

# **METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL**

Ryan White Part A and B Programs ♦ 580 West 8<sup>th</sup> Street – 2<sup>nd</sup> Floor ♦ Jacksonville, FL 32207

**Planning Council MINUTES** on Thursday, February 25, 2021 – 3:00 p.m.

## **Call to Order: Katrina Williams, (Planning Council Chair)**

Called to order at 2:04 p.m. – Meeting Location: 580 West 8<sup>th</sup> Street – 2<sup>nd</sup> floor Tower Conference Room  
Introductions of Planning Council Members and guests were conducted.  
NHAS Goals were read by Debbi Carter.

## **Roll Call: Zane Urbanski, (Vice-Chair)**

**Members Present:** Katrina Williams (Chair), Zane Urbanski (Vice-Chair), Herb Smith, Debbi Carter, Dan Merkan, Glen Edwards, Mary Glenn, Timm Purcell, Deweyne Robinson, DeWeece Ogden (via zoom), Christie Mathews (via zoom), Dawna Cornelissen.

**Members Absent:** Michael Acker, Gloria Coon, Ne'Tosha Dopson-Woodall, Mark Cleveland

**Associate Member Present:** Heather Kilpatrick

**Associate Member Absent:** none

**Staff:** Sandy Arts, Lisa Holley

**Guests (via Zoom):** Johanne Belizaire, Donna Sabatino, Lolita Hill, Penelope Knight, Christie Edmonds, Samuel Quintero, Sharon Hunter, Kizzie Jones, Allison Ruby, Howard Williams, Olivia Coffey.

**Guests (in person):** Justin Bell, Dr. Justin Oring, Paula Burns, Jonathan Harris, Timothy Neal, Frances Lynch, Earvin James, Chief Johnnetta Moore, Krystle Cherry, Lynnette Cuebas, Ethan Bower (intern at UF Cares),

Zane Urbanski stated, "Madam Chair we do have a quorum".

- Katrina stated that based on the memorandum from the Ethics office it is a requirement that we have a quorum in person and once a quorum is established the Council can proceed on a case by case basis to see if we can allow Planning Council members to be able to vote and be marked as present, for those Council members participating via Zoom. According to the memorandum, it states that the City's Boards may in their discretion determine that other extraordinary circumstances such as: illness, health related issues, out of town trip or an employer is not allowing you to come out and meet in person. These are some of the reasons that a person can get an extraordinary circumstance that will allow a person to vote and be present via Zoom. Katrina stated that the Council will need to vote whether the Council members via zoom will be marked as present based upon the reason they give for not being present in the meeting today. Mark Cleveland stated that he was unable to find a sitter for his mother which is the reason he is not present in person today.

- Glen Edwards made a motion that we accept the excuse for Mark Cleveland so he can be counted as a full voting member via Zoom under the emergency provision. The motion was seconded by Debbi Carter. Voting results: 2 yea's, 7 nay's. There were no abstentions. The motion did not pass.
- Katrina stated that Christie Mathews employer is not allowing her to attend any in person meetings at this time. Dan Merkan made a motion to accept that under extraordinary circumstances and her employer is not allowing travel, that she is given full voting rights and marked as present via Zoom. The motion was seconded by Mary Glenn. Voting results: 9 yea's, 0 nay's. There were no abstentions. Christie is able to vote and be marked as present. The motion passes.
- Katrina stated that DeWeece Ogden's employer has a travel ban and her employer is not allowing her to attend any in person meetings. A motion was made by Dan Merkan and seconded by Debbi Carter. Voting results: 9 yea's, 0 nay's. DeWeece is able to vote and be marked as present. The motion passes.

#### **Approval of January Meeting Minutes:**

- The January 28, 2021 minutes were reviewed. A motion was made by Herb Smith and seconded by Debbi Carter. The Planning Council meeting minutes were approved with no oppositions or abstentions. 9 yea's

#### **Public Comments:**

- Earvin James commented that the Planning Council should have funds available for Mark Cleveland to pay for a sitter so he can attend the meeting in person.

#### **Planning Council Chair: (Katrina Williams)**

- Katrina Williams acknowledged Planning Council members who have a birthday in the month of February.

#### **AGENCY REPORTS:**

##### **Lead Agency – Part B: (Johanne Belizaire)**

- Financial: Part B Reported quarterly
- *Operations*
- Staff changes:
  - Open positions: 2 outreach staff (testing and linkage) for the mobile unit. See [jobs.myflorida.com](https://jobs.myflorida.com)
  - We just hired a new Eligibility staff member who started last week. We are still in the process of hiring 1 more Senior Clerk. Currently conducting interviews.
- Clinic updates (same):
  - Telehealth is available for OAHS, MCM, NMCM and PrEP services
  - Mobile testing for COVID-19 at CHP Mon-Fri (9:00 am – 3:00 pm)
    - Walk Up Testing Site COVID-19  
DOH-Duval Central Health Plaza  
515 West 6<sup>th</sup> Street Jacksonville, FL 32206
  - DOH-Duval COVID-19 Call Center 904-253-1850  
Tuesday Thursday and Fridays 8:00 a.m. – 4:00 p.m.
- Pharmacy updates
  - Delivery program (encourage clients to sign up if interested)

- We are pleased to confirm that ADAP clients have an additional enrollment period this year for health insurance from the federal Marketplace. Clients may enroll or change plans until May 15, 2021.
- Contracts/grant updates (same)
  - HRSA Part C COVID-19 response grant for FY 2020-2021 (April 1, 2020 – March 31, 2021)
  - HRSA EtHE 2020 Mobile Medical Unit implementation and support funds of \$320,100 for the GY 03/01/2020- 2/28/2021

<u>Clients services</u>	<u>January 2021</u>	<u>Comments Based on Nov. 2020 Data</u>	<u>YTD (Jan-Dec 2021)</u>
Test and Treat	11	Down by 1 Client	11
PrEP	2	Up by 2 Clients	2
Npep	2	No change	2
ADAP Pick Up Rate	77.64%	Up by 3.73%	
Area 4 Viral Load Suppression	Baker: 100%	No change	Average for Area 4: 83.79%
	Clay: 86.67%	Up by 4.70%	
	Duval: 59.94%	Up by 2%	
	Nassau %	No Change	
	St. Johns 88.57%	Up by 1.39%	3%
Ryan White Enrollment	2	Down by 8 Clients	2

HIV Testing Number for Area 4 (reported quarterly)

- HIV Bingo night for CAB members in April. This event will practice social distancing and be limited to 6-8 CAB members.
- AIDS Program Office Mobile Unit no longer performs COVID-19 tests but continues to provide HIV, STD and COVID tests for PLWHA and close family in household. Hepatitis A vaccines available on Wednesdays. Mobile unit calendar available online at [HIVCARENOW.com](http://HIVCARENOW.com)

For more information on HIV, STD and COVID-19 testing events, visit the Florida Department of Health in Duval County website at [duval.floridahealth.gov](http://duval.floridahealth.gov)

- Community Connection – 2<sup>nd</sup> Thursday of the month
- Community Connections Newsletter
- Visit the HIVcarenow webpage at [hivcarenow.com](http://hivcarenow.com) or call (904) 253-1448 for updated related information in Area 4.

Community Connections: (Michael Acker)

- No report.

Administrative Report: (Part A office)

- Grants/Contract Updates:
- Sandy stated we have received our initial award and it has gone through the Mayor’s budget review committee. The next step is to go to Procurement and then giving the award monies to the individual agencies.
- Sandy Arts mentioned that we talked to all of the agencies to let them know what they need to resubmit to meet their work plan requirements for budgets.

- We have started to look at contracts for this current year. We are at 80% spent as far as grant monies are concerned. We just have February and the clean-up for CareWare and we are pretty much on track.
- We received funding for the EHE program in which Krystle Cherry is the program coordinator. We are in process of MBRC receiving those funds and doing contracts with the Department of Health (DOH) and CAN for the mobile medical units for this year.
- Planning Council red books – we got them printed from the City of Jacksonville’s Copy Center, however; the Council will not receive them today due to missing pages. We are starting over and working on getting the missing pages by next Monday.

**AHF C.A.B. Report:**

- No report.

**Women, Adolescent and Children (W.A.C.): (Audrey Green)**

- Zane Urbanski gave the report for Audrey Green.
- The committee did not meet in February. They meet every other month.
- Next Meeting will be on March 9<sup>th</sup> at 1:00pm via Zoom.

**Dept. of Health (Duval) C.A.B. Report: (Earvin James)**

- The meeting was called to order by Facilitator, Brianna Bell at 12:10PM
- Moment of silence announced by Brianna Bell to recognize those individuals who have been affected or infected by HIV/AIDS and to those who have lost the fight.
- Low attendance. Attendees reviewed Quality Circle numbers, Quality Circle Liaison reports and announcements. CAB will resume with today’s planned agenda at the February 18<sup>th</sup> meeting.
- Consumer Quality Circle (CQC) numbers
  - Viral Load Suppression: 87.23% (last time 86.03%)
  - ADAP Pick-up Rate: 71.32% (last time 81.45%)
  - ADAP No-show Rate: 36.63% (last time 31.63%)
  - CCC No-Show Rate: 40.45%

**Old Business**

- CAB Chair/Officers/Liaisons- nominations and voting will be postponed until meetings resume in person
- FDOH is not allowed to have in-person meetings at this time or gatherings of more than 10 people.
- Increasing CAB Membership
- Next Meeting: Continue brainstorming 2021 CAB ideas

**Announcements of Community Events or Engagements**

- NFAN January/February Luncheon, please call NFAN at (904)356-1612 for more information on if they are occurring.
- Planning Council Meeting on 1/28/21 via Zoom at 3pm. Community Connections virtual meeting will take place on 02/11/21 at Noon via Zoom. Call-in # for Community Connections will be provided to members the week of meeting.
- Overflow’s 2<sup>nd</sup> Annual “Riding for a Cause” Car Show is happening February 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> at 3416 Moncrief Rd. Call 904-503-2404 for more information.
- Homeless Veterans Stand Down: Job Fair, Health & Support services January 29<sup>th</sup>- January 30<sup>th</sup> from a 10am-2pm at Jax Fairgrounds 510 Fairgrounds Place. Veterans will be provided with employment

services, medical services, dental services, shelter & housing, VA services, Vet Center, Food/Clothing and Hygiene kits. FDOH Mobile Unit Outreach team will be in attendance for testing and screenings.

- FDOH Mobile Unit is offering HIV care and HIV & STD testing Tuesdays- Thursdays at select locations each month (see December calendar)
- Walk-up COVID-19 testing at FDOH 515 W 6<sup>th</sup> Street. Monday-Friday from 9am-4pm \*\*Except Holidays\*\*. Must wear a mask and bring an ID.
- Members were reminded of next CAB meeting on February 18<sup>th</sup> at 12:00 pm via conference call.
- CCC Consumer Quality Members please be advised that EVERY MONTH we will meet at 11:15am 3rd floor conference room. Brianna will notify everyone if plans are changed.
- Rashon Horne- Medical/Clinical
- Vacant- Peer Navigators
- Charles Wilkerson- Dental
- Earvin James Sr.- Eligibility/Financial
- Rashon Horne - Pharmacy
- Paula Burns mentioned that we have pharmacy delivery services. ADAP open enrollment has been extended until May 2021.

### **UF CARES C.A.B. Report: (Glen Edwards)**

- Last meeting was on Tuesday, February 16, 2021.
- There was discussion on recruiting more members for the CAB meetings.
- We encouraged committee members to contact CAN about eligibility updates.
- CAB Updates: we are seeking to recruit more members. We are continuing to have virtual meetings. Remind members, if they do not have zoom access, Alfreda has the zoom number and password to call into the meeting.
- CAB Chair: Gloria Coon
- Clinic Updates:
- We are continuing with Telehealth.
- New Dietician coming soon, still looking to fill RN position.
- Dr. Mojadidi – GYN clinic, Dr. Tina- afternoon clinic, Mental Health Services- position open for Psychiatric Nurse- APRN.
- Case Management:
- Affordable Care Act opens 2/15 thru 5/15. Please register if you have no insurance. Katrina-NFAN can assist with insurance application. Complete Planning Council Survey, Peer Navigator starting on 2/26 Michael
- Research Update:
- CAB Members to be on council for IMPACCT, PHACS- meets once a month. IMPACCT – meets twice a month. Normally on Thursdays around 12:00pm.
- COVID Clinic at Emerson- started IDQ medication. 2 injections IV. Enrolled 5 patients. Next step is 2 more drugs. It is going very well. Selected for 2 COVID vaccines study- college students (reached out to JU, UNF and would like to reach out to Edward Waters College, we are open to Florida State College students), another for children- few months to 12 years, Johnson and Johnson for children COVID vaccines. Consents must be signed.

### **Old Business (UF CARES C.A.B. Report)**

- Remind everyone to contact CAN for Ryan White eligibility updates. It is very important to maintain current RW eligibility. Telehealth will continue, it is recommended for everyone.

## New Business (UF CARES C.A.B. Report)

- Program with Ron Brown, Overflow Agency doing a community outreach in April 2021, more information to come. Program will be on a Saturday 10:00am-3:00pm. This would include a brunch, including a panel to discuss HIV Stigma.
- Reminder- moving forward with Prep. We have a program with Gilead to assist with medication. 340B program will cover outpatient and labs. This program targets people in a relationship with someone HIV Positive. Pep- working developing program for HIV exposure during non-working.
- Food- new grocery store non-profit similar food pantry, offers class how to handle proper food handling located on 4220 Moncrief Road. Monday thru Friday. It is new and free - open to everyone with membership. You have to register to receive membership.
- Food Give away – Feed America. 1231 Tyler Street starts at 3:00p until all food is gone, drive through only.
- Nutrition Class at NFAN- next class is April. Different hours and days, 4 people per class. Contact Allison at NFAN for more information.
- Meet every 3rd Tuesday of each month. Next Cab Meeting 3/15/21.

## COMMITTEE REPORTS

### Executive Committee: (Katrina Williams)

- The last in person meeting was on 2/16/2021.
- Katrina mentioned that the committee discussed the comment cards and comment boxes at each of the agencies. We received a total of 63 comment cards.
- Deweyne Robinson will contact those who completed a comment card checked on the comment card that they would like additional information about the Planning Council. Deweyne will contact those individuals to invite them to the Planning Council meeting and give them more information about the Council.
- Katrina stated that the committee discussed the Planning Council timeline. Sandy Arts is reviewing it. Once we receive approval the timeline will go out to all Planning Council members, to all agencies and to the community.
- We discussed Basecamp which is a project management tool that is used to store important data and documents in one place. This way documents can be pulled from Basecamp as needed. Sandy Arts will check with the City of Jacksonville to see if something like this already exists and is in place that is similar to Basecamp. This way if individuals who are on different committees leave the area we will not lose data and work that was done, so we are trying to find a place to store important documents.
- Katrina mentioned that the committee discussed that we need to be more consistent when it comes to voting on which Council members that be will allowed to vote or who cannot vote via Zoom. Katrina stated that we need to go according to the Memorandum that came out. Last month we were inconsistent with the votes and we need to fix this.
- We discussed surveys.
- Katrina mentioned that this is Herb Smith, Debbi Carter, Christie Mathews, Zane Urbanski, Ne'Tosha Dopson-Woodall's last Council meeting. They are rolling off the Council. Katrina thanked them for all of their hard work over the years and she enjoyed working with each of them.
- Next Meeting will be on 3/16/2021.

### **Membership Committee (Debbi Carter – Chair)**

- The last in person meeting was on 2/10/2021.
- Debbi thanked everyone on the Membership committee for doing a great job.
- We were able to interview close to 15 people.
- Debbi distributed Planning Council postcards and booklets to different agencies and doctor offices.
- Debbi called 30 people who completed a Planning Council survey.
- We changed some of the interview questions.
- Gloria Coon sent an email to the Planning Council Support Aide about some concerns that she has.
- Katrina mentioned that a letter was written and signed by the Planning Council chair and will be mailed out to Gloria Coon tomorrow enter date.
- Debbi Carter made a motion to have Earvin James be recommended to the Mayor's Office to be placed on the Planning Council and it was seconded by Herb Smith. Voting results: 12 yea's. The motion passes.
- Debbi Carter made a motion to have Dr. Justin Oring be recommended to the Mayor's Office to be placed on the Planning Council and it was seconded by Herb Smith. Voting results: 12 yea's. The motion passes.
- Debbi Carter made a motion to have Justin Bell be recommended to the Mayor's Office to be placed on the Planning Council and it was seconded by Herb Smith. Voting results: 12 yea's. The motion passes.
- Debbi Carter made a motion to have Francis Lynch be recommended to the Mayor's Office to be placed on the Planning Council and it was seconded by Herb Smith. Voting results: 12 yea's. The motion passes.
- Debbi Carter made a motion to have Paula Burns be recommended to the Mayor's Office to be placed on the Planning Council and it was seconded by Herb Smith. Voting results: 12 yea's. The motion passes.
- Debbi Carter made a motion to have Heather Kilpatrick be recommended to the Mayor's Office to be placed on the Planning Council and it was seconded by Herb Smith. Voting results: 12 yea's. The motion passes.
- Debbi Carter made a motion to have Jonathan Harris become an Associate Member of the Planning Council. Voting results: 12 yea's. The motion passes.
- Katrina Williams commented that Associate members names are not forwarded to the Mayor's office for appointment, that only a vote by the Planning Council is needed.
- Dawna Cornelissen commented that the voting that took place today is not an automatic that the individuals will be on the Planning Council. The Mayor's Office makes the official decision if individuals are accepted or denied for appointment to be on the Planning Council.
- Debbi Carter commented that each individual that was voted on today would be called on to conduct an interview with the Mayor's office.
- Katrina Williams commented that Jonathan Harris will not receive a phone call to have an interview with the Mayor's office as an Associate member. Starting next month, Jonathan will be an Associate member on the Planning Council after the vote that took place today.
- Next meeting will be on 3/25/2021 from 2:00pm – 4:00pm.

### **Continuum of Care Coordination Committee - (CCCC) (Dan Merkan)**

- Last Zoom meeting was held on February 11, 2021.
- We discussed and reviewed epidemiology data and some data related to social determinants of health and priority populations.

- The CCCC committee is beginning to write the new Integrated Comp Plan for 2022-2026.
- We established an Ad-Hoc writing committee that has six members to work on the first part of the plan that covers epidemiology data, social determinants and priority populations.
- Dan stated if anyone is interested in joining the Ad-Hoc committee to please send an email to the Planning Council Support Aide.
- The next in person meeting will be on the 3/11/2021.

### **Bylaws Committee (Herb Smith- Co-chair)**

- Last meeting was held via Zoom on 2/4/2021.
- There was discussion and we are still working on our Memorandum of Understanding (MOU) between the Planning Council and the Part A office.
- This MOU does not supersede the Executive Order. It further outlines who does what and why. This MOU is not binding.
- Herb mentioned that we are using Houston’s Planning Council Memorandum of Understanding (MOU) as a guideline.
- Next Zoom meeting will be on 3/4/2021 from 2:00pm – 4:00pm.

### **OLD BUSINESS**

#### **Ending the HIV Epidemic (EHE) Report (Dan Merkan)**

- We have a separate work group for EHE and we have another meeting on this Friday.
- Paula Burns has been doing some great work and she is finishing up on our EHE work plan, which will have all the different goals, activities, deliverables and time frames for when we will have these things done for 2021.
- Katrina Williams asked Paula Burns for a copy of the timeline that the committee is working on so we can include it on our timeline for our area.

#### **MCM Planning Council Survey Update (Katrina Williams)**

- Katrina mentioned that all medical case managers are completing a survey with their consumers. By consumers completing the survey, we are about to find out what they know about the Planning Council, see if they would like more information about the Council as well as sending email invitations to those interested to attend our Planning Council meetings.
- Katrina welcomed and thanked the consumers who participated via Zoom and stated that “we need your voice to be heard.”
- We are receiving a weekly update from Dan Merkan letting us know how the survey is going.
- Katrina mentioned that each agency has their own individual link.
- As of 2/24 we had a total of 195 surveys completed, 107 individuals showed interest in the Planning Council and has been or will be contacted by the Membership Chair.
- We have the agency breakdown on which agencies have completed the survey:
  - AHF – 7
  - CAN – 3
  - Jacksonville Legal Aid – 14
  - Lutheran Social Services – 63
  - Northeast Florida Aids Network – 63
  - River Region Health Services -7

- UF Cares – 38
- Department of Health (DOH) 4 locations - 0
- Gateway - 0
- Our survey will end on March 10, 2021.
- Katrina stated that we are trying to get more consumers involved in the Planning Council.
- Katrina mentioned that the survey that we are working on is for us to communicate with consumers or Ryan White participants in order to make them aware of the Planning Council.
- Katrina mentioned that some of her clients that she has spoken to have never heard of the Planning Council.
- Katrina mentioned that each agency is supposed to provide 2 names per agencies to the Council, in order to see if individuals are interested in joining the Council. This survey was a way for us to reach those individuals.
- Katrina stated that we are giving out Planning council postcards and booklets to different doctor offices, agencies, dental offices and primary care offices to reach those who are not Ryan White participants.

## **NEW BUSINESS**

### **Planning Council Meetings – Vote on no meetings:**

- Katrina mentioned that the Planning council usually takes off and we hold no meetings 2 months out of the year. Sandy Arts stated that the grant is due every September.
- Katrina stated that according to our Membership Policies and Procedures we need to hold a December meeting in order to have nominations from the floor for a possible Chair, Vice Chair and Community Representative.
- A motion was made by Dawna Cornelissen to move that we do not have a full Planning Council meeting in November 2021, it was seconded by Deweyne Robinson.. There was discussion. Voting results: 12 yeas the motion passes.
- A motion was made by Dan Merkan to move up the December Planning Council meeting to the 3<sup>rd</sup> Thursday, December 16, 2021, it was seconded by Deweyne Robinson. Voting results: 12 yeas. The motion passes.
- A motion was made by Deweyne Robinson to move the April Planning Council meeting from 4/22 to 4/29 due to no available meeting room on 4/22 to practice social distancing. It was seconded by Timm Purcell. Voting results: 12 yeas. The motion passes.

### **Presentations of award and certificates (Sandy Arts)**

- Herb Smith was presented with two Certificates of Appreciation for his contributions to the Ryan White Planning Council for the Jacksonville TGA, Chair of the Eligibility and Ad-Hoc Committee.
- Dan Merkan was presented with a Certificate of Appreciation as the 2020 Chair of the Continuum of Care Coordination Committee.
- Dawna Cornelissen was presented with a Certificate of Appreciation as the Parliamentarian and 2020 Chair of the Bylaws Committee.
- Debbi Carter was presented with a Certificate of Appreciation as the 2020 Chair of the Membership Committee and for her contributions to the Ryan White Planning Council for the Jacksonville TGA.
- Sandy stated that we have a Certificate of Appreciation for Wade Davis as an Associate Member and for his contributions to the Ryan White Planning Council for the Jacksonville TGA. Due to his absence, his certificate was given to Zane Urbanski.

- Sandy stated that we would like to thank Ne'Tosha Dopson-Woodall for her contributions to the Ryan White Planning Council for the Jacksonville TGA. Due to her absence, her certificate was given to Paula Burns.
- Sandy stated to Christie Matthews via Zoom, thank you for her contributions to the Ryan White Planning Council for the Jacksonville TGA. Christie's certificate will be mailed out to her.
- Zane Urbanski was presented with a Certificate of Appreciation for being the Chair of the Priority and Allocations Committee. Zane was also presented with a plaque for his service as the Vice Chair of the Planning Council.

**New Officers sworn in (Chief Johnnetta Moore)**

- Chief Johnnetta Moore read the installation script to Katrina Williams and Dawna Cornelissen.
- Katrina Williams is continuing as the Chair of the Planning Council (2<sup>nd</sup> year).
- Dawna Cornelissen is appointed as the new Planning Council Vice Chair.
- Chief Johnnetta Moore asked everyone to join her in welcoming and installing our new Officers.

**New Committee Chairs 2021- 2022 year**

- Katrina stated that we voted on Dan Merkan continuing to be the Chair of the Continuum of Care Coordination Committee. Katrina thanked Dan for his third year on the CCCC committee and that we appreciate all his hard work.
- Katrina stated that Deweyne Robinson will be our new Membership Chair for the 2021-2022 year. Katrina thanked Deweyne for taking on this responsibility.
- Katrina stated that as long as Justin Bell is appointed by the Mayor's office he would be our new Chair of the Priority and Allocations committee. The next meeting is in April.
- Katrina stated that as long as Heather Kilpatrick is appointed by the Mayor's office she would be our new Chair of the Bylaws committee.
- Dawna Cornelissen will be on the Ad-Hoc committees, we will need to do another Needs Assessment for this year. Dawna will conduct the March Bylaws meeting.

**WRAP UP**

**Announcements**

- No announcements
- Next Planning Council meeting is on 3/25/2021 from 2:00pm-4:00pm.

**Adjournment**

- Meeting adjourned at 3:23 p.m.

Minutes have been emailed to the all the Planning Council members and will be approved at the next Planning Council meeting.



Minutes approved by: \_\_\_\_\_

Katrina Williams, Planning Council Chair