

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Ryan White Part A and B Programs ♦ 1809 Art Museum Drive, Suite 100 ♦ Jacksonville, FL 32207

Planning Council MINUTES for Thursday, May 23, 2019 – 3:00 p.m.

Call to Order
Dawna Cornelissen

Called to order at 3:05 p.m., followed by a moment of silence.
Glen Edwards read the NHAS Goals.

Comments

Public Hearing – You must complete a blue card prior to speaking.

Roll Call

There were no public comments. Public Comments was closed at 3:15.

Members Present: Debbi Carter (*Chair*), Dawna Cornelissen, Ne'Tosha Dopson-Woodall, Glen Edwards, Elinor Holmes, Christie Mathews, Dan Merkan, DeWeece Ogden, Herb Smith, Zane Urbanski, Katrina Williams, and Linda Williams (*PLWHA Rep*)

Associate Members: Wade Davis, Heather Kilpatrick

Members Absent: Steven Greene (*Vice-Chair*), Veronica Hicks, and Barrett Tyson,

Following roll call, staff and guests introduced themselves.

Staff: Sandy Arts, Megan Graham, Mingnon Jones, Mary Martinez, and Johnnetta Moore (*Division Chief*)

Guests: Michael Acker, Charlene Arnold, Johanne Belizaire, Cynthia Benjamin, Melissa Daniels, Miguel Garcia, April Jordan, Edith McGriff, Lisa McLaughlin, Tyvin McSwain, Joseph Mims, Tyree Williams, and Max Wilson

Minutes

Previous meeting minutes were not received in time, there was no motion made to approve.

AGENCY REPORTS

Lead Agency
(Sandra Ellis)

Part B reported there were 29 new Ryan White enrollees into their network in March. Test and Treat-69; PrEP-28; nPEP-7;

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Lead Agency (cont'd) ADAP- 89.64%; HIV testing numbers for Area will be reported in July, 2019; and Area 4 viral load-89%

FCPN was held last week. DOH conducted the first meeting of the newly formed Transgender Work Group. The group has expressed an interest in participating with the Planning Council, the Integrated Planning Process, the Comprehensive Planning Network, and local outreach activities.

DOH Pharmacy has implemented the auto-fill process. This process will make prescriptions automatically ready for pick-up 30 days from the initial prescription, which in turn will decrease the amount of call-ins for refills.

Community Connections
(Joseph Mims)

The meeting was held on Thursday, May 9, 2019. There were 31 attendees. Zane gave an overview of the importance of the Priority and Allocations process and encouraged participation.

- The topics of changing the Community Connections Mission Statement was discussed and unanimously voted to NOT change the mission statement.
- Discussed the Positive Living conference and any scholarship ideas.
- Fundraising ideas were discussed. The will have an event on June 4, 2019 at Hamburger Mary's and a Celebration of Life on June 2, 2019 at 7:00 pm.
- Joseph Mims encouraged committee to participate in the upcoming state-wide needs assessment survey.

The next meeting will be held on June 13, 2019.

Administrative Agency Part-A
(Sandy Arts)

- Contract Monitoring will be conducted in September, 2019. The agency wants to give an opportunity for the unit cost changes that were made to have the opportunity to take hold and give an idea of what adjustments need to be made.

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**Administrative Agency
Part-A (cont'd)
(Sandy Arts)**

- The two contracts (*NFAN and UF Cares*) are moving through the execution process. As of the 21st of May they were located in finance.
- There are still concerning issues with invoices being submitted on old documents. Please ensure that you are using the updated forms, they were included in the packets.
- Lutheran Social Services ACE program received a plaque from the Ryan White Program, Part-A Administrative agency for the highest level of Viral Load Suppression for the Jacksonville TGA for the year of 2018.
- Sandy Arts attended an administrative training for HRSA in Atlanta, GA. The training included financial and physical health, to include improving the health of people with disabilities, in addition to recording and supporting grant expenditures.
- The Annual Progress Report for HRSA is due at the end of the week of May 26 – 30, 2019.
- The next Providers Meeting will be June 21, 2019.

**Administrative Agency
Part-A
(Johnnetta Moore)**

- Ethics Training for members of the board and potential members who have not completed the training within the past four years is mandatory. The training is conducted by the COJ for one hour at lunch. The next training will be held on June 27, 2019, August 22, 2019, and sometime within the months of October and December. Dates will be announced upon receipt.
- Regarding media coverage, any information that involves the mentioning of the COJ or any type of reference to the COJ, you must go through Sandy Arts. Sandy will then forward the information to the Division Chief, Johnnetta Moore, who will submit the information to Public Affairs via email. There are no special forms that will be used. The informational request can be sent through email including the “Who, What, Where and Why information

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and the purpose and goal for the event. Please ensure that the Executive Committee Chair is included.

**Planning Council
Chair**
(Debbi Carter)

Linda Williams will be leaving at the end of June. If you are interested in replacing the PLWHA representative, please see either myself or Linda Williams for additional information.

AHF C.A.B. Report
Wade Davis

- The C.A.B. meeting was held on May 15, 2019 at AHF. There were 13 attendees.
- There was discussion to decrease wait times in the waiting room for the clients. They also discussed the Cost of Living Conference.
- The committee discussed having individuals write an essay as to why they would like to go to the Positive Living Conference.
- There will be a Celebration of Life held on June 2, 2019 at Club Metro at 7:00 pm.
- Charity Bingo will commence on June 4, 2019 at 7:30 pm at Hamburger Mary's.

FL DOH C.A.B. Report
(Elinor Holmes)

Elinor Holmes reported that they met May 16, 2019 with 10 members attending and 3 guests. The guest speaker was Heather Kilpatrick, who spoke about the Planning Council membership, and Priority and Allocations. Information was provided regarding civil law services available by Ryan White eligible Jacksonville Area Legal Aid (JALA). Fundraisers for the summer were discussed and planned, and the committee agreed on a raffle yard sale.

Community Services opportunities were discussed for June 6, Sr. HIV and 101 Bingo Education at Covenant Health on Dunn Avenue.

- Managed the site for the FCCAP Convention, which will be held on June 24, 2019. There will also be a Condom Blast and volunteering with the FCCAP Prevention week for the community events, held the week of June 29, 2019.

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FL DOH C.A.B. Report (*cont'd*)

- Recruitment strategies were discussed, and members were encouraged to attend the Planning Council meeting on May 23, and Community Connections on June 13.
- Announced Miracles of Ashley Street Clara White Mission that was held on May 17, 2019.
- There was an NFAN luncheon held on May 31, 2019. The FCAP Sex Education Fundraiser was held on June 1, 2019.
- The Gentlemen's Collective Conference will be held on June 22, 2019.

The next meeting will be held on June 20, 2019, Zane Urbanski will be the guest speaker.

UF CARES C.A.B. Report (*Justin Gordon*)

There was no report given.

COMMITTEE REPORTS

Executive Committee (*Debbi Carter*)

Debbi asked Dan Merkan and Herb Smith to speak about the FCPN Meeting. The official advisory group to the DOH Division of HIV/AIDS spoke about concerns that are taken from the planning council to the DOH for review and processing.

Laura Reeves, the Administrator for the HRSA HIV/AIDS submitted a report on the plan to eliminate transmissions and HIV/AIDS related deaths. She spoke briefly about "Ending the Epidemic", the new supplemental plan. It will not replace the National HIV/AIDS Strategy, but it will be an additional set of resources and dollars that will be targeting specifically seven states and 48 counties, including Duval County.

The Infectious Disease Elimination Act passed. It is an act by the Florida legislature that will allow for the expansion of the Syringe Exchange programs.

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Membership
(Linda Williams)

The Membership Committee did not have a meeting for the previous month, therefore no report was given.

ICPC
(Dan Merkan)

The Florida Department of Health is in the process of revising their Integrated Plan. The ICPC Committee will go forward with their suggestions to changing their plan to prepare for submission to the Planning Council for their review.

There is a survey that has been constructed to ask agencies what they are doing to enhance client self-worth, efficacy, cultural competency and risk competency. ICPC is trying to make a determination as to how agencies are dealing with those topics as well as the stigma surrounding them. If you have received the survey, please complete and return.

The next meeting will be on June 12, 2019, and there will not be a meeting in July.

Bylaws
(Dawna Cornelissen)

There was not a meeting in May, no report was given.

Priority & Allocations
(Katrina Williams)

The Committee was given several spread sheets from the Part A office. The 2018 Expenditure spreadsheet, Utilization report for 2018, and the WICY report. They are documents that will be reviewed in order to prioritize and allocate funding for the 2020 year.

They decided that anyone that wants to join the Priority and Allocations meeting will have until July 11, 2019 to do so. Also, if you are not on time for the meeting, you will not be considered as a voting member.

They setup the public hearings, which are today and June 28, 2019, at the NFAN luncheon.

Priority & Allocations
(cont'd)

The next meeting will be held on June 19, 2019, if you're interested in attending, please contact Katrina Williams.

Unfinished Business

The Planning Council needs to approve the Priority and Allocations Process Plan which is located in your packet. The Process Plan passed with a unanimous vote from Planning Council Members.

New Business

CQI – Graham Watts

Per the direction of HRSA, let the record show that the Planning Council was given the 39 page Quality Improvement Policy Document for the 2018 grant for their review. If you have any questions or concerns, please email them to Sandy Arts at SArts@coj.net.

Wrap-up
(Debbi Carter)

Announcements

Tyvin McSwain reported that there will be an Ujima Conference on June 22, 2019 at the UF Cares Tower, 655 W. 8th St., Tower 2. This conference is a men's collective conference, if you know of anyone that is interested, please pass the information along.

Prevention Week has been meeting and planning for an event that will be held on June 29, 2019 at Simons Johnson Park. There will be a fundraiser held on June 1, 2019. It will be a brunch which will be held at Crispy's that will have a Sex Ed trivia game. There will be cash prizes and give aways.

Joseph Mims reported that he went to a national conference to hear Linda Scruggs speak on her presentation "Block Boot Camp Training". There will be another opportunity for PLWHA to attend. The training will be held on July 9 – 12, 2019 in Linthicum Heights, MD. Hotel, travel and meals will be provided for PLWHA individuals that are interested and very involved in

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Wrap-up
(Cont'd)

the community. There are 20 slots available. If you are interested please contact Joseph Mims for an application. Herb Smith reported that FCCAP will have a week of prevention which surrounds National HIV testing day. Anyone that is interested, please contact Tyvin McSwain.

Sandy Arts reported that in addition to the Jail Link program, there will be a screening for Mental Health for individuals that are discharged from Jail. There may be an interest for the Jacksonville Area to conduct similar screenings.

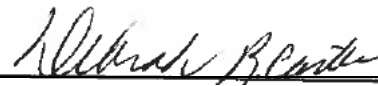
Linda Williams made the motion to adjourn the meeting; it was seconded by Dawna Cornelissen.

The meeting was adjourned at 4:30 p.m.

Approved by the
Planning Council on:

6/27/2019

(Date)



Debbi Carter, Planning Council Chair