Kimberly Geib, Leon Green (Phone), Elaine Mathews (Phone), Tammy Morris, Sharon Peterson, Errol Schell, Ellen Schmitt, Melissa Scites, and Annie Youngblood

Proxy Members Present: Nathaniel Hendley, Sharon Hunter, and Marion Merritt

Council Members Absent: Justin Bell, Paul LaBonte, Eric McBride, Jackie Nash, Carolyn Patterson, Tabitha Robinson, and Velda Stokes

Proxy Members Absent: Edward McDonald

Support Staff Present: Deidre Kelley, Sue Andrews, Mary Martinez, and Sandra Sikes

Guests: Virginia Baker-Williams, Michael Bennett, Verlon Blair, John T. Brown, Gloria Ealey, Shanine Hicks, Tykia Hicks, Helen Mundy, and Jerry Murray

1. Call to Order

The meeting was called to order at 4:01 p.m. by Chair Emanuel.

2. Moment of Silence

Chair Emanuel 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.

3. Roll Call

Secretary Kilpatrick called the roll and a quorum was declared. Proxy members Nathaniel Hendley, Sharon Hunter, and Marion Merritt were called to the table.

4. Comments

There were no comments from the public.

5. Approval of Minutes

A motion was made and seconded to accept the June 28, 2012 Minutes as presented. The motion was carried.

6. Administrative Agency Report

The Administrative Agency reported that the Florida ADAP will be receiving nearly \$11.5 million dollars in ADAP Emergency Relief Funding next month. This is a \$4.6 million dollar increase in funding. During the 2012 Florida Legislative session, an additional \$2.5 million dollars was added to ADAP. During the past year, the program's client waiting list has gone from 4,100 applicants to a record low 27 applicants as of July 20, 2012.

During the Public Hearings last month, several people reported problems accessing dental care at the Health Department. According to Sandra Ellis of the Duval County Health Department, the Dental Department will be hiring a new dentist and dental hygienist soon. Another problem brought up was concerning patients not being able to make their next dental appointments before they left the Dental Clinic. Sandra advised that appointments are now handled through a centralized scheduling system; that system is in place for all patients of the clinic. Regarding the lack of being able to make dental appointments a month or two in advance, this is due to the high percentage rate of 'no shows' whenever appointments are made more than three weeks out. Therefore, all appointments are scheduled within a three-week period. Dee Kelley and Sandra Ellis are currently discussing the feasibility of having a telephone installed at the Dental Clinic, which would allow patients to call and make an appointment prior to their leaving the clinic.

The Administrative Staff is working on the problems some PLWHA members have experienced with Duval Taxi. We are anticipating having a new cab company sometime after October 1.

Dee has received the Part A grant application and will begin the grant writing process soon. She requests that the Planning Council allow her to present the FY 2013 Part A and Part B/GR breakout of funds to the Executive Committee for their review during their August meeting. Doing so will enable the Priority and Allocations Committee to cancel their August 9 meeting. This was the only item of business the Priority and Allocations Committee had for August.

Motion was made by Kim Geib, Co-Chair of the Priority and Allocations Committee, to allow the Executive Committee to review the Part A and Part B/GR breakout of funds for final approval by the Planning Council at the August 23 Planning Council meeting. This motion was seconded, there was no discussion. Following a vote, the motion was approved.

7. Committee Reports

Nominating Committee

Mark Cleveland

The Committee met on July 6 and the report is on page 4. Co-Chair Cleveland reminded members that July 31 is the deadline to submit nominations to run for office. He read the names of the Planning Council members who are eligible to run for office next year.

The Committee interviewed Gloria Ealey and are recommending her to the Planning Council as a Proxy Pool member. A motion was made and seconded that the Planning Council approve Gloria Ealey for the Proxy Pool. Motion was voted on and approved.

PLWHA Committee

In the absence of both Co-Chairs, PLWHA Representative Antoinette Turner reported for the Committee. The PLWHA Committee met on July 12 and their report is on page 6. There was no action to come before the Council.

Priority and Allocations Committee

Patricia Sampson

The Committee met on July 12 and their report is on page 8. A motion was made and seconded that the Planning Council approve the FY 2013 Service Priorities and Funding Allocations as presented. There being no discussion, the motion was voted on and approved.

Service Priority	FY 2012 % Funding	Recommended FY 2013 % Funding
1. Outpatient/Ambulatory Medical Care	32.36	32.36
2. AIDS Pharmaceutical Assistance - Local	15.15	15.15
3.a. Medical Case Management	24.99	24.99
3.b. Non-Medical Case Management	3.83	3.83
3.c. Referral for Health Care/Supportive Services	0	0
4. Mental Health	6.44	6.44
5.a. Substance Abuse Services Outpatient	1.21	1.21
5.b. Substance Abuse Services Residential	3.89	3.89
6. Oral Health Care	6.28	6.28
7. Medical Transportation	.66	.66
8. Legal Services	2.69	2.69
9. Treatment Adherence Counseling	0	0
10. Health Education/Risk Reduction	0	0
11. Early Intervention Services	0	0
12. Housing	0	0
13. Health Insurance Premium	.49	.49
14. Medical Nutrition Therapy	.76	.76
15. Child Care	.23	.23
16. Food Bank/Home Delivered Meals	0	0
17. Home Health Care	1.02	1.02
18. Psychosocial Support	0	0
19. Respite Care	0	0
20. Hospice Services	0	0
21. Rehabilitation Services	0	0
22. Emergency Financial Assistance	0	0
Total	100	100

8. Unfinished Business

There was no unfinished business to come before the Council.

9. New Business

March on Washington – Opening of the AIDS International Conference: Marion Merritt, Gloria Coon, Sharon Peterson, Annie Youngblood, and Alfreda Telfair each gave a brief comment regarding their experiences at the march last weekend. Approximately 1,000 people participated in the march, and Jacksonville was well represented.

10. Announcements

- Ken Fields reported that his Mother is home now and doing much better. He thanked his fellow Council members for their thoughts and prayers.
- Frank Emanuel attended the funeral service of Dr. Keecia King's Mother on Wednesday, and Sharon Hunter attended the viewing.
- Minerva Bryant announced that River Region has a new C.E.O., Dr. Tiffany Green.
- Antoinette Turner announced that Eric McBride has been hospitalized at St. Vincent's.

11. Adjournment

The meeting was adjourned at 4:32 p.m.

Respectfully Submitted,



Frank Emanuel, Chair



Heather Kilpatrick, Secretary

FE/HK:ss

Metropolitan Jacksonville Area HIV Health Services Planning Council

1809 Art Museum Drive, Suite 100

Jacksonville, FL 32207

Nominating Committee

10:00 a.m. ♦ July 6, 2012

Summary of Meeting

Call to Order and Attendance: Mark Cleveland (Co-Chair), Jackie Nash (Co-Chair), Leon Green, Sharon Hunter, Eric McBride, Sharon Peterson, Velda Stokes, Antoinette Turner, Annie Youngblood, Deidre Kelley, and Sandy Sikes.

Moment of Silence: Co-Chair Jackie Nash 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.

Unfinished Business: None

New Business:

- Conducted interview with Gloria Ealey for the Proxy Pool. She was rated and her score exceeded the 85% minimum.
- Discussion on the resignation of Paul LaBonte. Paul was an unaligned PLWHA member and he will need to be replaced with an unaligned PLWHA candidate. Currently there are only three members of the Proxy Pool, and all three are aligned.
- The committee reviewed a log of Proxy Pool applications that have been received since the beginning of the year. It was noted that the majority of applicants were referred to the Planning Council by Sharon Hunter. Each applicant had been contacted several times regarding the Planning Council and PLWHA Committee meetings.
- Discussion on the Slate of Planning Council Officers for the 2013 term. We are halfway through the nominating timeline; the deadline is July 31. So far three candidates have come forward. The committee reviewed the attendance record of the Planning Council members for the past ten months, as well as identified which members of the Council have served as a committee co-chair in the past or during the current year. The committee directed staff to send out another email to Planning Council members; this email will be exclusively for soliciting nominations and will be separate from the weekly email announcement. It was further suggested that the email include a list of Planning Council members who are eligible to run for office. It was noted that some people are reluctant to nominate themselves for an office, so another suggestion was also made, requesting staff to include in the July Planning Council packet a sheet whereby a member could anonymously nominate him/herself or someone else, and this nomination form could be returned to staff at the next Planning Council meeting.

Announcements:

- Velda Stokes announced that she is now working at APEL.
- Sharon Peterson, Sharon Hunter, and Velda Stokes will be attending the March on Washington later this month.
- Leon Green will be attending the March on Washington, as well as attending the International AIDS Conference.

Date of Next Meeting: The next meeting will be Friday, August 3, 2012.

Adjournment: The committee completed business at 10:45 a.m., and the meeting was adjourned.

Actions to be taken:

1. Recommendation that Gloria Ealey be appointed by the Jacksonville Planning Council to the Proxy Pool.

Metropolitan Jacksonville Area HIV Health Services Planning Council

Nomination Form for the 2013 Slate of Planning Council Officers

As a member of the Jacksonville Area Planning Council, I would like to make the following nomination(s):

Vice Chair: _____

Secretary: _____

Treasurer: _____

PLWHA Representative: _____

Parliamentarian: _____

You may nominate yourself, or nominate another member. Please return this sheet to Sandy or Mary at the July 26 Planning Council meeting, or mail it to Sandy's attention.

Signature is optional

Metropolitan Jacksonville Area HIV Health Services Planning Council

1809 Art Museum Drive, Suite 100

Jacksonville, FL 32207

PLWH/A Committee

12:00 p.m. ♦ July 12, 2012

Summary of Meeting

The following were present: Co-Chairs Justin Bell and Eric McBride; members David Andress, Marv Armbruster, Jim Bernert, Gloria Coon, Mary Glenn, Sharon Hunter, Antoinette Turner, and Paul Williams; staff Sandra Ellis, Denise Jackson, and Sandy Sikes; guests Bill Brim, John Brown, Anthony Clark, Bonita Jackson, Teresa Rudolph, Justin Sanders, Terry Tatum, James Turpin, Donna Fuchs (NFAN), and Guest Speaker Tina Vaughn.

Co-Chair Justin Bell called the meeting to order at 12:06 p.m. and Sharon Hunter led members in a moment of silence to remember those infected and affected with HIV/AIDS. Gloria Coon read the Mission Statement.

Introductions: Members and guests introduced themselves.

Program: Life Coach Tina Vaughn gave a presentation on a healthier life, encompassing physical, mental, and spiritual elements.

Reports:

- World AIDS Day Committee – Mary Glenn reported that there will not be a CONNECTIONS Conference this year. A survey is currently being developed and should be ready for distribution in August to find out why attendance at the conference has been slipping during the past few years. David Andress reported that this year's Memorial Service will be held Saturday, December 1 at the Florida State College at Jacksonville (former FCCJ) Downtown Campus. He noted that this is the first time the service has not been held in a church, and also reported that Nassau County will also be hosting activities that week.
- PLWHA Recruitment – Justin thanked Sharon Hunter for the large number of PLWHA applications she has been bringing in, and encouraged everyone on the committee to recruit whenever possible.

Unfinished Business: None

New Business:

- Request from Providers for Info/Contact cards – Donna Fuchs from NFAN spoke to the committee regarding the upcoming OTC release of the HIV home test kit 'OraQuick'. The providers feel it is important to partner with local drug stores, such as Walgreens and CVS, who will be selling OraQuick, and request that there be a hand-out for consumers who purchase the test kit. OraSure

has stated that they will provide an 800 number to assist people calling in for more information, but this support will likely be generic and may not provide the caller with any specific local information regarding phone numbers for providers, case managers, or even physicians. The Providers are asking for PLWHA's help in identifying sources and phone numbers. It is envisioned that a small card could be created, showing local information, and that these cards could be given to consumers who purchase the testing kit. In addition to including information on what to do and who to call if your test is positive, there should also be a section on what to keep doing, if your test is negative.

A motion was made and seconded to have the PLWHA Committee form a smaller sub-committee to work on the process and creation of an information card. Motion was discussed, voted on, and carried. Justin Bell, Mary Glenn, Sharon Hunter, and Gloria Coon volunteered for this sub-committee.

- September Meeting – The Planning Council and committees usually do not meet during the month of September. Justin asked the members if they would be agreeable to have a PLWHA meeting in September this year. This meeting would be informal, and would possibly include some peer training. A decision will be made during the PLWHA meeting next month.

Announcements:

July 13	Cocktails for a Cause – at the University Club
July 22	March on Washington
August 14	World AIDS Day Committee Mtg – Jacksonville Urban League <i>(corner of Union and Davis Streets)</i>

Mary Glenn will be coordinating a Community Garden and is looking for people who would be interested in participating. So far, she has 11 volunteers. Gardening will start once the weather cools down, and any excess food gathered will be donated to NFAN's food pantry.

Open Forum:

- Gloria Coon recently attended an International Conference of Community Advisory Boards in Washington, D.C. The conference provided a lot of information and Gloria would like to share with the group at a later meeting.

Meeting Adjourned: As there was no further business to conduct, the meeting adjourned at 1:10 p.m.

ACTION REQUIRED: NONE.

Metropolitan Jacksonville Area HIV Health Services Planning Council

1809 Art Museum Drive, Suite 100

Jacksonville, FL 32207

Priority and Allocations Committee

1:30 p.m. ♦ July 12, 2012

Summary of Meeting

The following were present: Kim Geib, Patricia Sampson, Heather Kilpatrick, David Andress, Gloria Coon, Sandra Ellis, Kendall Guthrie, Melissa Scites, Karen Zador, Elaine Mathews, Justin Bell, Chris Hasse, and Deidre Kelley.

Moment of Silence: Co-Chair Patricia Sampson called the meeting to order and requested that everyone observe a moment of silence for those who are infected and affected by HIV/AIDS and for those who have died.

Announcements/Comments from the Public: There were no announcements or comments.

Review of Information: Co-Chair Sampson informed members of the purpose of today's meeting and then turned the meeting over to Dee Kelley who provided an overview of the HIV/AIDS Epidemic, Co-Morbidities, Comprehensive Plan Goals and Objectives, Client Demographics FY 2011, Service Utilization and Unit Cost by Service Category FY 2010 and FY 2011, Women, Infants, Children and Youth Expenditures for FY 2011, Unmet Need, Service Priorities and Funding Allocations FY 2012, and Summary of Other Funding Sources. There was considerable discussion regarding STD rates in Duval and the other counties in Area 4. The rates for Chlamydia and gonorrhea are still very high in Duval County.

Prioritize Services and Allocate Funding for FY 2013: After a review of the FY 2012 Service Priorities and Allocations and a review of FY 2013 Allocation recommendations made by Dee Kelley, a motion was made to adopt the funding recommendations presented by Dee. The recommendation was to adopt the same priorities and allocations approved in FY 2012. The motion to accept the FY 2013 Priorities and Allocations as presented was approved unanimously.

Adjournment: There being no further business to discuss, the meeting was adjourned at 2:30 p.m.

Action to be taken: Approval of the FY 2013 Service Priorities and Funding Allocations as presented.

SERVICE PRIORITIES

Service Priority	FY 2012 % Funding	Recommended FY 2013 % Funding
1. Outpatient/Ambulatory Medical Care	32.36	32.36
2. AIDS Pharmaceutical Assistance - Local	15.15	15.15
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5.a. Substance Abuse Services Outpatient	1.21	1.21
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6. Oral Health Care	6.28	6.28
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8. Legal Services	2.69	2.69
9. Treatment Adherence Counseling	0	0
10. Health Education/Risk Reduction	0	0
11. Early Intervention Services	0	0
12. Housing	0	0
13. Health Insurance Premium	.49	.49
14. Medical Nutrition Therapy	.76	.76
15. Child Care	.23	.23
16. Food Bank/Home Delivered Meals	0	0
17. Home Health Care	1.02	1.02
18. Psychosocial Support	0	0
19. Respite Care	0	0
20. Hospice Services	0	0
21. Rehabilitation Services	0	0
22. Emergency Financial Assistance	0	0
Total	100	100

PUBLIC HEARING COMMENTS

June 14, 2012 PLWHA Committee Meeting:

1. Veronica Hicks – Has issue with the dental coverage and process. Ms. Hicks stated that she had a tooth pulled earlier this morning, but the process for getting her tooth taken care of was frustrating. She experienced a severe toothache several weeks ago and when she called to get a dental appointment, she was told she needed a referral from her case manager. Once she secured that, she then had to call back to the dentist's office to get an appointment which was set for several weeks in the future. When her dentist finished with her this morning, he told Ms. Hicks that she needed more work done, which means that she will have to start the process over.
2. Velda Stokes – Her comment was also regarding the process for getting dental work done. Ms. Stokes stated that when a patient is finished with that particular dental appointment and a future appointment needs to be scheduled, the patient cannot make the appointment while they are there at the office. Instead, they are told to call back to make a future appointment. Often times it is hard to reach the dentist's office by phone, and it requires several tries to connect to the office. Her main complaint here was that it was too hard to make the dental appointments.

Ms. Stokes' second comment was regarding the cab service that some PLWHA members utilize to attend Planning Council and Committee meetings. The cabs arrive either too early or too late, are in poor condition, sometimes having no air conditioning, windows that don't operate, or the cab itself breaks down. Ms. Stokes relayed an incident that happened to her two days earlier, where a cab was to pick her up at 11:30 a.m. for a noon meeting. By 11:55, the cab had not yet arrived, so she cancelled it, knowing she would be too late to attend her meeting.

3. Angel Ruiz – Agreed with the previous two speakers that there is a problem with the dental service.

Mr. Ruiz also spoke to an issue of an HIV+ person becoming an organ donor. He would like to know if anyone has looked into the possibility of an HIV+ person becoming an organ donor for other HIV+ patients?

4. Marion Merritt – Stated that the current dental care that the local PLWHA community receives is deplorable. Ms. Merritt remembers several years ago when dental coverage changed from a local dentist, who had been doing this work for a while, to the dentists affiliated with Boulevard Comprehensive Care Center (BCCC), and she feels this is when the problems started.

Ms. Merritt's second comment had to do with the current taxi service, which she described as terrible. She agreed with the problems that Ms. Stokes had earlier described.

5. Mary Glenn – Wanted to bring up concerns regarding HOPWA funds; she stated that one of the agencies that HOPWA is funding is not properly handling the funds they receive. Her question was why the Jacksonville Planning Council approved funding to an agency who had mismanaged their funds? This question was answered by Deidre Kelley, Program Manager for Ryan White Part 'A', who stated that the Planning Council has no authority over HOPWA funds, nor do they approve funds to HOPWA. She referred Ms. Glenn to HOPWA, for them to answer the question.

Ms. Glenn's second comment was regarding the notices for these public hearings. The notices did not state that these were Public Hearings. Also the dates for all the Public Hearings should have been included, so people would be aware that there were other dates they could attend, if unable to make the first hearing.

June 28, 2012 Planning Council Meeting:

No speakers came forward during the Planning Council meeting. This will be reflected in the Minutes of the June 28, 2012 meeting.

June 29, 2012 NFAN Luncheon

(St. Luke's Community Church located at 1140 S. McDuff Avenue, Jacksonville, FL)

1. Velda Stokes – Comment was regarding the extra time and steps it took to make a dental appointment. When a patient is finishing up a dental appointment, they cannot make another appointment while they are still at the office. The patient must call back at another time to make a new appointment. Often times it is difficult to get through to the dental office or takes days to receive a call back.

Her second comment was regarding the cab service. Ryan White is currently using Duval Taxi and the service and condition of the cabs are terrible.

2. Angel Ruiz – He would like for someone to look into the possibility of an HIV+ person becoming an organ donor to another HIV+ person.
3. Eleanor Patrick – Voiced her concern over how hard it is for an HIV+ person to get insurance.

4. Debbie – Voiced her frustration over the fact that River Region lost some of their funding this past year due to budget cuts. Because of this, Debbie lost a very good case manager.
5. Loretta Johnson – Her comment was directed toward a practice at BCCC whereby patients, after seeing their doctor, were left waiting in the exam rooms for long periods of time until a nurse comes back and tells them they can leave. Can this wait time be shortened?