

# **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, August 22, 2019 – 3:00 p.m.

**Call to Order**  
*Steven Greene*

Called to order at 3:03 p.m., followed by a moment of silence.  
The NHAS Goals were read.

**Comments**

There were no public comments.

**Roll Call**

Members Present: Michael Acker, Dawna Cornelissen, Ne'Tosha Dopson-Woodall, Glen Edwards, Steven Greene (*Vice-Chair*), Elinor Holmes, Christie Mathews, Dan Merkan, DeWeece Ogden, Herb Smith, Zane Urbanski, and Katrina Williams

Associate Members: Heather Kilpatrick (*Tardy*)

Members Absent: Wade Davis and Veronica Hicks

*Following roll call, staff and guests introduced themselves.*

Staff: Sandy Arts, Megan Graham, Lourdes Diaz, and Mingnon Jones

Guests: Johanne Belizaire, Mark Cleveland, Audrey Green, Earvin James, Sr., Tyvin McSwain, Karen Mitcham, Joseph Mims, and Esmin Shakespeare

**Minutes**

Minutes of the June 27, 2019 meeting were approved as presented

## **AGENCY REPORTS**

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

Clinic Updates

- West Jacksonville Dental Clinic has moved to the Central Health Plaza and is currently seeing patients. Working on a Grand Opening for October.
- Determining whether to extend pharmacy hours based on extended clinic hours.
- Two upcoming audits, one external physical audit for the Part A will be conducted on October 7, 2019, and the other for Part B on October 26.

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### **Lead Agency – Part B** (cont'd)

#### Client Services

- As of July, there were 35 Test and Treat individuals, with 15 happening in July.
- As of July, 2019, there were 10 patients who obtained PrEP, with 5 in July.
- There are 11 nPEP patients YTD, with 2 in July.
- The ADAP Pickup rate is 85.71%.
- The Area 4 viral load is at 90.09%.
- A total of 241 individuals were enrolled in June and July.

#### State Office

- There will be a follow up conference call with the State Office on Planning for Ending the Epidemic on August 26.

#### Outreach

- The Teen Health Center has now expanded to eight (8) High Schools; the hours are 12:00 – 2:30.
- PrEP Education was held at Edward Waters College.
- Hepatitis A Podcasts are being broadcast throughout Jacksonville due to the recent increase in positive tests at no charge to the client.

### **Community Connections** (Steven Greene)

- Four (4) individuals were sponsored and sent to the Oasis Conference. There is a surplus of funds that will be used for next year.

### **Women, Adolescents and Children (W.A.C.)** (Audrey Green)

- FCCAPP bylaws were handed out.
- 14 & up testing was completed at various schools, the tests were all negative.
- A site visit was conducted at one of the Senior Citizen Centers to give educational classes.

### **Administrative Agency – Part A** (Sandy Arts)

- The Part A HRSA grant is due on September 30, 2019.
- Two Notice of Funding opportunities were issued to Part B and Part A. Individuals were invited to participate in the application process to discuss dissemination of funds.
- Priority & Allocations are getting things ready for procurement including contract amendments and distribution of funds.
- Ryan White brochures are available to be picked up.

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### **Planning Council Chair** (Steven Green)

- Membership of unaligned individuals needs to be increased. A challenge was given to work on increasing the numbers for membership.

### **AHF** **C.A.B. Report**

- Representative was absent, no report was given.

### **Dept. of Health** (Duval) **C.A.B. Report** (Elinor Holmes)

- The ADAP pickup rate is 85.71. The No Show Rate is 35.82%.
- There will be DOH C.A.B. fundraisers and community yard sale events for the month of October.
- Community Service for FCCAPP Prevention will be on September 18, 2019 and the Youth Block Party will be on October 12, 2019.
- The next meeting will be held on September 19, 2019.

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

- There is currently a search for a new psychiatrist and clinic manager. A part-time dietician will begin working in three weeks.
- The UF Cares C.A.B. is currently looking to extend their clinic hours.

## **COMMITTEE REPORTS**

### **Membership Committee** (Elinor Holmes)

- There was a discussion on how the exit survey would be used.
- A status update was given on the submission of the requests for appointment for Mark Cleveland and Joseph Mims.
- A recruitment plan for the membership committee was developed.
- New applications for membership to Planning Council were reviewed.

### **Integrated Comp Plan** (Dan Merkan)

- The committee met on 8/14/19 and the results of the Client Self-Confidence, Cultural & Linguistic Competence and Stigma survey were reviewed.
- A brief update of Ending the Epidemic was shared with the committee.
- The next meeting will be held on November 14, 2019, from 2:00 – 4:00 pm, if it does not conflict with another meeting. Meetings will now be held quarterly.

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**First reading:**

<p><b>Bylaws Committee</b> (Dawna Cornelissen)</p>	<ul style="list-style-type: none"> <li>The first reading was given of the proposed changes for Article IV, section 8, letters A and H.</li> </ul>
<p><i>Current Bylaws – adopted 10-25-18</i> <b>Article IV</b> Section 8</p> <p>A. Submit a membership application.</p> <p>H. Be appointed by the Mayor.</p>	<p><i>Proposed Changes</i> <b>Article IV</b> Section 8</p> <p>A. Attend two Planning Council meetings and one committee meeting in the three months prior to submitting application, (Replaces “Attend two Planning Council meetings or one Planning Council and two committee meetings within three (3) months of submitting application”)</p> <p>H. Be approved by the Planning Council and recommended to the Mayor for appointment.</p>
<p><b>Article X</b> Section 3</p> <p>G. The first reading was given of the Article X, Section 3, letter G to be removed as a standing committee and recommended to operate as a sub-committee of FCCAPP.</p>	
<p>E. The first reading was given of the Article X, Section 3, letter E to be removed as a standing committee and recommended to be moved to the Part A Office.</p>	

<p><b>Second reading for final vote:</b></p>	<p>The recommendations were passed unanimously on the following articles.</p>
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<p><i>Current Bylaws – adopted 10-25-18</i> <b>Article IV Membership</b> Section 8</p> <p>B. Attend one information overview/pre-orientation meeting,</p> <p>C. Attend two Planning Council meetings or one Planning Council and two committee meetings within three (3) months of submitting application,</p> <p>D. Be interviewed by the Membership Committee,</p> <p>E. Score a minimum of seventy-five (75) points in the interview,</p>	<p><i>Proposed Changes</i> <b>Article IV Membership</b> Section 8</p> <p>B. Attend the Membership Educational Training (MET) class for orientation.</p> <p>C. Submit a membership application,</p> <p>D. Join and commit to a committee,</p> <p>E. Be interviewed by the Membership Committee,</p>
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<p>F. Be nominated by the Membership Committee for membership,</p> <p>G. Be approved by the Planning Council and recommended to the Mayor, and</p>	<p>F. Score a minimum of seventy-five (75) points in the interview,</p> <p>G. Be recommended by the Membership Committee to the Planning Council for membership,</p>
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<p><i>Current Bylaws – adopted 10-25-18</i></p> <p><b>Article XI Planning Council Meetings</b> Section 5 A Planning Council member is required to actively participate on at least one (1) standing committee. Failure to actively participate may result in removal from the Planning Council.</p>	<p><b><i>Proposed Changes</i></b></p> <p>Article IV Membership Section 12 <i>Move information to this article and create a new section (12).</i></p>
<p><b>Article VII Responsibilities of Planning Council Staff</b> Section 2 Letter I Notifying the Executive Committee should a member miss three (3) meetings in a calendar year,</p>	<p><b>Article VII Responsibilities of Planning Council Staff</b> Section 2 Letter I Notifying the Executive Committee should a member miss three (3) Planning Council meetings in a calendar year,</p>
<p><b>Article IV Membership</b> Section 10 Letter B A member may be removed if their attendance falls below 60% of the total scheduled Planning Council meetings in the calendar year. Members will be given a warning letter from the Planning Council Chair if their attendance drops below 70%. If the attendance drops below 60%, then the Executive Committee <b>shall</b> recommend to the Mayor that the member be removed from the Planning Council due to non-attendance.</p> <p><b>Newly Created Letter (C) under Article IV, Section 10</b></p>	<p><b>Article IV Membership</b> Section 10 Letter B A member may be removed if their attendance falls below 60% of the total scheduled Planning Council meetings in the calendar year. Members will be given a warning letter from the Planning Council Chair if their attendance drops below 70%. If the attendance drops below 60%, then the Executive Committee <b>may</b> recommend to the Mayor that the member be removed from the Planning Council due to non-attendance.</p> <p><b>Article IV Membership</b> Section 10 Letter C A member may be removed if their attendance falls below 60% of the total scheduled <b>committee meetings</b> in the calendar year. Members will be given a warning letter from the</p>

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<p><b>Newly Created Letter (C) under Article IV, Section 10</b> (cont'd)</p>	<p>Planning Council Chair if their attendance drops below 70%. If the attendance drops below 60%, then the Executive Committee <b>may</b> recommend to the Mayor that the member be removed from the Planning Council due to non-attendance.</p>
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**Priority & Allocations**  
(Katrina Williams)

- There were three meetings held for Priority & Allocations in order to prioritize, allocate upcoming FY2020 funding, and reallocate the current FY2019 funds.
- The prioritization of services recommended to the council was approved. In addition to the reallocation of funding for the current fiscal year.

**Priority & Allocations for FY2020/2021**

Allocation Worksheet FY2020/2021		
	Percentage	Dollar Amount
<b>CORE</b>		
1 Medical Case Management	31.43%	
3 Outpatient/Ambulatory Medical Care	10.00%	
2 Health Insurance Premium & Cost Sharing Assistance	15.00%	
4 Oral Health Care	15.00%	
5 AIDS Pharmaceutical Assistance (not ADAP)	2.00%	
6 Mental Health Services	3.00%	
7 Medical Nutrition Therapy	1.50%	
8 Home & Community-Based Health Services	0.07%	
9 Early Intervention Services (EIS)		
10 Home Health Care		
11 Hospice Services		
12 Substance Abuse - Outpatient		
	<b>78.00%</b>	
<b>SUPPORT</b>		
1 Financial Eligibility/Non-Medical Case Management	4.50%	
2 Legal Services	4.50%	
3 Outreach Services - Peer Navigators	4.50%	
4 Substance Abuse - Residential	4.50%	

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5	Food Bank/Home-Delivered Meals-HH Supplies	1.50%	
6	Psychosocial Support Services	0.25%	
7	Transitional Housing Services	1.00%	
8	Medical Transportation Services	0.75%	
9	Emergency Financial Assistance	0.25%	
10	Health Education/Risk Reduction	0.25%	
16	Child Care Services		
11	Linguistic Services		
12	Referral for Health Care/Supportive Services		
13	Rehabilitation Services		
15	Respite Care		
14	Treatment Adherence Counseling		
		<b>22.00%</b>	
	<b>Total Allocation</b>	<b>100.00%</b>	

REALLOCATION OF FUNDING

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Allocation Worksheet FY2019/2020			
CORE	Contract Amount	Priority & Allocations Recommendation	
1	Medical Case Management	\$1,648,455.00	\$0.00
3	Outpatient/Ambulatory Medical Care	\$760,571.00	-\$90,500.00
2	Health Insurance Premium & Cost Sharing Assistance	\$617,406.00	\$120,000.00
4	Oral Health Care	\$861,376.00	-\$60,000.00
5	AIDS Pharmaceutical Assistance (not ADAP)	\$254,226.00	-\$80,000.00
6	Mental Health Services	\$145,272.00	\$5,000.00
7	Medical Nutrition Therapy	\$96,848.00	\$0.00
8	Home & Community-Based Health Services	\$0.00	\$500.00
		<b>\$4,384,154.00</b>	<b>-\$105,000.00</b>
SUPPORT			
1	Financial Eligibility/Non-Medical Case Management	\$157,378.00	\$30,000.00
2	Legal Services	\$193,696.00	\$0.00
3	Outreach Services - Peer Navigators	\$170,800.00	\$65,000.00
4	Substance Abuse - Residential	\$323,479.00	\$0.00
5	Food Bank/Home-Delivered Meals-HH Supplies	\$0.00	\$10,000.00
6	Psychosocial Support Services	\$12,106.00	\$0.00
7	Transitional Housing Services	\$48,424.00	\$0.00
8	Medical Transportation Services	\$16,464.00	\$0.00
9	Emergency Financial Assistance	\$14,527.00	\$0.00
10	Health Education/Risk Reduction	\$17,433.00	\$0.00
		<b>\$954,307.00</b>	<b>\$105,000.00</b>
	<b>Total Allocation</b>	<b>\$5,338,461.00</b>	<b>\$0.00</b>



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**New Business**

- There was a state needs assessment meeting conducted that covered the topic of the difficulty of understanding the terminology of the assessment. There are two parts to the assessment, one for the Part A office, and the other for the Planning Council and Providers.

**ANNOUNCEMENTS**

- A status update was given on the Youth Block Party and the items that are still needed.
- FCCAPP meeting has been moved to the 10<sup>th</sup> of September.

**ADJOURNMENT**

- The meeting was adjourned at 4:30 pm.

Approved by the  
Planning Council on:

09/26/2019

(Date)



Steven Greene, Planning Council Vice-Chair