



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, October 23, 2014**

Call to Order Ellen Schmitt

Moment of Silence

Mission Statement Member

Roll Call Patricia Sampson

Approval of July 24, 2014 Minutes Ellen Schmitt

Administrative Agency – Part 'A' Report Deidre Kelley

Lead Agency – Part 'B' Report Max Wilson

Public Comments General Public

Committee Reports

- PLWHAA Page 7 Nathaniel Hendley
- Women, Adolescents, and Children Page 15 Errol Schell
- Executive Page 19 Kim Geib
Motion to approve breakout of funds for 2015 prioritized services
- Nominating Page 29 Justin Bell
Motion to appoint J. Murphy to the Proxy Pool
SPOTLIGHT on the Nominating Committee
- Bylaws Page 39 Heather Kilpatrick
 - 2nd Reading of proposed changes to Bylaws Article IV, Section 8, regarding the steps when applying for Council membership.
 - 2nd Reading of proposed changes to Bylaws Article VI, Section 2, which will allow the Planning Council Vice-Chair to serve as a committee chair.
 - 2nd Reading of proposed changes to Bylaws Article V, Section 1, which will add committee chairs as voting members of the Executive Committee.



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.

- 2nd Reading of proposed changes to Bylaws Article VI, Section 1, describing how committee chairs will be selected, and establishing their role on the Executive Committee.
- 2nd Reading of proposed changes to Bylaws Article X, Section 1, describing how committee co-chairs will be selected.
- Change to Policy & Procedure 2006-01 – regarding committee membership

Torrencia Shiloh
and Brandi Williamson

ACRIA Presentation

Report on a recent meeting concerning the AIDS Community Research Initiative of America (ACRIA) Elizabeth Taylor Program of New York City.

Unfinished Business Ellen Schmitt

- 20th Anniversary Dinner

New Business Ellen Schmitt

- Ad-Hoc Committee on Membership Recruitment (E. Schmitt)

Announcements Members

Adjournment Ellen Schmitt



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, October 23, 2014

Council Members Present: Ellen Schmitt (*Chair*), Kim Geib (*Vice-Chair*), Patricia Sampson (*Secretary*), Velda Stokes (*Treasurer*), Justin Bell (*PLWHA Rep*), Errol Schell (*Parliamentarian*), Verlon Blair, Gloria Coon, Frank Emanuel, Kendall Guthrie, Nathaniel Hendley, Sharon Hunter, Heather Kilpatrick, Eric McBride, Gregory O'Gwinn, Roberto Polanco, Torrencia Shiloh, Alfreda Telfair, Antoinette Turner, Heather Vaughan, Max Wilson, and Annie Youngblood

Council Members Absent: Dana Barnes and Sharon Peterson

Proxy Members Present: Jim Bernert

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

Guests: Andy Barber, Michael Bennett, Sheila Broderick, Julie Cromer, Pam Dry, Danah Gammage, Terri Mims, Janice Murphy, Jerry Murray, and Kara Russell

Call to Order

The meeting was called to order at 4:05 p.m. by Chair Ellen Schmitt.

Moment of Silence

Chair Schmitt asked for a moment of silence to be observed for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

Mission Statement

Gloria Coon read the Planning Council's Mission Statement.

Roll Call

Secretary Pat Sampson took the roll; members responded to roll call by answering with the name of the mandated category they represented. Proxy Pool member Jim Bernert was called to the table and a quorum was declared.

Approval of Minutes

A motion was made and seconded to accept the July 24, 2014 Minutes as presented. The motion was carried.

Administrative Agency Report

Part 'A' Program Manager Deidre Kelley advised that the grant application was submitted on time; it will be February or March before we are notified about the funding. Dee is also working on the Request for Proposals (RFP) that the Grantee will use to solicit Ryan White services for the next three years.

Beginning in November, the State of Florida Department of Health ADAP office will be transitioning clients from the current ADAP program to the new ADAP Premium Plus insurance program. Targeted clients are those within 100% and 249% of the Federal Poverty Level and our estimate is that there'll be between 150 and 250 clients in this region; their names will be forwarded to the Florida Department of Health's Duval office, and that office will be charged with contacting and prescreening these clients for eligibility. For clients who are determined to be eligible, they will be referred to a marketplace navigator to enroll in an insurance plan.

Speaking of the Affordable Care Act, the marketplace plans will be announced sometime in November. Only health insurance plans that cover ADAP formulary drugs will be considered by the State ADAP office; this office has requested Part A Grantees to assist clients with office visit copayments and deductibles. Some drawbacks of the program are that there may be few insurance plans available in this area; it's possible that not all doctors will be covered on all plans; and that not everyone who would like to participate in the program will be able to do so. Max Wilson and Dee Kelley have been meeting to resolve as many issues as possible, and have shared this process with Area 4 service providers. At this time, it appears the current funding the Planning Council recently approved for insurance premium assistance is adequate. The Administrative Agency will continue to monitor, and will report back to the Planning Council should the funding needs change.

Lead Agency Report

Max Wilson, Area 4 HIV/AIDS Prevention Coordinator, reminded all present that the ADAP-to-ACA transition is only for those individuals identified by the Department of Health as eligible. ADAP will not pay for premiums of individuals not on the list or for individuals selecting plans not approved by the ADAP program.

The HIV Planning Consortia Guidance is still being generated by Part B and will be disseminated sometime next year. There will be a formal roll-out of this guidance, and hopefully a training program as well. This will be discussed further at the statewide meeting to be held in Tampa during the first week in December. Sharon Hunter is attending as the Planning Council's PCPG Alternate, and Max and Sharon will provide a report to the Planning Council.

The Department of Health's prevention team would like to emphasize that the new 4th generation testing algorithm at the state lab is only able to detect acute infections from blood samples. Whole blood specimens should be used whenever possible, since rapid and oral fluid tests will not detect acute infections.

Public Hearing/Comments

- Julie Cromer advised that AHF is now conducting open enrollment for PHP (Positive Healthcare Partners). This Medicare Advantage Plan is specific to HIV clients in Duval County who are already enrolled in Medicare A or B and who are HIV positive. For more information, please contact Julie at the local AHF office.

- Verlon Blair announced the Evelyn 'Peaches' Phillips Banquet that will be held Saturday evening. He also spoke briefly about the Cleveland Summit he and Jerry Murray recently attended.
- Andy Barber announced that Sulzbacher Center recently received a federal grant to provide primary health care to HIV patients. They are in the process of hiring a physician. No date has been set yet to start this program, but hopefully it will be in the next few months.

Committee Reports

PLWHAA

Nathaniel Hendley

The committee met in August and October. An Ad-Hoc Committee was formed several months ago to handle the smaller details for the committee and also to coordinate the Connections Conference. The Ad-Hoc committee met in September and agreed to support the upcoming HOPE Picnic. Another topic was to discuss forming a support group for family members and partners of PLWHA's. One goal is to partner with a church or community group and provide a summer camp next year for children of HIV parents.

Women, Adolescents, & Children

Errol Schell

Committee Co-Chair recapped W.A.C.'s August and October meetings. The committee reviewed the National HIV Testing Day (NHTD) Event held June 27 at Pearl Street Plaza, and is making plans to return to this site next year. Since NHTD will be on a Saturday, members to decide if they want to hold the event on that day, or on Friday, June 26.

Committee talked about the need for support groups; this idea was initially raised at the August PLWHAA committee meeting. During discussion, an additional need was identified, that of a support group for people who have lost a family member or partner to AIDS. W.A.C. members will discuss with management and co-workers at their agencies and report back if there are any agencies or community volunteers who can help put a support group together, or host a group at their facility.

Executive

Kim Geib

The Executive committee met in August, September, and October; these meetings mostly dealt with planning the 20th Anniversary Reception. Officers also looked at the unaligned ratio and acknowledged the need to increase membership in the unaligned consumer category.

During the August meeting, the committee reviewed the break-out of funding for FY2015, and recommends the Council approve this. **Motion** was made by Kendall Guthrie, seconded by Heather Vaughan, **to approve the breakout of funds for 2015 prioritized services.**

Priority	CORE MEDICAL SERVICE	%	Part A	MAI	Part B/GR	Total
1	Ambulatory/Outpatient Medical Care	33.43	994,034	190,312	1,179,944	2,364,290
2	AIDS Pharmaceutical Assistance	13.00	847,552	44,769	27,086	919,407
3	Medical Case Management	23.46	1,287,528	198,716	172,932	1,659,176
4	Mental Health Services	5.37	319,330	27,243	33,213	379,786
5	Substance Abuse – Outpatient	0.85	60,115			60,115
6	Oral Health	7.85	491,734	38,446	25,000	555,180
7	Medical Nutrition Therapy	0.89	62,944			62,944

8	Health Insurance Premium	3.01	212,878			212,878
9	Home & Community Based Health Svcs	0.09	6,365			6,365
	Sub-total Core:	87.95%	4,282,480	499,486	1,438,175	6,220,141
	SUPPORT SERVICES	%	Part A	MAI	Part B/GR	Total
10	Non-Medical Case Management	5.18	136,877		229,471	366,348
11	Substance Abuse – Residential	2.75	194,490			194,490
12	Medical Transportation	0.38	20,775		6,100	26,875
13	Legal Services	2.54	179,638			179,638
14	Outreach Services	0.93	65,773			65,773
15	Child Care	0.27	19,095			19,095
16	Food Bank	0.00	---	---	---	---
	Sub-total Support:	12.05	616,649		235,571	852,220
		100.00%	4,899,129	499,486	1,673,746	7,072,361

There was no discussion, and following a roll call vote, the motion was approved.

Justin Bell	Yes	Eric McBride	Yes	Antoinette Turner	Yes
Verlon Blair	Yes	Gregory O'Gwinn	Abstain	Heather Vaughan	Yes
Gloria Coon	Yes	Roberto Polanco	Yes	Max Wilson *	Abstain
Frank Emanuel	Yes	Pat Sampson	Yes	Annie Youngblood	Yes
Kim Geib	Yes	Errol Schell	Yes	Jim Bernert (PP)	Yes
Kendall Guthrie	Yes	Ellen Schmitt	Yes		
Heather Kilpatrick	Yes	Velda Stokes	Yes		

* Max Wilson voted on behalf of the Florida Department of Health – Duval County; abstention due to Part B Conflict of Interest

Nominating

Justin Bell

The committee met late in July and again in October. One topic being raised is the possibility of changing this committee's name to better reflect its responsibilities: Membership, Education, and Training (M.E.T.). Committee members visited various support groups and the Co-Op, trying to recruit PLWHA's for the Proxy Pool. The Planning Council is currently at 33% unaligned ratio, with three vacant seats (Medicaid, St. Johns County, and Substance Abuse), and filling any of these vacant seats will drop the unaligned ratio. If this ratio is still at 33% in February, it will have an impact on which, and how many, mandated seats can be filled during reappointment.

Nominating Committee interviewed two people in July. One applicant is applying for a seat that will become open March 1; he will be placed in pending until the reappointment process begins. The second applicant was applying for the Proxy Pool. **Motion** was made by Antoinette Turner, seconded by Torrencia Shiloh **to appoint Janice Murphy to the Proxy Pool**. Janice was introduced to the Council; there being no discussion, the motion was then voted on and approved.

Also in July, the committee reviewed each member's attendance and past co-chair experience, and identified 13 members who were eligible to run for office in 2015. Nominations were accepted during the month of September, however only one Council member submitted nominations. It was necessary for the committee to add names to the slate of candidates, and the slate will be presented at the November Planning Council meeting.

Spotlight: Justin Bell and Sharon Hunter gave a short presentation on the role and responsibilities of the Nominating Committee. Justin reviewed the Reassessment Tool and explained how the committee members used this tool during the reappointment process. Members were also shown the newly revised list of questions now used during interviews.

The Bylaws Committee met July 1 and presented its first reading of proposed bylaw changes during the July Council meeting. Committee Co-Chair presented the second reading of the proposed changes and opened the floor for questions.

Motion made by Justin Bell, seconded by Antoinette Turner, **to approve the changes to Bylaws Article IV, Section 8, regarding the steps used when applying for Council membership.** No further discussion and the motion was voted on and approved.

Motion made by Justin Bell, seconded by Torrencia Shiloh, **to approve the changes to Bylaws Article VI, Section 2, to allow the Planning Council Vice Chair to serve as a committee chair.** No further discussion and the motion was voted on and approved.

Motion made by Frank Emanuel, seconded by Kendall Guthrie, **to approve the changes to Bylaws Article V, Section 1, to add committee chairs as voting members of the Executive Committee, beginning at the start of the next term.** No further discussion and the motion was voted on and approved.

Motion made by Frank Emanuel, seconded by Kendall Guthrie, **to approve the changes to Bylaws Article VI, Section 1, regarding how committee chairs will be selected, and to establish their role on the Executive Committee.** No further discussion and the motion was voted on and approved.

Motion made by Frank Emanuel, seconded by Sharon Hunter **to approve the changes to Bylaws Article X, Section 1, regarding how committee co-chairs will be selected.** No further discussion and the motion was voted on and approved.

Motion made by Justin Bell, seconded by Antoinette Turner, **to approve the changes to Policy and Procedure 2006-01 regarding committee membership.** No further discussion and the motion was voted on and approved.

Program

Torrencia Shiloh and Brandi Williamson reported on a conference they attended a few months ago in New York. This conference was sponsored by the AIDS Community Research Initiative of America (ACRIA) Elizabeth Taylor Program of New York City, and in addition to the meetings they attended, Torrencia and Brandi were also able to tour several agencies and facilities to see how they operated.

Unfinished Business

The 20th Anniversary Reception will be Friday, November 7 at UF Health's Tower. The cut-off date to let us know you are attending was October 16. The Executive Committee spent many hours preparing for the anniversary reception, and hopes everyone is able to attend and will enjoy this event.

New Business

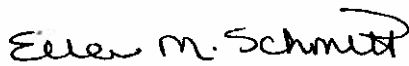
Ellen reiterated the need for the Planning Council to recruit unaligned consumers. The Nominating Committee has been working hard on this, but needs the help of the entire Council. With that in mind, the Council Chair is forming an Ad-Hoc Committee to focus on membership recruitment. This new committee is expected to be active for six to nine months and they are charged with coming up with ideas to recruit PLWHA's to the Proxy Pool, with the goal that these new Proxy Pool members will move up onto the Planning Council at an appropriate time. A sign-up sheet was passed around the room and the following members signed up for the Ad-Hoc Committee on Recruiting: Jim Bernert, Kim Geib, Gregory O'Gwinn, Pat Sampson, Errol Schell, Velda Stokes, and Max Wilson.

Announcements

- Remember World AIDS Day week-long activities coming up the first week in December.
- WAD Committee thanks VITAS for printing the programs for their December 5 luncheon, and also for catering NFAN's October 31 lunch.
- Condom Blast will be a little different this year. The Captain of each team will be responsible for getting his/her team together, putting their condom packages together, and selecting their site.
- Justin mentioned a letter to Congress that is being circulated, asking Congress to delay reauthorizing the Ryan White Act until more information is known about how ACA will impact Ryan White clients and their access to healthcare.

Adjournment

The meeting was adjourned at 6:00 p.m. by Chair Ellen Schmitt.



Ellen Schmitt, Chair



Patricia Sampson, Secretary

ES/PS:ss



Metropolitan Jacksonville Area
HIV Health Services Planning Council
PLWHAA COMMITTEE
(People Living With HIV/AIDS and Affected Community)
Ryan White Part A and Part B Programs
Social Services Division
1809 Art Museum Drive, Suite 100 • Jacksonville, FL 32207

Summary of Meeting

Meeting Date: Noon - Thursday, August 14, 2014

Committee Members Present: Nathaniel Hendley (*Co-Chair*), Torrencia Shiloh (*Co-Chair*), Jim Bernert, Verlon Blair, Bill Brim, Sharon Hunter, Yolanda Kellam-Carter, Janice Murphy, Jerry Murray, Sharon Peterson, Roberto Polando, Frieda Saraga, Antoinette Turner, and Annie Youngblood

Support Staff Present: Sandy Sikes

Guests: Lakesha Brown, Debbie Carter, Pamela Dry, Denice Grace, and Terri Mims

Call to Order

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

Moment of Silence

A moment of silence was observed for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

Purpose Statement

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

Self Introductions

Public Comments/Announcements

- Bill Brim announced a food give-a-way on Friday, September 12 in the parking lot of Lutheran Social Services, 4615 Philips Highway, from 10:00 a.m. to 1:00 p.m. This is open to the public; there is no income restriction and ID is not required.
- There will be a Town Hall Meeting on Hepatitis C September 16 at Potter's House, 5119 Normandy Boulevard. VaShawn Mitchell will be performing and the meeting will be 6:00 to 9:00 p.m.
- There is a conference for men coming up on September 19; cost is \$99.00. Nathaniel will be emailing the flyer to committee members next week.

- Verlon Blair reminded everyone of the Celebration of H.O.P.E. Picnic on September 27 at Riverside Park.
- Jerry Murray said he heard recently that area agencies (CBO's and ASO's) are cutting back on their budgets for the remainder of the year. At the beginning of the year, everyone was optimistic that donations would remain high, and as such, several agencies increased their 2014 budgets. However, donations have dwindled and the funding isn't there now to provide the extra services originally planned for.
- Roberto Polanco announced AHF has a Consumer Advisory Board for their clients. It meets the 3rd Thursday of the month from 11:00 to Noon.
- Jim Bernert mentioned the support group at Lutheran Social Services. They meet the first and third Wednesdays of the month at 3:30 p.m.
- Denice Grace asked if anyone knew of a support group for family members of PLWHA's? The committee was not aware of one, but everyone agreed it sounded like a good idea. The Co-Chairs will refer this to the Ad-Hoc Committee.
- Women on a Mission (WOAM) will be speaking in Gainesville on August 30.

Program

- Debbi Carter, Co-Chair of FCCAPP, briefly discussed a project FCCAPP is currently working on. Area 4 is now seeing a lot of people tested for HIV, but there is still a large number who are lost to care. Debbi is looking for, and meeting with, PLWHA's to ask them what they feel are barriers to care. Debbi is visiting support groups around the area to talk to PLWHA's about barriers. She can be reached at 571-4118.
- Pamela Dry from VITAS was the second guest speaker. Pam discussed the services of VITAS, a hospice provider. Their services are paid for by Medicaid, Medicare, and by private health insurance.

New Business

- Continue to remember Marion Merritt, Eric McBride, Velda Stokes, Zane Urbanski, and Gloria Coon in your thoughts and prayers.
- The winner of this month's movie card give-a-way is Janice Murphy, who brought two guests to today's meeting.
- Antoinette Turner expressed concern that the PLWHA membership on the Planning Council has reached a crucial stage. Current unaligned ratio is at the 33% minimum, but one member may be leaving the Council soon, which would then drop the ratio below the HRSA mandated minimum. She implored fellow committee members to look for candidates for the Planning Council and Proxy Pool.

Antoinette also asked members to think about changing the name of this committee from PLWHAA to something else. There is still a lot of stigma in this area, and some consumers are uncomfortable being associated with a group or a committee that has the letters 'PLWHA' in the name. Antoinette mentioned that the monthly NFAN Luncheons are well attended; people are showing up for a function by NFAN, but not for PLWHA. She said the word needs to go out that we serve lunch here, like they do at NFAN.

The Co-Chairs will refer these concerns and ideas to the Ad-Hoc Committee, which is being activated again.

- Selecting the date and location of the committee's fall picnic/outing will be decided at the upcoming Ad-Hoc Committee meeting, along with discussions on the 2015 CONNECTIONS Conference. Ad-Hoc meeting will be Thursday, September 11 at noon. Meeting location will be the Health Department, 515 W. 6th Street. Nathaniel will email details to the Ad-Hoc committee as the time approaches. Members of Ad-Hoc are: Antoinette Turner (*Chair*), Sharon Hunter (*Co-Chair*), Justin Bell, Nathaniel Hendley, Gregory O'Gwinn, and Torrencia Shiloh.
- A majority of the 2014 Goals have been met. Pam Dry volunteered to present 'Five Wishes' at an upcoming meeting.

One of the goals the committee still needs a lot of work on, however, is that of recruiting more members to this committee, and to the Planning Council's Proxy Pool. The committee is falling behind in its membership, and we need to keep the momentum going.

- Donations continue for N4L; the collection box is in the large conference room at Art Museum Drive. Jerry Murray and Verlon Blair donated \$10.00 cash to N4L.

Adjournment

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

ACTION REQUIRED: No action required.

Topics Referred to the Ad-Hoc Committee:

- Select date, time, and location for the Fall picnic. Who will make reservations; who will coordinate the picnic?
- Preliminary planning on the 2015 CONNECTIONS Conference.
- Look at what would be needed to start a new support group geared specifically to family members of PLWHA's. Identify possible agencies that would coordinate and host this support group.
- Discuss possible name change of the PLWHAA Committee. What are the suggestions for a new name? What is the process for getting the committee name changed?
- Discuss ideas on how to recruit new members to the PLWHAA Committee, and for the Proxy Pool.



Metropolitan Jacksonville Area
HIV Health Services Planning Council

PLWHAA COMMITTEE

(People Living With HIV/AIDS and Affected Community)

Ryan White Part A and Part B Programs

Social Services Division

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

Summary of Meeting

Meeting Date: Noon - Thursday, October 9, 2014

Committee Members Present: Nathaniel Hendley (*Co-Chair*), Torrencia Shiloh (*Co-Chair*), Verlon Blair, Bill Brim, J. B. Bryant, Gloria Coon, Pam Dry, DeNice Grace, Eric McBride, Terri Mims, Janice Murphy, Jerry Murray, Gregory O'Gwinn, Roberto Polando, Frieda Saraga, and Antoinette Turner

Support Staff Present: Sandy Sikes

Guests: Rod Brown, Rita Dyson, Ernie Lightfoot, Donna Sabatino, and Brazil Scantling

Call to Order

The meeting was called to order at 12:00 p.m. by Co-Chair Nathaniel Hendley.

Moment of Silence

A moment of silence was observed for individuals who have died of HIV/AIDS, or those living with and affected by the disease, and for everyone experiencing other emotional, psychological, and physical issues.

Purpose Statement

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

Self Introductions

Public Comments/Announcements

- Antoinette Turner distributed copies of a recent Times Union article about how most Medicaid clients did not choose a health plan during last year's ACA enrollment. As a result, the state health officials enrolled those individuals in health plans that the state chose for them. Antoinette cautioned everyone who is on Medicaid to carefully review all material they can get regarding the next enrollment, starting November 15, and make sure that they select a plan that is best for them, and to see if their plan includes their current doctors. Torrencia said that a representative from AHCA will be a guest speaker at the PLWHAA committee meeting in either December or January, and that she will ask them to focus on this issue for the group.
- Verlon Blair mentioned several events that the BCCC Consumer Advisory Board has been involved with lately, and thanked everyone for their participation at the H.O.P.E. picnic.

- Sick Call: Sharon Peterson recently had surgery and will be on leave for about a month; Velda Stokes' mother had a heart procedure done Wednesday, and Velda is asking for prayers on behalf of her; and Jim Bernert is still under the weather.

Program

- Donna Sabatino, RN, ACRN, was the guest speaker today. Donna's topic was the importance of adherence to HIV treatment.

New Business

- Antoinette read the minutes from the September 11 Ad-Hoc committee meeting. A short discussion followed; members agreed with recommendations presented, primarily that PLWHAA will host a CONNECTIONS Conference next year.
- Torrencia noted that during the Ad-Hoc meeting, those in attendance decided to combine the upcoming fall PLWHAA picnic with the H.O.P.E. picnic. The committee is encouraged to do this again in upcoming years, to support the H.O.P.E. picnic.
- N4L: A thank-you was given to members who brought in donations for the Necessities for Living box. This project is on-going and you can drop off items any workday.
- October PLWHAA Special Event: Several committee members were recognized for their contributions to this committee and to the local HIV community. As a special thank-you for their hard work, they have been invited to a night out with the co-chairs and have dinner at the Omni Hotel, Thursday, October 16.

Wrap-up

Dabs the AIDS Bear made his trek around the room as members shared personal stories, recent successes, and gratitude to the group.

Adjournment

The meeting was adjourned at 1:35 p.m.

ACTION REQUIRED: No action required.



JACKSONVILLE METROPOLITAN AREA PLWHAA AD-HOC COMMITTEE MEETING

1809 Art Museum Dr. Jacksonville, FL 32207

Nathaniel Hendley, Co-Chair
(904) 253-1167

Torencia Shiloh, Co-Chair
(904) 253-2984

Minutes for September 11, 2014 Ad-Hoc Committee Meeting
655 West 6th Street 12:00 noon

Members and Guests Present: Torencia Shiloh, Gloria Coon, Antoinette Turner, Sharon Hunter, Nathaniel Hendley, Jim Bernert, Denise Jackson, Jerry Murray, Verlon Blair, Charles Wilkerson, Terri Mims, Tony Simmons, Alden Gilyard, Janice Murphy, Robert Carpenter

- Lunch and Networking
- Welcome and moment of silence given by Antoinette Turner
- Connections Conference information by Torencia who recommended that the conference be combined with a picnic or other venue. Will present the idea to the new chairpersons in 2015. Spoke about the history of Connections Conferences in the past. The community was surveyed and strongly approved of having the conference. The PLWHAA committee organizers need to be strong, active and supportive in the planning for a successful conference.
- Dedicated volunteers for Celebration of Hope picnic at Riverside Park (duck pond), coordinated by Verlon and Jerry are desperately needed. Asking that volunteers be able to come early and stay later to help set up and clean up afterwards. Tables are needed as well as donations of food and water. The AD-Hoc committee volunteered various food items and support. Verlon and Jerry asked that individuals call them at (904) 556-0473 to confirm participation. Nathaniel reiterated that we need to help each other at ALL TIMES and ALL EVENTS. Word of mouth and networking with invitations to PLWHAA meetings was highly encouraged. HIV testing van will also be at the picnic. The PLWHAA fall picnic will work in conjunction with the Celebration of Hope picnic. A list of food items to donate was suggested. All in favor of the collaboration.
- Support group for families of PLWHAA to educate families and individuals about the disease and how to support their loved ones. Funding of new support group is a barrier and suggestion to inquire about classes at the Urban League that may be available, some free of charge, on how to write grants which could be a source of funding for the family support group. Other ideas such as having camps for 1-2 weeks for youth of PLWHA at a church that would support such an effort, and Friday night programs and weekly support groups at different venues. Planning the program for implementation and proposal was encouraged.

- Name change for PLWHAA offered much discussion and voted to keep the name as it is. Another acronym suggested for use possibly for special events was PFFL (People Fighting for Life). Everyone was encouraged to remember the mission statement which supports the PLWHAA message to Educate, Advocate, Support and Empower.
- PLWHAA Committee recruitment ideas included having members attend various support groups and talk about and invite others to attend meetings. Radio advertisements, face-to-face invitations to come to PLWHAA meetings, pass out flyers to everyone and just bring someone to each meeting. Next PLWHAA meeting is October 9, 2014. Asked also to remember to bring items for the Necessities 4 Living (N4L) gift box. Items should be full size items and not trial size. List of needed items was passed around for all to review.
- Meeting Adjourned at 1:00pm



**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**

Meeting Date: Thursday, August 7, 2014 9:00 a.m.

Committee Members Present: Errol Schell (*Co-Chair*), Alfreda Telfair (*Co-Chair*), Teresa Braddy, Gloria Coon, Bonita Drayton, Carole Faria, Carol Fulton, Audrey Green, Janice Murphy, Ella Russell, and Brandi Williamson

Support Staff Present: Sandra Sikes

1. Call to Order

The meeting was called to order at 9:06 a.m. by Co-Chair Errol Schell.

2. Public Comments

There were no comments from the public. Social Services Division Chief Johnnetta Moore thanked the committee for their hard work on the National HIV Testing Day event at Pearl Street Plaza. She acknowledged it was a big success, and contributed largely to the overall success throughout the area.

3. Introductions

Members did self-introductions.

4. Unfinished Business:

Recap of National HIV Testing Day: Alfreda said the set-up was great; it was a good success. She thanked everyone who brought in items. Alfreda asked if the committee wanted to have this event at Pearl Street Plaza next year, and everyone agreed. June 27, 2015 will be on a Saturday, and the committee will need to decide if they want to hold their NHTD event that day, or the Friday before. Brandi will check to see if CRC has available space that we could use next year.

5. New Business:

None

6. Announcements

The HIV/AIDS Infectious Disease Conference will be November 14 at Baptist Medical Center

7. Adjournment

Co-Chair Schell adjourned the meeting at 9:35 a.m.

ACTION REQUIRED: None



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

Meeting Date: Thursday, October 2, 2014 9:00 a.m.

Committee Members Present: Errol Schell (*Co-Chair*), Alfreda Telfair (*Co-Chair*), Teresa Braddy, Gloria Coon, Bonita Drayton, Audrey Gardner, Audrey Green, Janice Murphy, Gregory O'Gwinn, Ella Russell, and Brandi Williamson

Support Staff Present: Sandra Sikes

Guests: Yosheka Allen, Shiela Broderick, and Kristi Stowers

1. Call to Order

The meeting was called to order at 9:10 a.m. by Co-Chair Alfreda Telfair.

2. Public Comments

There were no comments from the public.

3. Introductions

Members did self-introductions.

4. Unfinished Business:

Recap of Oakwood Villas Health Fair: This health fair was held September 5, and Lutheran Social Services and UF Health participated. Over 25 people were tested for HIV, with no reactivities. There were 15 pregnancy tests given and five people enrolled in TOWPA. Joseph Mims did an HIV 101 class, resulting in questions and dialogue. LSS provided food give-aways from their food bank.

5. New Business:

2015 National HIV Testing Day: Discussion on whether to have W.A.C.'s NHTD Event on Friday, June 26, or Saturday, June 27, or on both days. Brandi Williamson reported that CRC will allow W.A.C. to use the Pearl Street Plaza facility again next year, and either day is acceptable. Will discuss further next month.

Support Groups: Committee began talking about support groups for people affected by HIV, primarily partners, children, siblings, and other family members of HIV infected individuals. During the conversation, an additional group came up: people who have lost a family member to AIDS. Currently there are no support groups of this nature in Area 4. Committee members were asked to take this idea back to their agencies and see if any agency or group would like to start a support group for affected family members.

6. Adjournment

Co-Chair Telfair adjourned the meeting at 9:50 a.m.

ACTION REQUIRED: None



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

Meeting Date: Tuesday, August 5, 2014 – 4:00 p.m.

Committee Members Present: Ellen Schmitt (Chair), Kim Geib (Vice-Chair), Pat Sampson (Secretary), Justin Bell (PLWHA Rep), and Errol Schell (Parliamentarian)

Support Staff Present: Sandra Sikes

Guests: Nathaniel Hendley and Torrenca Shiloh

1. Call to Order

The meeting was called to order at 4:00 p.m. by Chair Ellen Schmitt.

2. Public Comments

There were no public comments.

3. 20th Anniversary Dinner

Date: Friday, November 7
Time: 4:30 p.m. to 7:00 p.m.
Location: UF Health CARES – Tower II (10th Floor)
Caterer: Taste Buds
Menu: Buffet – stuffed chicken breast and also stuffed portabella mushrooms
MC: David Andress
Speaker: David Andress and/or Jennett Baker
Program: 'How Far We've Come in the Past 20 Years'
Attendees: Final list TBD; will include current Council members, Ryan White Part 'A' Staff, Division Chief, Rep. Mia Jones, past Council Chairs, and others.

Justin has contacted several potential sponsors to underwrite the cost of the dinner. If we are still short of reaching the \$3,500 goal, then we can look at getting individual sponsors for a smaller amount, like \$25.00 each. Individual sponsors would have their names listed in the program.

Invitations need to be mailed by September 19. The deadline to RSVP is Friday, October 10 (10/10). Attendees must RSVP to be added to the list; this list will be used to check people in at the door. The Ryan White office will mail out the invitations. The invitation needs to be finalized, sent to the Copy Center, and copies returned and stuffed in envelopes prior to September 19.

Members discussed having a Trail Blazer award. This will be for surviving members who were on the original Planning Council (October 1994 through February 1995), and who will be attending the Anniversary Dinner. If none are able to attend, then use the next Planning Council year of (March 1995 through February 1996). Dee Kelley and Mary Martinez to provide the Planning Council's history; they can relay this to Ellen. Sandy will email Executive Committee the names of the original Planning Council members.

Dress code for the 20th Anniversary Dinner will be business casual. Suggestion was made to have individual photographs made of guests in front of one of the AIDS Memorial Quilts that will be hung around the room.

Justin volunteered to call David Andress and ask if David would consider being the Guest Speaker and the Master of Ceremonies. If David declines being a Guest Speaker, then Justin will contact Jennett Baker and ask her to speak.

The Executive Committee will meet again on Tuesday, August 19, from 12:30 to 2:00 p.m. to continue working on plans for the 20th Anniversary Dinner. Lunch will be provided.

4. Unfinished Business

- Review of Unaligned Ratio and Open Seats: Justin Bell discussed the hand-out that showed Planning Council membership as of today with 24 members and a 33.3% unaligned ratio. Following the July Council meeting, an unaligned PLWHA approached staff and advised that they were strongly considering resigning from the Planning Council in a couple of months, due to health reasons. Justin distributed a chart showing what affect that member's resignation would have; membership would then be at 23, with an unaligned ratio of 30%.

Ellen proposed to form an Ad-Hoc Committee to look at recruiting members for the Planning Council and the Proxy Pool. She will bring this up during the October Planning Council meeting, and ask for volunteers to join this Ad-Hoc committee. Several Executive committee members stated they have heard that only unaligned PLWHA should be attending Planning Council and committee meetings; this myth needs to be corrected and the word needs to get out to all agencies, ASO's and CBO's. Each agency should submit two names as possible candidates for the Proxy Pool, whether the candidate is aligned or unaligned.

- Review Attendance for Past Twelve Months: Ellen reviewed the Planning Council attendance for the past twelve months, and there is still a concern for Eric McBride, who has now missed five of the last nine Council meetings. There was no response from Eric regarding the July 7 letter Ellen mailed. Committee agreed that the Chair should mail another letter to Eric, advising that the Planning Council did not approve a Leave of Absence Policy, and asking what Eric's intention is, regarding his continued membership on the Council.

5. New Business

- Open Co-Chair Slots: The committee discussed the open Co-Chair slots and advised the Council Chair of viable candidates. Ellen named Roberto Polanco as Co-Chair of the Coordination Committee, and Dr. Dana Barnes as Co-Chair of Pharmacy & Therapeutics. Ellen will call Roberto and Dana in the next few days to see if they will accept this responsibility.

- Letter of Assurance: Chair Ellen Schmitt and Vice Chair Kim Geib both signed the Letter of Assurance, dated August 5, which will be attached to our Grant Application that Dee Kelley is preparing.
- Break-out of Funding: Committee reviewed the break-out of funding between Part 'A'/MAI, and Part 'B'/GR for FY2015. This is the third step of the Priority & Allocation process. Step One was setting the 16 priorities for core and support services. Step Two was setting a percentage for each of the services. Step Three is converting the percentage to a dollar amount and breaking the funding up between Parts A and B. A **motion** was made by Justin Bell, seconded by Kim Geib, **to recommend to the Planning Council the proposed break-out of funding.** All five officers present voted in favor of the motion and the motion passed.

6. Staff Report

- Calendars: August through December calendars were distributed. Executive Committee meetings are now scheduled for August 19 (12:30 to 2:00) and September 9 (3:30 to 5:30). An Eligibility Committee meeting is being set for Thursday, October 9 at 1:45 p.m.
- Training: Committee agreed that it would be a good idea to have a short informational session for members who are considering a run for office next year. This will last 30 to 45 minutes and provide an overview of each job (elected officers), and to answer questions about additional meetings and time required to do the job. It would be helpful if some or all of the current officers were on hand and able to give their input.

Sandy has developed a **Pre-Orientation** Power Point slide presentation geared to PLWHA's who want to find out more about the Proxy Pool. This presentation takes 30 to 40 minutes, and Sandy would be available to share it with prospective candidates after each PLWHAA committee meeting. It would be helpful to candidates interviewing with the Nominating Committee to go through this Pre-Orientation first. Similar training that had been provided to new members in the past, will now be known as '**Orientation Training**' and it will be conducted by members of the Nominating Committee. This training is more detailed; will last 1 ½ to 2 hours, and new members must complete this Orientation Training before they can be seated at the Planning Council table.

7. Announcements

There were no announcements.

8. Adjournment

The meeting was adjourned at approximately 6:05 p.m.

ACTION REQUIRED BY PLANNING COUNCIL:

Present to the Planning Council for their approval this committee's recommendation on the break-out of funding between Part 'A'/MAI and Part 'B'/GR for FY2015.

RYAN WHITE PART A/MAI, PART B/GR FY 2015
FUNDING ALLOCATION

2015 Priority	Core Medical Services	7,072,361	Percent	Part A	MAI	Part B/GR	Total
1	Ambulatory/Outpatient Medical Care		33.43%	994,034	190,312	1,179,944	2,364,290
2	AIDS Pharmaceutical Assistance		13.00%	847,552	44,769	27,086	919,407
3	Medical Case Management		23.46%	1,287,528	198,716	172,932	1,659,176
5	Mental Health Services		5.37%	319,330	27,243	33,213	379,786
6	Substance Abuse-Outpatient		0.85%	60,115			60,115
4	Oral Health		7.85%	491,734	38,446	25,000	555,180
8	Medical Nutrition Therapy		0.89%	62,944			62,944
7	Health Insurance Premium		3.01%	212,878			212,878
9	Home & Community Based Health Services		0.09%	6,365			6,365
	Subtotal		87.95%	4,282,480	499,486	1,438,175	6,220,141
	Support Services						
10	Non-Medical Case Management		5.18%	136,877		229,471	366,348
11	Substance Abuse - Residential		2.75%	194,490			194,490
12	Medical Transportation		0.38%	20,775		6,100	26,875
13	Legal Services		2.54%	179,638			179,638
15	Outreach Services		0.93%	65,773			65,773
14	Child Care		0.27%	19,095			19,095
16	Food Bank		0.00%	-	-	-	-
	Subtotal		12.05%	616,649	-	235,571	852,220
	TOTALS		100.00%	4,899,129	499,486	1,673,746	7,072,361
	Available Funds			4,899,129	499,486	1,673,746	7,072,361
							-



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

Meeting Date: Tuesday, September 9, 2014 – 3:30 p.m.

Committee Members Present: Ellen Schmitt (Chair), Kim Geib (Vice-Chair), Pat Sampson (Secretary), and Errol Schell (Parliamentarian)

Support Staff Present: Sandra Sikes

1. Call to Order

The meeting was called to order at 3:35 p.m. by Chair Ellen Schmitt.

2. 20th Anniversary Dinner

Ellen reported on the progress made during the September 3 working meeting, which Ellen, Kim, and Errol attended.

- ✓ Program (booklet) for the meeting was formatted to final draft mode.
- ✓ Decision made to have three award categories: Star, Pioneer, and Trail Blazer.
- ✓ Decided on the parameters for each award.
- ✓ Selections were made for each of the three awards.
- ✓ Draft of the invitation letter was revised.
- ✓ No response yet from David Andress regarding Ellen's Aug. 19 letter asking David to be MC and Guest Speaker.

During the September 9 meeting, the following items were brought up or resolved:

- ✓ A few revisions will be made to the program, including moving the program activities from the back to the front, and keeping the back of the program booklet blank. Final revisions will be made a week or so before the Anniversary Dinner.
- ✓ Ellen sent David Andress a text message, following up on her Aug. 19 letter to him.
- ✓ Committee approved the purchase of 100 anniversary pins, which were designed by Karim Walker. Cost of these pins is \$280.00, and will be paid out of Part A Administrative funds. Sandy to submit the order by end of this week.
- ✓ A couple of corrections will be made to the Invitation Letter
- ✓ Committee members asked to forward addresses they may have that staff hasn't been able to locate yet.
- ✓ Committee selected the three trophy styles for the awards. Mary Martinez will order trophies in mid-to-late October and trophies will be paid for out of Part A Administrative funds.
- ✓ Ellen will schedule another working meeting of the Executive Committee, to finalize work of the Anniversary Dinner. Date and time will be announced soon.

3. Unfinished Business

There was no unfinished business.

4. New Business

- Ad-Hoc Committee for Membership Recruitment: During the October Planning Council meeting, Ellen will be asking for volunteers to join this Ad-Hoc Committee being formed. Committee's purpose is to come up with strategies for recruiting unaligned PLWHA's to the Planning Council. Hopefully many on the committee will also be able to help with the actual recruitment.

5. Staff Report

- October Meeting: The Executive Committee will meet 3:30 p.m. on October 7, following the FCCAPP meeting.
- Committee Reports: Beginning with the October Planning Council meeting, Committee Chairs will give their reports from the podium. Oral reports should normally be limited to one to two minutes; longer time will be granted when there is action for the Council to take. This kicked off at the last Council meeting with Part A and B Representatives (Dee Kelley and Max Wilson) standing and giving their reports from the podium.
- Name Plates: Discussed using different name plates at the October Council meeting. Name plates would show the member's category, rather than their name. It was further suggested that when calling the roll, members reply using their category, i.e. "Present, representing local health departments." Committee approved handing out to each PC member their individual acknowledgement forms, which states the category being represented, as well as a summary of the member's responsibility to the Planning Council.

6. Public Comments

There were no public comments.

7. Announcements

There were no announcements.

8. Adjournment

The meeting was adjourned at approximately 4:40 p.m.

ACTION REQUIRED BY PLANNING COUNCIL:

No action required.



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

Meeting Date: Tuesday, October 7, 2014 – 3:30 p.m.

Committee Members Present: Ellen Schmitt (Chair), Kim Geib (Vice-Chair), Pat Sampson (Secretary), and Errol Schell (Parliamentarian)

Support Staff Present: Sandra Sikes and Deidre Kelley

1. Call to Order

The meeting was called to order at 3:35 p.m. by Chair Ellen Schmitt.

2. 20th Anniversary Dinner

- ✓ Program booklet was reviewed; bios of those receiving awards need to be in to Sandy by October 17. On page 2 under Acknowledgement, add names of all current Planning Council members and Ryan White staff, and also include Karim Walker and Taste Buds Express.
- ✓ Decision made to add Sue Osborne as a Trail Blazer; there will now be a total of four people receiving this award.
- ✓ Had an offer from Walter Fitzwater to provide entertainment, but due to time constraints, we are unable to accept his kind offer. Sandy instructed to call Walter back and decline, but ask if Walter would be willing to do this at another time, such as at one of the Council meetings, or a Retreat?
- ✓ David Andress has agreed to be the Master of Ceremonies and the Guest Speaker, but asked that the committee provide him with a written speech or a detailed outline of the Planning Council's 20 year history. Staff will be looking into doing this as time permits.
- ✓ Update was provided on the funding for the dinner. Justin reported that Taste Buds will be getting a \$1,000 deposit, which leaves a \$2,150 balance owing. Dee Kelley then offered an additional \$1,000 from the Administrative Agency. Committee discussed scaling menu back, and Ellen will contact Billy at Taste Buds to get a revised menu and quote that will be in the \$2,000 range for 60 attendees.
- ✓ Lapel pins are being ordered this week. Awards (trophies) will be ordered in a couple of weeks.
- ✓ Staff asked if the committee still wanted to place the order for a trophy if we knew in advance that the recipient would not be attending the Anniversary Reception. Committee stated that each awardee is being honored for their work, and the recognition stands, even if the person is not physically present to accept the award.

3. Unfinished Business

- Ad-Hoc Committee for Membership Recruitment: Discussed goals and objectives of an Ad-Hoc Committee that Ellen will be forming. Primary purpose will be to assist the Nominating Committee in recruiting PLWHA's to the Proxy Pool. Sandy was asked to prepare a sign-up sheet to pass around during the Council meeting, and Ellen will ask members to sign up. As the Ad-Hoc committee gets underway, they may look at possibly conducting a focus group, or attend a couple of PLWHAA committee meetings to find out what the barriers are for joining the Proxy Pool. This committee may also look at working closer with the case management coalition (Co-Op). It is estimated that this committee will be operational for six months to a year; first goal is to add at least one unaligned PLWHA member to the Planning Council by February 1.

4. New Business

No new business.

5. Staff Report

- Committee Reports: Reminder that during the Planning Council meeting, all committee reports will be presented from the podium.
- Name Plates: In lieu of name plates, Council Members will use their mandated categories for identification. This will only be done at the October meeting.
- Agenda: Committee reviewed and approved the Planning Council's October agenda. Sandy asked Ellen to make an announcement that dinner will be provided after the meeting. Kim requested that this be announced to Council members beforehand via the email BLAST and also include note with the Council packets that are mailed. Pat was given a copy of the Roll Call, which includes whether a member is using a Designated Proxy, or the Proxy Pool.

6. Public Comments

There were no public comments.

7. Announcements

There were no announcements.

8. Adjournment

The meeting was adjourned at approximately 4:35 p.m.

ACTION REQUIRED BY PLANNING COUNCIL:

Sign up for the Ad-Hoc Committee
for Membership Recruitment



Metropolitan Jacksonville Area
HIV Health Services Planning Council

NOMINATING COMMITTEE

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: Wednesday, July 30, 2014 - 10:00 a.m.

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

Support Staff Present: Sandra Sikes

1. Call to Order

The meeting was called to order at 10:10 a.m. by Co-Chair Sharon Hunter.

2. Public Comments

There were no public comments.

3. Review of Unaligned Ratio

Justin Bell discussed the current unaligned ratio and Planning Council's representation compared to the demographics of the HIV population in Duval County.

		<u>Duval County Epi Data</u>		<u>Planning Council Representation</u>	
Total Membership:	24	White:	30%	29%	White
Total Unaligned:	8	Black:	64%	63%	Black
Unaligned Ratio:	33.3%	Hispanic:	03%	04%	Hispanic
		Other:	03%	04%	Other
		Male:	70%	42%	Male
		Female:	30%	58%	Female

The committee acknowledged the only slots that can be filled now is that of unaligned consumers and the Proxy Pool. The seats for Medicaid and St. Johns County Health Department will remain open for the time being. The committee was concerned that local agencies who receive Ryan White funding are not recommending consumers to the Planning Council, even though that language is included in their contracts. Sharon, Nathaniel, and Justin renewed their commitment to continue publicizing the Planning Council and the PLWHAA committee to others they run across.

4. Interviews

- Michael Bennett: Mr. Bennett is Program Manager of Gateway Community Services, and has been a member of the Priority & Allocations committee for several years. He is applying for a seat in either the Mental Health or Substance Abuse Provider category. Following his interview, his score was tallied and it exceeded the 75% minimum. At this time, the committee cannot recommend Mr. Bennett to the Planning Council, due to the unaligned ratio. His application will be placed on hold; Mr. Bennett will be asked to attend the Pre-Orientation training, and he will be brought before the Council at the earliest opportunity.
- Janice Murphy: Ms. Murphy is founder of Women on a Mission (WOAM) and has recently joined the W.A.C. and PLWHAA committees. She is applying for a seat on the Proxy Pool. Following her interview, her score was tallied and it exceeded the 75% minimum; the committee will recommend her to the Planning Council.

5. Unfinished Business

- Membership – The committee expressed their concern about membership and recruitment. Suggestion was made that Nominating Committee (NC) members visit local support groups and invite them to PLWHAA committee meetings and tell them about the Planning Council. The Planning Council needs to understand that the ratio of individuals who are unaligned is falling below the HRSA mandate, and that puts Council members in the other mandated categories at risk. If the Council does not collectively come together to recruit new, vibrant, forward-thinking members to the Council, then some of the current members coming up for reappointment in 2015 could likely not be reappointed.

A question came up as to whether Planning Council members are really concerned about the possibility of not being reappointed, due to the unaligned ratio? Answer was that most Council members are probably not aware of how urgent this matter has become. Since the NC's role is to review and recommend members who are seeking reappointment, the NC will probably need to offer some options to the Planning Council next February, if the unaligned ratio is below 33%. NC is expecting seven or eight members to apply for reappointment next year; the Council may need to leave two or three seats open, until the unaligned ratio increases. Initial suggestions on determining which seats will not be filled are:

- Leave all current unfilled seats open (right now this is Medicaid and St. Johns County Health Department).
- Review attendance; if attendance has been low, then chances are the mandated category has not been adequately represented. The member holding that seat may be asked to resign, or at least to rotate off the Planning Council until the unaligned ratio rises above the minimum, and the seat can once again be filled. The exception here would be the Affected Unaligned category.

- Mandated categories where there are two or more people representing the same category. If one member's term is up in 2015, then that seat may remain open, since there would still be another person in the category.
- Seats in the Non-Elected Community Leader category.

The NC would like to see a cushion be maintained to the 33% minimum. One suggestion is a 5% cushion, which means that the Council would need to maintain an unaligned ratio of 38% before adding additional members in categories other than Affected Unaligned.

6. New Business

- Review criteria for members to run for office. Committee reviewed the attendance record for Planning Council meetings over the past twelve months, and also looked at each member's combined totals (Planning Council and committee meeting %). Based on attendance and officer/committee co-chair criteria, the Nominating Committee determined the following are eligible to run for office in 2015: J. Bell, G. Coon, K. Guthrie, N. Hendley, S. Hunter, H. Kilpatrick, P. Sampson, E. Schell, E. Schmitt, T. Shiloh, A. Turner, and H. Vaughan. A notice to Planning Council members will be emailed around September 2, advising that nominations will be open through September 30. Nominations should be sent to Co-Chairs Justin Bell and Sharon Hunter, with a copy to Sandy Sikes.

7. Adjournment

The meeting was adjourned at 12:30 p.m.

ACTION REQUIRED BY THE PLANNING COUNCIL:

None at this time.



Metropolitan Jacksonville Area
HIV Health Services Planning Council

NOMINATING COMMITTEE

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: Friday, October 3, 2014 - 10:00 a.m.

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

Support Staff Present: Sandra Sikes

1. Call to Order

The meeting was called to order at 10:10 a.m. by Co-Chair Sharon Hunter.

2. Public Comments

There were no public comments.

3. Review of Unaligned Ratio

Justin Bell discussed the current unaligned ratio and Planning Council's representation compared to the demographics of the HIV population in Duval County.

		<u>Duval County Epi Data</u>		<u>Planning Council Representation</u>	
Total Membership:	24	White:	30%	29%	White
Total Unaligned:	8	Black:	64%	63%	Black
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Unaligned Ratio:	33.3%	Other:	03%	04%	Other
		Male:	70%	42%	Male
		Female:	30%	58%	Female

- Over the past couple of months, committee members have visited various support groups, agencies, and the Co-Op, telling people about the PLWHAA committee, the Planning Council, and the Proxy Pool. Close to 25 names of prospects for the PLWHAA committee were collected at the H.O.P.E. picnic, and Nathaniel will be contacting them about upcoming meetings. Justin mentioned a Pledge Binder at a recent event he attended, where signers 'pledged' to take a specific action (i.e., get tested). This might be something to look at in the future, where Planning Council members pledge to recruit new members, or where committee members pledge to attend at least one Planning Council meeting, or for any other pledge that will help out the Planning Council, and/or PLWHA's in the area.
- Antoinette brought up conversation on whether the committee wanted to fast-track a recent applicant, and recommend that the applicant goes directly to the Planning Council, rather

than the Proxy Pool. After discussing pro's and con's, decision was to continue the recommendation to Proxy Pool, but re-visit this member's status in three or four months, on whether the committee feels this new member is ready to move up to the Council.

4. Unfinished Business

There was no unfinished business.

5. New Business

- Spotlight: Nominating will be the 'spotlight' committee during the October Planning Council meeting. Justin will review the tools used when assessing Council members coming up for reappointment. Sharon will focus on the mission statement and committee's purpose, and emphasize that this committee will be providing more membership training going forward.
- New Name for Form: One of the tools used is a fairly new form that had been called 'Reappointment Form' or 'Tiers'. The committee decided to give it an official name; this two page form will now be known as the "Reassessment Tool".
- Interviews: Staff is expecting two applications soon for the Proxy Pool. Hopefully the Nominating Committee can conduct these interviews next month. Staff has also received applications from three applicants applying for the mandated categories of Medicaid, Health Department, and Federally Qualified Health Centers. Committee agreed to interview these three applicants as well over the next couple of months. If interviews are successful, the two Proxy Pool members will be presented to Council for vote; the three mandated category applicants will be placed in pending until the unaligned ratio increases, and then they will be presented to Council for vote.
- Ad Hoc Recruiting Committee: Justin informed the committee that Council Chair Ellen Schmitt will be forming an Ad Hoc Committee for the purpose of recruiting PLWHA's for the Proxy Pool. The Ad Hoc Committee will direct membership applications to the Nominating Committee, who will continue to process, interview, and recommend applicants to the Planning Council. The Ad Hoc's role is to temporarily take the lead in recruiting PLWHA's until such time as the unaligned ratio improves.
- 2015 Candidates for office. Committee received nominations from only one member. Two of the five people that member nominated, declined. Committee members reviewed all members who were eligible to run, and added names to the roster. The following is the slate the committee came up with:

Vice Chair:	Antoinette Turner and Justin Bell
Secretary:	Pat Sampson and Heather Kilpatrick
Treasurer:	Heather Vaughan and Errol Schell
PLWHA Rep:	Gloria Coon and Sharon Hunter
Parliamentarian:	Kendall Guthrie and Ellen Schmitt

Staff was directed to contact those new names added, and see if the individuals would be willing to run for office. Committee will be advised via email in the next few days when all nominees are contacted.

Nominating Committee expressed concern that over the past few years, fewer and fewer members are submitting any nominations, and it may be time to change the way nominations are conducted.

7. Adjournment

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

ACTION REQUIRED BY THE PLANNING COUNCIL:

None.

Article IV Membership

Section 8 Prospective ~~appointed voting members~~ candidates must:

- a. ~~Complete a membership questionnaire.~~
- b. Attend one information overview/pre-orientation meeting.
- c. Attend two Planning Council meetings or one Planning Council and two committee meetings within three (3) months of ~~completing "a" and "b" as listed above.~~
- d. ~~a. Complete~~ Submit a membership application.
- e. Be interviewed by the Nominating Committee.
- f. Score a minimal of seventy-five (75) points in the interview.
- g. Be nominated by the Nominating Committee for membership.
- h. Be approved by the Planning Council and recommended to the Mayor.
- i. Be appointed by the Mayor.

Article IV Membership

Section 8 Prospective **candidates** must:

- a. **Submit a membership application.**
- b. Attend one information overview/pre-orientation meeting.
- c. Attend two Planning Council meetings or **one Planning Council and two committee meetings** within three (3) months.
- d. Be interviewed by the Nominating Committee.
- e. Score a minimal of seventy-five (75) points in the interview.
- f. Be nominated by the Nominating Committee for membership.
- g. Be approved by the Planning Council and recommended to the Mayor.
- h. Be appointed by the Mayor.

Article VI Section 2

Officers - Duties and Responsibilities

- E. Being an Ex-Officio member of all committees and appoint a committee chairs to each of the standing committees.
- H. ~~Neither the Chair nor Vice-Chair~~ shall not serve as a Chair or Co-chair of a Planning Council Standing Committee during their term of office.

Article VI Section 2

Officers - Duties and Responsibilities

- E. Being an Ex-Officio member of all committees and appoint **a** committee chair **to each of the standing committees.**
- H. The Chair shall **not** serve as a **Chair or Co-Chair** of a Planning Council **Standing** Committee during their term of office.
- I. **The Vice Chair may serve as a Chair of a committee.**

Article V	Executive Committee/Officers/Staff	Article V	Executive Committee/Officers/Staff
Section 1	The Executive Committee shall consist of the Chair, Vice Chair, Treasurer, Secretary, Immediate Past Chair, Parliamentarian, and a Person Living with HIV/AIDS (PLWHA) Representative elected from the membership at large, <u>along with the Chairs from each of the Standing Committees.</u>	Section 1	The Executive Committee shall consist of the Chair, Vice Chair, Treasurer, Secretary, Immediate Past Chair, Parliamentarian, and a Person Living with HIV/AIDS (PLWHA) Representative elected from the membership at large, along with the Chairs from each of the Standing Committees.

Article VI	Officers - Duties and Responsibilities	Article VI	Officers - Duties and Responsibilities
Section 1	The Chair, Vice Chair, Treasurer, Secretary, Parliamentarian and PLWHA Representative of the Planning Council will be elected from the Planning Council membership by a majority of the quorum of the membership present. The Planning Council Chair and Vice Chair must be approved by the Mayor of the City of Jacksonville. <u>The Committee Chairs shall be appointed to their positions by the Council Chair, or in the Chair's absence, the Vice Chair, following the Planning Council's Annual Meeting in January. Committee Chairs will be voting members of the Executive Committee.</u>	Section 1	The Chair, Vice Chair, Treasurer, Secretary, Parliamentarian and PLWHA Representative of the Planning Council will be elected from the Planning Council membership by a majority of the quorum of the membership present. The Planning Council Chair and Vice Chair must be approved by the Mayor of the City of Jacksonville. The Committee Chairs shall be appointed to their positions by the Council Chair, or in the Chair's absence, the Vice Chair, following the Planning Council's Annual Meeting in January. Committee Chairs will be voting members of the Executive Committee.

<p>Article X Standing Committees</p> <p>Section 1 The Chair, or in the Chair's absence, the Vice Chair, and Vice Chair of the Planning Council shall appoint the Co-chairs of each of the committees, upon recommendations of the committees. <u>Committee Co-Chairs will be selected by their committees during their February meeting, or at their next regular committee meeting.</u> Both Chairs and Co-Chairs of committees must be members of the Planning Council. Committee Co-Chairs will be limited to two (2) consecutive terms of (1) year each per committee. Upon the approval of the committee Co-chairs, persons who are not members of the Planning Council may be included as committee members in accordance with the pre-orientation policy.</p>	<p>Article X Standing Committees</p> <p>Section 1 The Chair, or in the Chair's absence, the Vice Chair of the Planning Council shall appoint the Chairs of each of the committees. Committee Co-Chairs will be selected by their committees during their February meeting, or at their next regular committee meeting. Both Chairs and Co-Chairs of committees must be members of the Planning Council and will be limited to two (2) consecutive terms per committee. Upon the approval of the committee Chair, persons who are not members of the Planning Council may be included as members of committees.</p>
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<p>No. 2006-01 Policies for Committee Membership and Voting</p> <p><u>Committee Membership – Planning Council</u></p> <p>The Chair, or in the Chair's absence, the Vice Chair, and Vice Chair of the Planning Council will appoint the Co-Chairs of each of the committees upon recommendations of the committees. Nomination for committee Co-Chairs will be made in October at regularly scheduled committee meetings. <u>Appointment of committee Co-Chairs by the Planning Council Chair and Vice Chair will occur following the Planning Council's Annual Meeting in January.</u> <u>Committee Co-Chairs will be selected by their committees during their February meeting, or at their next regular committee meeting.</u> Both Chairs and Committee Co-Chairs of committees must be members of the Planning Council and will be limited to two consecutive terms of one year each per</p>	<p>No. 2006-01 Policies for Committee Membership and Voting</p> <p><u>Committee Membership – Planning Council</u></p> <p>The Chair, or in the Chair's absence, the Vice Chair, of the Planning Council will appoint the Chairs of each of the committees following the Planning Council's Annual Meeting in January. Committee Co-Chairs will be selected by their committees during their February meeting, or at their next regular committee meeting. Both Chairs and Co-Chairs of committees must be members of the Planning Council and will be limited to two consecutive terms per committee. Upon the approval of the committee Chair, persons who are not members of the Planning Council may be included as members of committees in accordance with Article X, Section 1 of the Planning Council Bylaws.</p>
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committee. Upon the approval of the committee ~~Co-Chairs~~, persons who are not members of the Planning Council may be included as members of committees in accordance with ~~the pre-orientation policy~~ (Article X, Section 1, of the Planning Council Bylaws, ~~Amended 2008~~).

Any member of the Planning Council can be a member of any Planning Council committee or subcommittee. Members of the public ~~can make a written request~~ should submit a committee application for committee/subcommittee membership ~~from~~ to the ~~Co-Chairs~~ of the committee/subcommittee the person is interested in joining. Upon approval by ~~the~~ that ~~Co-Chairs~~, the member of the public becomes a member of the committee/subcommittee.

Membership is not limited to only one committee/subcommittee. To maintain committee/subcommittee membership, all members must sign up each year. Members of the public must ~~request reappointment~~ complete and submit a new committee application form to ~~from~~ the Committee ~~Co-Chairs~~ to continue their participation on a particular committee. Committee membership will be solicited one time each year, usually in January and February ~~and/or March~~. New Planning Council members can join a committee or subcommittee upon appointment to the Planning Council.

Any member of the Planning Council can be a member of any Planning Council committee or subcommittee. Members of the public **should submit a committee application** for committee/subcommittee membership **to the Chair** of the committee/subcommittee the person is interested in joining. Upon approval by **that Chair**, the member of the public becomes a member of the committee/subcommittee.

Membership is not limited to only one committee/subcommittee. To maintain committee/subcommittee membership, **all** members must sign up each year. Members of the public must **complete and submit a new committee application form to** the Committee **Chair** to continue their participation on a particular committee. Committee membership will be solicited one time each year, usually in **January and February**. New Planning Council members can join a committee or subcommittee upon appointment to the Planning Council.



November 2014



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Please note: Nominating Committee has changed the date of their meeting from the 7th to the 14th.						
2	3	4 4:00 Exec	5	6 9:00 W.A.C.	7 4:30 Anniversary Reception	8 HB: Torrence Shiloh
9	10 9:30 to 11:30 New Member Orientation Training	11 9:00 MCM Curriculum 12:00 World AIDS Day Committee Mtg	12	13 12:00 PLWHAA 1:45 Eligibility	14 10:00 Nominating	15
16	17 HB: Verlon Blair	18	19	20 4:00 PLANNING COUNCIL	21 9:00 Porviders Mtg 10:30 EIIHA	22
23	24	25	26	27 THANKSGIVING	28	29
30						