



## 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

## A G E N D A

Meeting Date: **4:00 PM - Thursday, November 19, 2015**

Please check your cell phone to  
verify it is in silent mode.

Call to Order .....	Kim Geib	
Moment of Silence .....		
Mission Statement .....	Member	
Roll Call .....	Heather Kilpatrick	
Approval of October 22, 2015 Minutes .....	Kim Geib	
Lead Agency – Part 'B' Report .....	Max Wilson	
Administrative Agency – Part 'A' Report .....	Deidre Kelley	
Committee Reports		
• <u>Executive</u> .....	Page 7 .....	Antoinette Turner
• <u>Membership</u> .....	Page 11 .....	Nathaniel Hendley
• Announce Slate of Candidates for 2016		
• <u>Women, Adolescents, &amp; Children</u> .....	Page 15 .....	Gloria Coon
• <u>Coordination</u> .....	Page 17 .....	Justin Bell
• <u>PLWHAA</u> .....	Page 19 .....	Torrencia Shiloh
• <u>Priority &amp; Allocations</u> .....	Page 23 .....	Kendall Guthrie
• Re-allocation of FY2015 funds		
Unfinished Business .....	Kim Geib	
New Business .....	Kim Geib	
Public Comments .....	General Public	
Announcements .....	Members	
Adjournment .....	Kim Geib	

#### 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.



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, November 19, 2015

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**Council Members Present:** Kim Geib (*Chair*), Antoinette Turner (*Vice Chair*), Heather Kilpatrick (*Secretary*), Heather Vaughan (*Treasurer*), Gloria Coon (*PLWHA Rep*), Ellen Schmitt (*Parliamentarian*), Dana Barnes, Justin Bell, Michael Bennett, Mark Cleveland, Frank Emanuel, Denice Grace, Kendall Guthrie, Nathaniel Hendley, Sharon Hunter, Terri Mims, Verlon Murray, Patricia Sampson, Velda Stokes, and Max Wilson

**Council Members Absent:** Sheila Broderick, Gregory O'Gwinn, and Errol Schell

**Proxy Members Present:** Vernard Clinkscales, Michelle Handy, and Janice Murphy

**Proxy Members Absent:** Jim Bernert, and Annie Youngblood (taxi)

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

**Guests:** Rico Bodin, James Clark, Sandra Ellis, David Lian, Rachelle Lyons, Jerry Murray, Katrina Odell, Beth Parker, and Eric Peeples

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**Call to Order**

The meeting was called to order at 4:02 p.m. by Chair Kim Geib.

**Moment of Silence was observed.**

**Mission Statement**

Terri Mims read the Planning Council's Mission Statement.

**Roll Call**

The Chair welcomed Michael Bennett, Denice Grace, and Terri Mims to the Table, and Michelle Handy to the Proxy Pool. Secretary Heather Kilpatrick took the roll, and Proxy Pool members Vernard Clinkscales and Janice Murphy were called to the table and a quorum was declared.

**Approval of Minutes**

Motion was made and seconded to accept the October 22, 2015 Minutes as corrected.



### **Lead Agency Report**

Max Wilson gave the Lead Agency Report. He provided a brief overview of the most recent Florida and Area 4 Continuum of Care slides. He noted that these slides represent information that is significantly more complete than previous years, and that 2014 slides should not be compared to earlier years. Dr. Wilson then reported on the recent Joint PPG/PCPG Planning meeting in Tampa and described the plan for writing the state-level portion of the integrated plan as well as the inclusion of local plans. He referenced the revised CDC/HRSA guidance released in June 2015 and asked all members to review that document.

### **Administrative Agency Report**

Deidre Kelley advised that the grant application for 2016 was finished and submitted November 2. This year there has been more emphasis on the HIV Continuum of Care in identifying unmet needs, gaps in care, and health outcomes. The Jacksonville TGA is exceeding the State and Nation in retaining people in care, starting them on antiretroviral therapy and reducing viral loads.

One of the gaps identified in the Care Continuum is retention in care for HIV positive inmates upon release from jail, and Dee has met with several agencies including JSO employees involved with providing medical services and counseling and testing to HIV positive inmates. Not all of our inmates are following up with appointments for care that were arranged for them prior to release; some of the reasons have to do with mental health issues, substance abuse problems, lack of adequate housing, no job prospects, lack of transportation to attend appointments, etc. There are many resources in our community dedicated to retaining this population of people in care, but to close the gap, we need an additional full time Medical Case Manager assigned to the jail to coordinate discharge and arrange medical and eligibility appointments prior to release. Another full time Medical Case Manager outside the jail will also be needed to provide follow up, and transitional housing that includes substance abuse treatment and mental health counseling. At this time it is unknown what the expense of this program will be, but Dee will share her findings when she has a plan to present.

The PPC/PCPG meeting was held in Tampa this week; the Comprehensive Plan goals and objectives, timeline, and how the needs assessment will be conducted will be discussed later in the Planning Council meeting.

A meeting of the Pharmacy and Therapeutics Committee has been scheduled for Wednesday, December 9 at 1:00 p.m. to discuss the possible addition of Hepatitis C medications to the Ryan White Formulary.

## Committee Reports

### Executive

Antoinette Turner

The committee met on November 3. The Planning Council calendar has been set for next year. There will be ten meetings:

January 28	July 28
February 25	August 25
March 24	September 22
April 28	October 27
May 26	December 15

### Membership

Nathaniel Hendley

The Committee met November 4 and reviewed the slate of candidates. Since nominations were only received from three people, the Membership Committee opened the nominations one final time during their report. Mark Cleveland and Frank Emanuel both declined to run for Parliamentarian. No additional nominations were received from the floor, and the nominations were officially closed. Those running for office next year are:

Chair	Antoinette Turner
Vice Chair	Kendall Guthrie
Secretary	Heather Vaughan
Treasurer	Dana Barnes Nathaniel Hendley
PLWHA Rep	Justin Bell Gloria Coon
Parliamentarian	Ellen Schmitt

### Women, Adolescents, and Children

Gloria Coon

Committee met November 5, and agreed to participate in more health fairs next year. Torrenia Shiloh will provide the committee with a list of upcoming health fairs and members can decide which ones they want to participate in, including a couple coming up in December, along with the Condom Blast. The W.A.C. Committee will also help out at next year's AIDS Walk, by coordinating games after the walk.

Helping Hands Support Group met yesterday for a covered dish social; approximately 29 people attended. Renee Burgess was the guest speaker.



PLWHAA met November 12, and Pam Dry of Vitas was guest speaker and provided the lunch. Members will be participating in a Condom Blast on December 2.

The Advocacy Council will be implementing survey comment cards, which will be placed in the lobbies of Ryan White agencies. Beginning in January, a member of the Advocacy Council will also be on hand once or twice a week, to let clients know about the cards and to collect completed cards and put out new ones.

PLWHAA is conducting silent auctions to raise money for the Positive Living Conference next year. The goal is to provide scholarships to 15 individuals who otherwise would not be able to attend. The December auction item is a 101-Piece Tool Set, and bids close at the December 12 PLWHAA meeting. On behalf of the committee, Torrencia expressed their deep appreciation to everyone for their help and support with the scholarships.

#### Coordination

Justin Bell

The AIDS Institute will be releasing its Red Ribbon Report soon, and Justin will share that with the Planning Council at a future meeting.

Coordination Committee invited members from FCCAPP to their November 5 meeting. Main purpose was to identify goals and objectives and submit these to the Florida Department of Health to be included at the PPG/PCPG meeting. The next Coordination Committee meeting will be Tuesday, December 8 at 2:30 p.m. This is an important meeting as writing assignments will be given for inclusion to the Comprehensive Plan.

#### Priority and Allocations

Kendall Guthrie

Committee met November 12 to look at several categories where funds originally allocated will not all be needed. They identified areas where the overage could be reallocated as more funding is needed there. Also, the TGA recently received carry-over funds from last year in the amount of \$63,833, and this needs to be allocated for the current year.

### CORE MEDICAL Services

	Amount Planning Council Re-allocated in July 2015	The Amount Being Increased or Decreased	This Is What the New Amount Will Be
Ambulatory/Outpatient Medical Care	1,336,800	(145,997)	1,190,803
AIDS Pharmaceutical Assistance	536,702	(176,311)	360,391
Medical Case Management	1,397,915	23,606	1,421,521
Mental Health	181,746	(57,867)	123,879
Substance Abuse – Outpatient	11,320	No Change	11,320
Oral Health	507,984	348,711	856,695
Medical Nutrition Therapy	87,060	52,852	139,912
Home & Community-Based Health	-0-	5,000	5,000
Health Insurance Premium	397,660	12,000	409,660
Sub-total:	4,457,187	61,994	4,519,181

### SUPPORT Services

	Amount Planning Council Re-allocated in July 2015	The Amount Being Increased or Decreased	This Is What the New Amount Will Be
Non-Medical Case Management	246,000	(112,250)	133,750
Substance Abuse – Residential	284,200	70,082	354,282
Medical Transportation	25,500	No Change	25,500
Legal Services	175,640	(8,400)	167,240
Outreach	66,000	3,707	69,707
Child Care	18,461	(11,300)	7,161
Food	-0-	60,000	60,000
Sub-total:	815,801	1,839	817,640

<b>TOTAL:</b>	<b>5,272,988</b>	<b>63,833</b>	<b>5,336,821</b>
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The committee recommended **the Planning Council approve the reallocations for FY2015 as presented above.** There was no further discussion, and following a roll call vote, the motion passed.

Dana Barnes	Yes	Kim Geib	Yes	Ellen Schmitt	Yes
Justin Bell	Yes	Denice Grace	Yes	Velda Stokes	Yes
Mike Bennett	Yes	Kendall Guthrie	Yes	Antoinette Turner	Yes
Mark Cleveland	Yes	Heather Kilpatrick	Yes	Heather Vaughan	Yes
Gloria Coon	Yes	Terri Mims	Yes	Max Wilson <i>for FL Dept. of Health Duval</i>	Abstained
Frank Emanuel	Yes	Verlon Murray	Yes	Vernard Clinkscales	Yes
		Patricia Sampson	Yes	Janice Murphy	Yes



### **Unfinished Business**

Mark Cleveland had addressed the Planning Council during their October meeting, and provided a follow-up on his comments. Regarding the issue of space being rented out at the King Street dental office, it was learned that there was no money involved with the rent, so this item is closed. Mark believes there is still a need for a full-time dental hygienist, and Max Wilson stated that the Department of Health is evaluating that need.

Mark raised a question to the Planning Council, asking if a PLWHA who is employed with a Ryan White agency considered to have a conflict of interest that could prevent them from supporting or speaking on issues regarding their agency employer? Answer was that the PLWHA working for an agency is considered to have a conflict of interest there.

### **New Business**

- There was no new business.

### **Public Comments and Announcements**

- AIDS Memorial Quilt Display at noon on Monday, November 30 at City Hall
- Mark asked that Dr. McCravy, the dentist for Florida Department of Health, be invited to a future Planning Council meeting
- St. Augustine is having several events for World AIDS Day, including a Quilt display
- Town Hall meetings to hear feedback on HRO are on-going; the next one is at Edward Waters College on December 3
- December 12 concert and Quilt display, sponsored by CREED, will be held in Nassau County from 10:00 to 4:00
- Baptist Medical Center will have AIDS Memorial Quilt displays at each of the hospital sites the week of November 30

### **Adjournment**

The meeting was adjourned at 5:20 p.m. by Chair Kim Geib.

  
Kim Geib, Chair

  
Heather Kilpatrick, Secretary

KG/HK:ss

**EXECUTIVE COMMITTEE**

*Ryan White Part A and Part B Programs*

Social Services Division

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



**Summary of Meeting for Tuesday, November 3, 2015**

**Committee Members Present:** Kim Geib (*Chair*), Antoinette Turner (*Vice-Chair*), Heather Kilpatrick (*Secretary*), Heather Vaughan (*Treasurer*), Gloria Coon (*PLWHA Rep*), Ellen Schmitt (*Parliamentarian*), Dana Barnes (*Pharmacy & Therapeutics*), Justin Bell (*Coordination*), Kendall Guthrie (*Priority & Allocations*), Nathaniel Hendley (*Membership*)

**Support Staff Present:** Sandra Sikes

**CALL TO ORDER**

The meeting was called to order at 3:35 p.m. by Chair Kim Geib.

**MOMENT OF SILENCE OBSERVED**

**OFFICERS' REPORTS**

Treasurer: Treasurer's Report will be given to the Planning Council in November.

Parliamentarian: Continues to be a learning experience; revision to bylaws was accepted during the October Council meeting.

**COMMITTEE CHAIRS' REPORTS**

**Membership:**

- ♦ Next meeting is tomorrow morning at 10:00
- ♦ Look at nominations to make sure there is a full slate of candidates running for office. Kendall, Heather Vaughan, Ellen, and Dana have been nominated, and all agreed to run.
- ♦ Executive Committee agreed that going forward, every time an applicant is presented to the Planning Council, the Membership Chair will have the applicant stand so that everyone on the Council is aware of whom they are voting on. Should the Membership Chair overlook this procedure, then it will be the responsibility of the Planning Council Chair, Vice Chair, and/or Parliamentarian to make sure the applicant stands and their name is clearly stated.
- ♦ Sandy offered in the future to do a short paragraph on applicants who are coming up for a vote to join either the Planning Council or the Proxy Pool. This could be included in the Planning Council packets and give members another opportunity to become acquainted with the person seeking appointment.



- Question was raised on whether the Planning Council should vote on declaring Alfreda Telfair's seat vacant, or if this can be resolved by the Executive Committee? After some discussion, the committee determined that this issue now falls under the Executive Committee's domain, according to Article IV, Section 10 B of the Bylaws. A **motion** was made by Justin Bell, seconded by Antoinette Turner, **to recommend to the Mayor that Alfreda Telfair be removed from the Planning Council due to non-attendance.** No further discussion and the motion passed. Staff was directed to write a memo to Mayor Curry regarding their recommendation. By consensus, the committee agreed that Kendall Guthrie will fill in as a representative for both seats – Parts C and D Grantee.

#### **W.A.C.:**

- W.A.C. members want to participate in more health fairs next year. A lot of the committee's energy this year was devoted to starting up Helping Hands support group. Torrencia Shiloh will begin emailing Gloria a list of upcoming health fairs and members will decide which ones they want to participate on.
- Gloria contacted Avery Gardner and he extended an offer to the W.A.C. Committee that they could assist with the AIDS Walk next year by hosting board games or other group activities following the walk. The time frame would be 11:00 a.m. to 1:00 p.m.
- November meeting date for Helping Hands has been moved back a week to the 18<sup>th</sup>. Gloria thanked Heather Kilpatrick for being their guest speaker in October. Guest speaker for November will be Renee Burgess.

#### **Priority & Allocations:**

- Have not met since July, but their next meeting is November 12. Committee will be looking at reallocating funds in several categories.

#### **EIHA:**

- Next meeting will be November 20, the day after the Planning Council meeting. Committee will be finalizing brochures geared to health care providers.
- Heather brought up an issue of patients who have lab work done, but don't show for the follow-up doctor's visit and then request temporary refills for their medications. Some providers have given a three to six month refill without a follow-up visit, in an effort to help the client in extenuating circumstances. However, this practice is now getting more common and as a result, becoming an enabler for the client.

#### **NEW BUSINESS**

- December meeting: Kim requested that the December 8 meeting date for the Executive Committee remain on the calendar at this time. If no issues come up that need to be addressed by the committee, then their December 8 meeting can be canceled.
- Youth Committee for the Planning Council: Nathaniel asked that the Executive Committee consider adding a new committee to the Planning Council that would be for youth 18 to 25. This is one of our target populations, and new and younger members are needed to ensure the Planning Council continues on in the coming years. Kim directed that this start out as a sub-committee of Membership, and she asked that committee to provide a feasibility study on recruiting and involving younger members in that age range. This feasibility study should be provided to the Executive Committee when finished.

- Executive Committee discussed the 2016 meeting schedule for the Planning Council. It was decided to have ten (10) Planning Council meetings next year. Meeting dates will be:

January 28  
February 25  
March 24  
April 28  
May 26

July 28  
August 25  
September 22  
October 27  
December 15

### **STAFF REPORT**

- Booklets containing a job description for each of the mandated categories were distributed to the Executive Committee. Booklets will also be handed out to members of the Membership Committee. Going forward, anytime someone is applying for a seat on the Planning Council, including reappointments, they will be given a copy of the job description for that seat.
- A copy of Priority and Allocations 2015 process layout was handed out; this can be used for training purposes by any group or committee.

### **PUBLIC COMMENTS**

There were no public comments.

### **ANNOUNCEMENTS**

- Dana announced that 2014 numbers in are from the jail; there were 405 individuals housed at the jail who were HIV+. Kendall followed up that during 2014, there were 57 individuals who tested positive at UF Health's Emergency Department.
- Justin announced the first Peer Navigator Co-Op will be 9:00 a.m. November 12 at Twin Towers.
- Justin discussed the AIDS Memorial Quilt display in Brunswick a couple of weeks ago, and that he had been asked to speak to one of the college's health classes later that day regarding HIV.
- Heather Vaughan reminded everyone of the Red Tie Event on November 13.

### **ADJOURNMENT**

The meeting was adjourned at approximately 5:10 p.m.

### **ACTION REQUIRED BY PLANNING COUNCIL:**

None



**MEMBERSHIP COMMITTEE**

*Ryan White Part A and Part B Programs*

Social Services Division

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



**Summary of Meeting for Wednesday, November 4, 2015**

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

**Support Staff Present:** Sandra Sikes

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**CALL TO ORDER**

The meeting was called to order at 10:00 a.m. by Chair Nathaniel Hendley.

**MOMENT OF SILENCE OBSERVED**

**UNFINISHED BUSINESS**

- Slate of Candidates: committee reviewed the nominations that have come in so far. After more discussion, the slate of candidates for the 2016 election are:

Chair:	Antoinette Turner
Vice Chair:	Kendall Guthrie
Secretary:	Heather Vaughan
Treasurer:	Dana Barnes Nathaniel Hendley
PLWHA Rep:	Justin Bell Gloria Coon
Parliamentarian:	Mark Cleveland Frank Emanuel Ellen Schmitt

**Motion** made by Mark Cleveland, seconded by Sharon Hunter, **to present the above slate to the Planning Council at their November 19 meeting.** No further discussion, and the motion was voted on and approved.

During the Membership Committee's report to the Planning Council, the Chair will open the floor one final time for nominations. At that time the committee chair will verify any person who is nominated from the floor is both qualified and willing to run. Nominations will then be closed and the election of 2016 officers will take place during the December Council meeting.

## **NEW BUSINESS**

- **Health Care Professional:** This is the only open position the Council currently has. Committee was asked to begin thinking of someone they would like to recruit; this could be a doctor, nurse, dentist, etc., or it could be an employee of a federally qualified health center.
- **Hispanic members:** The Planning Council's representation for the Hispanic demographic is back to zero. The Membership Committee will be looking at people in the community who fit this demographic and who are willing to work on the Council.
- **Part C Grantee seat:** The Council had two people representing Part C; Roberto Polanco resigned in August, thereby leaving one person. The Executive Committee during their November 3 meeting, took action and will be requesting that the Mayor remove Ms. Telfair from the Planning Council due to non-attendance. She will continue to serve on the W.A.C. Committee. Kendall Guthrie will represent both Part C and Part D going forward.
- **Job Descriptions:** A booklet containing job descriptions for each mandated category was distributed.
- **Feasibility Study:** Nathaniel asked the Executive Committee to look at forming a new committee for youth, ages 18 to 25. Purpose is to mentor and train youth who will eventually move up to the Planning Council. The Council Chair asked that the Membership Committee first do a feasibility study on this, perhaps starting this group off as a sub-committee of one of the existing committees. Nathaniel asked that Feasibility Study be listed as a separate line item on Membership Committee's agendas going forward, until the study is completed and presented to Executive.
- **Reappointment Process:** There are 14 members coming up for reappointment in February 2016, including all members of the Membership Committee. Shortly after the December Council meeting, the 14 members will receive their Reassessment Forms, new membership application and corresponding forms (Conflict/Sunshine/Rules), and committee sign-up sheet for 2016. Copies of the completed reassessment forms will be distributed to Planning Council members prior to the February 25 meeting, and each member can review these individual forms on their own.
- **Representation from Ryan White Agencies:** committee members expressed disappointment that not all agencies have an employee serving on the Planning Council. Staff reviewed the current membership, and showed how adding one or two additional members will affect the unaligned ratio. Since the unaligned ratio can support adding an additional member, the committee will look at possibly having three or four people serving in the ASO/CBO mandated seat.



## REVIEW OF UNALIGNED RATIOS AND PC REPRESENTATION

		<u>Epi Data for the TGA</u>		<u>Planning Council Representation</u>	
Total Membership:	24	White:	28%	42%	White
		Black:	64%	54%	Black
Total Unaligned:	9	Hispanic:	05%	00%	Hispanic
		Other:	03%	04%	Other
Unaligned Ratio:	37.5%	Male:	65%	42%	Male
		Female:	35%	58%	Female

### PUBLIC COMMENTS

- Mark brought up that at the last Council meeting, he was moved from New Business to Announcements, which cut into his time and he was not able to bring up several issues to the Planning Council. The time crunch in the Planning Council meetings seem to stem from having too much business to address during the meeting, which in turn comes from the reduced number of meetings scheduled during the year. Mark was told that the Executive Committee, during their meeting yesterday, is scheduling ten meetings for 2016.

### ANNOUNCEMENTS

- Red Tie Event November 13
- Justin shared the letter of thanks he recently received from the President of Georgia College in Brunswick.

### ADJOURNMENT

The meeting was adjourned at approximately 11:25 a.m.

### ACTION REQUIRED BY PLANNING COUNCIL:

- Announce the slate of candidates for 2016
- Open the floor for further nominations; nominations will be closed by the end of the Planning Council meeting

Metropolitan Jacksonville Area HIV Health Services Planning Council  
**WOMEN, ADOLESCENTS, AND CHILDREN COMMITTEE**

*Ryan White Part A and Part B Programs*  
Social Services Division  
1809 Art Museum Drive, Suite 100 • Jacksonville, FL 32207



**Summary of Meeting for Thursday, November 5, 2015**

**Committee Members Present:** Gloria Coon (*Chair*), Gregory O'Gwinn, Jr. (*Co-Chair*), Bonita Drayton, Audrey Gardner, Audrey Green, Terri Mims, Ella Russell, Alfreda Telfair, and Brandi Williamson

**Support Staff Present:** Sandra Sikes

**CALL TO ORDER**

The meeting was called to order at 9:10 a.m. by Co-Chair Gregory O'Gwinn.

**MOMENT OF SILENCE OBSERVED**

**SELF-INTRODUCTIONS BY MEMBERS**

**UNFINISHED BUSINESS**

- Upcoming Health Fairs: Gloria should be receiving a list soon from the APO (Torrencia Shiloh), which will show upcoming health fairs in the area. Alfreda stated she felt the committee should go back into the community, and health fairs are the thing W.A.C. does well. Audrey Green said she would contact Oakwood Villas to see if they would like to schedule a health fair.
- AIDS Walk: Gloria contacted Avery Gardner and he extended an offer to the W.A.C. Committee that they could assist with the AIDS Walk next year by hosting board games or other group activities following the walk. The time frame would be 11:00 a.m. to 1:00 p.m.

**NEW BUSINESS**

- Gregory asked about possibility of the W.A.C. Committee doing an educational program once a month at different schools. Bonita said it is a little easier to get into a charter school to do an HIV program, than it is to get into the Duval County school system.

**PUBLIC COMMENTS**

- There were no public comments.



## **ANNOUNCEMENTS**

- November 30, UF Cares has their kick-off for World AIDS Day Week, starting at 3:00 p.m.
- Northside Senior Coalition is having an event this weekend. Brandi had been on their coalition before, and they are interested in doing events in the community that involve seniors. Please contact Brandi if you or your agency would like to schedule an event or partner with another group.
- UF Cares Outreach has been invited to two charter schools in Duval County. They will be doing HIV testing, and also an education component.
- Meeting date for Helping Hands has been changed to November 18, due to the regular date of November 11 being a holiday.

## **ADJOURNMENT**

The meeting was adjourned at approximately 9:45 a.m.

**ACTION REQUIRED BY PLANNING COUNCIL:**                      None.

**CONTINUUM OF CARE COORDINATION COMMITTEE**

Comprehensive Planning Sub-Committee

*Ryan White Part A and Part B Programs*

Social Services Division

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



## **Summary of Meeting for Thursday, November 5, 2015**

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**Committee Members Present:** Justin Bell (*Chair*), Debbi Carter, Mark Cleveland, Gloria Coon, Sandra Ellis, Audrey Gardner, Kim Geib, Brian Hopkins, Frances Lynch, Joe Mims, Todd Reese, Pat Sampson, Heather Vaughan, and Graham Watts

**Guests:** Sandy Arts, Bonita Drayton, and Brandi Williamson

**Support Staff Present:** Deidre Kelley and Sandra Sikes

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### **CALL TO ORDER**

The meeting was called to order at 10:30 a.m. by Chair Justin Bell.

### **MOMENT OF SILENCE OBSERVED**

### **SELF-INTRODUCTIONS BY MEMBERS**

### **UNFINISHED BUSINESS**

- No was no unfinished business

### **NEW BUSINESS**

- Review of 2012-2015 Goals: Committee reviewed a hand-out entitled '*Rapid Global Assessment of Progress Achieved Pursuing JTGA 2012-2014 Comprehensive Plan Objectives*'. Graham went over each of the short-term and long-term objectives, showing what the committee had set as their goals in 2011, and whether we reached them.
- National HIV/AIDS Strategy: This was updated in July to cover the strategy to 2020. A copy of the updated strategy was given to all attendees.
- Goals and Objectives 2017-2021: Graham and Dee led the discussion on what the group feels are going to be the most important issues to deal with. Committee members were each given a worksheet and time was provided during the meeting for everyone to work independently and come up with their objectives. Each member came up with several objectives for Goals #1, 2, 3. From there, the group voted on their top four objectives for each goal.



Goal #1	Goal #2	Goal #3
Reducing New HIV Infections	Increasing Access to Care & Improving Health Outcomes for PLWH	Reducing HIV-Related Disparities & Health Inequities
<ul style="list-style-type: none"> <li>Identify communities with highest incidence and prevalence of HIV</li> <li>Identify HIV educational needs, values, and preferences of groups with highest incidence and prevalence of HIV</li> <li>Identify HIV exposure modalities that typify groups with highest incidence and prevalence of HIV</li> <li>Involve groups represented in groups with highest incidence and prevalence of HIV in development of awareness and testing events</li> </ul>	<ul style="list-style-type: none"> <li>Access, identify, and quantify severity of barriers to retention-in-care at entry to care</li> <li>Develop services tailored to address the needs of PLWHA at risk for attrition from outpatient medical care</li> <li>Develop a fast track first medical appointment protocol for newly diagnosed PLWH</li> <li>Track medical visit frequency for newly diagnosed PLWH during year one</li> </ul>	<ul style="list-style-type: none"> <li>Document disease management education in CAREWare for PLWH with multiple comorbidities</li> <li>Engage communities in conversations about HIV to reduce stigma and eliminate discrimination</li> <li>Expand specialized case management services to PLWHA enrolled in ACA plans</li> <li>Expand nutrition education and counseling service to PLWH with multiple chronic states</li> </ul>

The above goals and objectives will be emailed to Joe May of Florida Department of Health. Dee Kelley will be attending the PPG/PCPG meeting in Tampa later in November, and will participate in a meeting regarding the integrated plan.

- Assignments by Stakeholders: This will be tabled until the next meeting, when the committee learns more about the direction the statewide integrated plan is taking.

#### **PUBLIC COMMENTS**

- Mark asked that someone provide information on newly diagnosed by age and by transmission.
- Todd asked if the JTGA is tracking the barriers to care? Brian answered that the JTGA can use CAREWare to track the barriers. Brian can add that to CAREWare and put in a drop-down menu showing several of the most common barriers people cite; he can pull a CAREWare report on that as often as needed.

#### **ANNOUNCEMENTS**

- None

#### **ADJOURNMENT**

The meeting was adjourned at approximately 12:05 p.m.

#### **ACTION REQUIRED BY PLANNING COUNCIL:**

None.



## 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, November 12, 2015

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**Committee Members Present:** Torrencia Shiloh (*Chair*), Mark Cleveland (*Co-Chair*), Gloria Coon, Denice Grace, Nathaniel Hendley, Veronica Hicks, Sharon Hunter, Terri Mims, Antoinette Turner, Denise Jackson, Michael Kyger, Zane Urbanski, Debbi Carter, Michelle Handy, Annie Youngblood, Jerry Murray, Verlon Blair-Murray, Delmar Esannason, Dierdre Esannason, LaTanya Adkins, Rico Bodin, and Gregory O'Gwinn.

**Guests:** Todd Reese, Teresa Rudolph, Catrina Flanders, Karen Baker, James Clark, Karen Cartwright, Gregory Reese, Charlie Taylor, Rhett Bockman, Vanessa Noris, Pamela Dry.

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### Call to Order

The meeting was called to order at 12:04 p.m. by Chair Torrencia Shiloh.

### Moment of Silence was observed

### Purpose Statement

Delmar Esannason read the PLWHAA Purpose Statement.

### Roll Call and Introduction of Guests

### Public Comments and Announcements

- Priority and allocations meeting will follow this PLWHAA meeting at 1:45p.m.
- Michael Kyger announced the Red Tie Affair that will be held at River City Brewing Company. Donation of \$25. Per ticket.
- Happy Birthday in **November** to:  
Verlon Blair-Murray    Veronica Hicks  
Michael Kyger        Torrencia Shiloh
- Never About Us Without Us (NAUWU) remember to attend the Priorities and Allocations meeting after this meeting today at 1:45p.m.
- Auction items available for bid at each meeting to help raise funds to send 15 PLWHA members to the Positive Living Conference 2016. Today's meeting closing bid to Frank Emanuel for \$45. Must bid on items at each meeting. Criteria list distributed: must be an active PLWHAA member, attend all meetings. If more than 2 meetings are missed member is no longer eligible for drawing. Every meeting, item donated for auction, and activity participated in, PLWHAA member will receive a credit into the 2016 drawing. Drawing will take place at August 2016 meeting, and is non-transferrable.



## **Announcements (cont.)**

- Chinese gift exchange for the meeting in December. Members are asked to bring a gift of at least \$10 to participate. New Ice Breaker exercise was introduced called "PIG".

## **Program**

- Presentation by Pam Drye of VITAS. Went over in detail the 5 Wishes Program for individuals to let loved ones know of final wishes for their physical, emotional, and spiritual well-being. Pam encouraged everyone to have an Advance Directive plan for end of life decisions.

## **New Business**

- Mark Cleveland expressed deep concern regarding the dental plan for RW Part C clients. States there has been an on-going need for a fulltime dentist so clients can see the dentist sooner. Encouraged all PLWHAA members to make their voices heard regarding the dental program so that more funding can be accessed for full time dentists, and better patient care.
- PLWHAA Advocacy Council will be talking with clients who may have problems, concerns, or compliments regarding services at Case Management agencies. Beginning in January 2016, locked boxes for confidential comment cards will be placed at Case Management agencies. Mark Cleveland turned in a comment card to be presented at the Planning Council meeting. These boxes and cards will be brought back to the Advocacy Council for review, and further action if necessary.

## **Old Business**

- Petition cards regarding the cost of HIV medication were returned by only a few PLWHAA members. Reiterated the importance of returning these cards and those returning the cards for mailing will receive credit on the Star Chart.
- Condom Blast December 2<sup>nd</sup> at Main Street Hip Hop Chicken restaurant from 10am to 3pm. Members who participate will receive credit on the Star Chart. Encouraging all members to participate in outreach activities.
- Annie Youngblood volunteered to create a goal chart to track our fundraising efforts for 2016. Suggested was to have a thermometer chart large enough to view progress of fundraisers.

## **Adjournment**

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

## **ACTION REQUIRED:**

No action required.

**PRIORITY and ALLOCATIONS COMMITTEE**

*Ryan White Part A and Part B Programs*

Social Services Division

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



**Summary of Meeting for Thursday, November 12, 2015**

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**Committee Members Present:** Kendall Guthrie (*Chair*), LaTanya Adkins, Dana Barnes, Justin Bell, Mark Cleveland, Gloria Coon, Sandra Ellis, Kim Geib, Heather Kilpatrick, Jerry Murray, Verlon Murray, Todd Reese, Patricia Sampson, Torrenca Shiloh, Antoinette Turner, Zane Urbanski, Heather Vaughan

**Absent:** Michael Bennett and Rona Revels

**Guests:** Karen Cartwright, Delmar Escannason, Dierdre Escannason, Catrina Flanders, and Veronica Hicks

**Support Staff Present:** Deidre Kelley, Sandy Sikes, and Graham Watts

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**Call to Order**

The meeting was called to order at 1:45 p.m. by Chair Kendall Guthrie.

**Moment of Silence was observed**

**Self-Introductions**

Members introduced themselves, the agencies they were with, if applicable, and gave a brief description of the services their agency provides, using Ryan White funds.

**Public Comments**

There were no public comments.

**Reallocation of Funding for FY2015**

Members received copies of the spreadsheet showing percentage and dollar amounts for each of the core and support service categories. The Administrative Agency has received carry-over funds in the amount of \$63,833 from FY2014, and this additional amount now needs to be allocated for the current year. The Administrative Agency has also identified several categories where all the funds originally allocated will not be used. This overage can be reallocated to a few areas where more money is needed.



### CORE MEDICAL Services

	Amount Planning Council Re-allocated in July 2015	The Amount Being Increased or Deceased	This Is What the New Amount Will Be
Ambulatory/Outpatient Medical Care	1,336,800	(145,997)	1,190,803
AIDS Pharmaceutical Assistance	536,702	(176,311)	360,391
Medical Case Management	1,397,915	23,606	1,421,521
Mental Health	181,746	(57,867)	123,879
Substance Abuse – Outpatient	11,320	No Change	11,320
Oral Health	507,984	348,711	856,695
Medical Nutrition Therapy	87,060	52,852	139,912
Home & Community-Based Health	-0-	5,000	5,000
Health Insurance Premium	397,660	12,000	409,660
Sub-total:	4,457,187	61,994	4,519,181

### SUPPORT Services

	Amount Planning Council Re-allocated in July 2015	The Amount Being Increased or Deceased	This Is What the New Amount Will Be
Non-Medical Case Management	246,000	(112,250)	133,750
Substance Abuse – Residential	284,200	70,082	354,282
Medical Transportation	25,500	No Change	25,500
Legal Services	175,640	(8,400)	167,240
Outreach	66,000	3,707	69,707
Child Care	18,461	(11,300)	7,161
Food	-0-	60,000	60,000
Sub-total:	815,801	1,839	817,640

<b>TOTAL:</b>	<b>5,272,988</b>	<b>63,833</b>	<b>5,336,821</b>
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The main justification for reducing funding in several areas (i.e., Outpatient Medical Care, Mental Health, Child Care) is simply that the agencies are not able to use all the funds allocated to them. Services continue to be provided to PLWHA's, but if they have another payer source, such as Medicaid, Medicare, or private insurance, then Ryan White funds will not be used.

Mark asked if the additional funds going to Oral Health would allow the Health Department to hire a full-time dental hygienist? Dee answered that the Administrative Agency contracts with the Florida Department of Health to provide dental services, and we pay the invoices they submit. The contract does not tell the Department of Health how to operate the Dental Clinic, how many employees they should have, what the salaries will be, or anything of that specific nature. Sandra Ellis said the dental clinic is presently serving about 150 clients a month, and they are billing Ryan White Part A about \$60,000 to \$65,000 per month.

A **motion** was made by Justin Bell, seconded by Mark Cleveland, **to recommend to the Planning Council that they approve the reallocations for FY2015 as presented.** There was no further discussion, and following a roll call vote, the motion passed.

D. Barnes	Yes		K. Geib	Yes		T. Reese	Yes
J. Bell	Yes		K. Guthrie	Yes		P. Sampson	Yes
M. Cleveland	Yes		H. Kilpatrick	Yes		A. Turner	Yes
G. Coon	Yes		J. Murray	Yes		Z. Urbanksi	Yes
S. Ellis *	Yes		V. Murray	Yes		H. Vaughan **	Yes

\* Voted on behalf of Florida Dept. of Health – Duval County

\*\* Voted on behalf of Lutheran Social Services

### **Announcements**

- Red Tie Affair is tomorrow evening (November 13) at 6:00 p.m.
- Please post events on the World AIDS Day Committee on-line calendar
- NFAN's Turn-About fundraiser will be Sunday evening
- NFAN's Thanksgiving Feast will be next Friday, November 20
- There are still seats available for the World AIDS Day Luncheon on December 4
- UF CARE's HIV Grand Rounds start on Monday
- Helping Hands Support Group is meeting November 18; Renee Burgess is guest speaker

### **Adjournment**

The meeting was adjourned at 2:15 p.m.

### **Actions to be taken by the Planning Council:**

To recommend the Planning Council approve the reallocations for FY2015 as presented





## Northeast Florida World AIDS Week



### Monday, November 30

#### Quilt Ceremony

Location: Jacksonville City Hall  
117 W. Duval Street  
Jacksonville, FL  
Time: 12:00PM - 1:00PM  
Contact: Justin Bell 904-556-2312

#### Women & Children Celebration

Location: Shands-LRC Building  
655 W 8<sup>th</sup> Street  
Jacksonville, FL  
Time: 3:00PM - 5:00PM  
Contact: Bonita Drayton 904-244-3044

### Tuesday, December 1

#### National World AIDS Day

##### Community Education Event

Location: TBD  
Time: TBD  
Contact: ShaQuan Stewart 904-253-1776

#### Jacksonville Memorial Service

Location: The Congregation Ahavath Chesed  
8727 San Jose Blvd  
Jacksonville, FL  
Memorial Walk 6:30PM - 7:00PM  
Service begins at 7:00PM  
Reception will commence after Service  
Contact: Timothy Jefferson 229-699-0233

### Wednesday, December 2

#### Condom Blitz (Blast)

Locations: TBD  
Jacksonville, FL  
Time: 10 a.m.-2:00 p.m.  
Contact: Torrencia Shiloh 904-253-2985

#### Spoken Word (*Poetry Competition*)

Location: Karpelles Manuscript Library Museum  
101 W. 1<sup>st</sup> Street  
Jacksonville, FL  
Time: 6:00 PM - 8:00 PM  
Contact: MJ Cranston: 904-389-3857 x 211

### Thursday, December 3

#### Education Day

HIV Testing, Health Education & Condom  
Distribution at Local Colleges  
Time: 10:00am-2:00pm  
Contact: Shaquan Stewart 904-253-1776

### Friday, December 4

#### 13<sup>th</sup> Annual Community Awards Luncheon

Location: Omni Hotel  
245 Water Street  
Jacksonville, FL  
Time: 11:30AM  
Speaker: TBA  
Tickets: \$30 each/\$300 table (Parking info)  
Contact: Donna Fuchs 904-356-1612 x118

Please mail donations to P.O BOX 41061 Jacksonville, Florida 32203

# METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL



# December 2015



Mon	Tue	Wed	Thu	Fri
<b>30</b> WAD: Quilt Ceremony Noon to 1:00 p.m. Jacksonville City Hall  WAD: Women & Children Celebration 3:00—5:00 UF CARES—LRC Bldg.	<b>1</b> WAD: Community Education Event  WAD: Jacksonville Memorial Walk 6:30 p.m. Memorial Service 7:00 p.m. Congregation Ahavath Chesed on San Jose Blvd.	<b>2</b> WAD: Condom Blitz 10:00 a.m.—2:00 p.m. Various Locations—Contact Torrencia Shiloh  WAD: Spoken Word 6:00—8:00 p.m. Karpelles Manuscript Library Museum on 1st St.	<b>3</b> WAD: Education Day 10:00 a.m.—2:00 p.m. Various colleges Contact Shaquan 253-1776	<b>4</b> 11:30 World AIDS Day Luncheon
<b>7</b>	<b>8</b> <b>12:00 FCCAPP</b> <b>2:30 Coordination</b> <b>3:30 Exec</b>	<b>9</b> <b>1:00 Pharmacy &amp; Therapeutics</b> <b>2:30 Membership</b>	<b>10</b> <b>10:30 Advocacy Council</b> <b>12:00 PLWHAA</b>	<b>11</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> <b>4:00 PLANNING COUNCIL</b>  <i>HB: Heather Vaughan</i>	<b>18</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>  CHRISTMAS
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	NEW YEARS DAY