

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 on Thursday, January 28, 2021 – 3:00 p.m. – 5:00pm

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

Called to order at 3:06 p.m. – Meeting Location: 580 West 8th Street – 2nd floor Tower Conference Room
Introductions of Planning Council Members and guests were conducted.
NHAS Goals were read by Michael Acker.

Roll Call: Zane Urbanski, (Vice-Chair)

Members Present: Katrina Williams (Chair), Zane Urbanski (Vice-Chair), Debbi Carter, Dan Merkan, Ne'Tosha Dopson-Woodall, Michael Acker, Glen Edwards, Mary Glenn, Timm Purcell, Dewayne Robinson, DeWeece Ogden (via zoom), Mark Cleveland (via zoom) Christie Mathews (via zoom), Dawna Cornelissen (via zoom).

Members Absent: Gloria Coon

Associate Member Present: Heather Kilpatrick

Associate Member Absent: none

Staff: Sandy Arts, Lisa Holley, Mary Martinez.

Guests (via Zoom): Johanne Belizaire, Gloria Coon, Donna Sabatino, Chief Johnnetta Moore, Christie Edmonds, Penelope Knight, Christie Edmonds, Samuel Quintero.

Guests (in person): Justin Bell, Dr. Justin Oring, Paula Burns, Jonathan Harris, Timothy Neal, Frances Lynch.

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 would need to vote whether the Council members via zoom would be marked as present based upon the reason that they gave for not being present in the meeting today. Katrina stated that Mark Cleveland was unable to find a babysitter and this is the reason he is not present in person today.
- Dan Merkan 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 Glen Edwards. Voting results: 6 yea's, 4 nay's. There was no abstentions. The motion passes.

- Katrina stated that Christie Mathews employer is not allowing her to attend any in person meetings at this time. Zane Urbanski made a motion to accept Christie's excuse for her absence today. The motion was seconded by Mary Glenn. Voting results: 10 yea's. There was no abstentions. The motion passes.
- Katrina stated that Dawna Cornelissen is in quarantine due to someone close to her testing positive for Covid-19. A motion was made by Dan Merkan to approve Dawna Cornelissen participation and give her full voting privileges based on her excuse and it was seconded by Zane Urbanski. Voting results: 10 yea's. There was no abstentions. 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 Ne'Tosha Dopson-Woodall and seconded by Michael Acker. Voting results: 10 yea's. DeWeece is able to vote. The motion passes.
- Katrina stated that Gloria Coon has three children and is unable to bring them to the meeting. Debbi Carter made a motion for Gloria Coon to be in attendance as she is taking care of three grandchildren at this time. It was seconded by Michael Acker. Voting results: 5 yea's, 5 nay's. Katrina stated that the motion does not pass. Gloria will not have voting rights and will not be counted as present for this meeting today.

Approval of November Meeting Minutes:

- The November 19, 2020 minutes were reviewed. Dan stated that the minutes need to be amended to include that the motion was passed. This needs to be included on the first page of the November minutes at the bottom where it states that: "Dan Merkan made a motion that we declare this an extraordinary circumstance due to Covid-19; therefore, allow those who are attending this Planning Council meeting by zoom and other electronic devices to be considered in the room and eligible to vote." A motion was made to accept the amended minutes by Zane Urbanski, it was seconded by Ne'Tosha Dopson-Woodall. The Planning Council meeting minutes were approved with no oppositions or abstentions.

Public Comments:

- Debbi Carter mentioned that the Governor of Florida stated that we have to meet in person. Debbi asked how come State employees are not allowed to travel and attend in person meetings.
- Dan Merkan stated that we want to maximize participation and if people need to access this meeting remotely or virtually they should be able to. Dan mentioned that we are in the middle of a pandemic and that it is a disservice to those who are willing to take the time to be logged in virtually to deny them full participation. We should be encouraging ways for people to participate virtually until we get a better handle on this pandemic.
- Gloria Coon stated that she thought we could not bring guests to the meeting and she does not have a babysitter for her grandchildren. Gloria asked was it not a rule that we could not bring guests with us.
- Donna Sabatino stated that face to face meetings are a local government decision, it is your County's attorney that makes that decision. Broward County was able to go to their County authorities and they were able to waive their face to face meeting requirement and they can still meet virtually. Nothing can be done on a State level right now, unless there were changes to legislation.

Planning Council Chair: (Katrina Williams)

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

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
 - Eligibility specialist and Senior Clerks position. 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 6th Street Jacksonville, FL 32206
 - DOH-Duval COVID-19 Call Center 904-253-1850
Monday – Friday 8:00 a.m. – 4:00 p.m.
Saturday and Sunday 9:00 a.m. – 5:00 p.m.
- Pharmacy updates
 - Delivery program (encourage clients to sign up if interested)
 - ADAP Marketplace Enrollment ends 12/15.
- Contracts/grant updates (same)
 - HRSA Part C COVID-19 response grant for FY 2020-2021 (April 1st 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>December 2020</u>	<u>Comments Based on Nov. 2020 Data</u>	<u>YTD (Jan-Dec 2020)</u>
Test and Treat	12	Up by 9 Clients	128
PrEP	4	Up by 2 Clients	77
nPEP	0	No change	18
ADAP Pick Up Rate	73.91%	Up by 2.59%	
Area 4 Viral Load Suppression	Baker: 100%	No change	Average for
	Clay: 81.97%	Down by 1.08%	Area 4:
	Duval: 57.94%	Down by 12.92%	81.78%
	Nassau %	No Change	Down by
	St. Johns 87.18%	Down by 1.95%	3%
Ryan White Enrollment	24	Down by 8 Clients	695

HIV Testing Number for Area 4 (reported quarterly)

- Outreach
- 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

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

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

Community Connections: (Michael Acker)

- Dr. Justin Oring gave a presentation in November Zoom meeting about HIV and Covid-19. He gave the history of the pandemic.
- John Pimentel from Luther Social Services gave a presentation in January Zoom meeting about coping mechanisms and strategies on how to deal with anxiety for PLWHA's. He gave a focus activity. The next Zoom meeting will be on February 11, 2021.

Administrative Report: (Part A office)

- Grants/Contract Updates:
- Sandy Arts mentioned that our RFP (Request for Proposal) went out and we have 10 agencies.
- We have one new agency that submitted a proposal, which is CRC. All grant applications are being reviewed and scored. Once all the scores are recorded and handed back to, Procurement and we will get the decision on who will be funded and the dollar amounts. This decision was based on the Priority and Allocations that was done last summer.
- Sandy stated that our initial partial award was for \$1,349,654.
- We have paperwork ready that will be forwarded to the Mayor's Budget review committee.
- Sandy stated that we are at 75% of the year expired and 73.74% of the funds spent. We are right on track.
- Sandy stated that every year we need to review the Policies and Procedures.
- Sandy mentioned the Memorial Fund and stated that nothing has been done with it in the past three years. The amount of money currently in the Memorial Fund is \$326.08. All the Planning Council members donated a \$1 a month or \$11 a year into this Memorial Fund to be used for sympathy cards and/or flowers if someone was in the hospital or deceased.
- Sandy clarified that the partial grant is for 3/1/2021 through 2/28/2022.
- Sandy mentioned that a notice was sent to Procurement in order for them to send out the RFP to 16 different agencies that has not received or applied for funding in the past.

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 meet virtually with FCCAP on January 12th at 2:00pm.
- The committee is working on scheduling breakout sessions that will consist of: Mobilization Education, Membership, Prevention Leadership and Bylaws.
- Next Meeting will be on March 9th at 1:00pm.

Dept. of Health (Duval) C.A.B. Report: (Johanne Belizaire)

- Johanne Belizaire reported that the C.A.B. met in November 2020: ADAP viral load suppression: **87.23%**, ADAP pick up rate: **71.32%**, No show rate: **36.63%**.

- There was a CAB Roundtable- Members participated in roundtable discussion on the viral load suppression rates.
- We discussed CAB ideas such as: HIV bingo night and there will be social distancing.
- We discussed the Worlds Aids Day activities on December 3 and the condom blast.
- We still are not allowed to have in person meetings at this time only via Zoom.

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

- Last meeting was on January 26, 2021.
- Reminder: Clinic Official Name is UF CARES, not Rainbow Center.
- **Clinic Updates:**
- Our GYN clinic will reopen 2/4/21 with Dr. Mojadidi.
- We are looking for a Full-time Psychiatric Nurse.
- Psychiatry- Dr. Tina D'Alessandro is conducting virtual appointments.
- **Case Management:**
- They have hired a Peer Navigator.
- **Research Update:**
- COVID Study at Emerson Clinic. Name of study ACTIV- 18 years old COVID positive within 10 days, can be referred.

Old Business

- Peer Navigator position has been filled.
- Reminder: Please continue to practice social distancing and wearing facemask, wash hands or sanitize hands frequently. Washing hands is best practice.
- RW Eligibility and ADAP will continue virtually or by phone.
- RW Eligibility updates need to be done through CAN. Please make every effort to keep your RW current.

New Business

- GYN Clinic will resume next month.
- Flu Shots still available if needed.
- COVID Study through Emerson clinic for all people living in the community.
- Charlyn Buford- UF Grant Manager, continues to oversee CQI- new Part A proposal request- outpatient, Mental Health, Nutrition, Case Management, and Eligibility.
- Part C has been submitted.
- COVID vaccines- new request has been submitted. Employees and family members have received the vaccines. The new supply of COVID vaccines has been requested- more for employees, and possible patients.

UF CARES C.A.B. Announcements:

- Planning Council- Thursday, January 26th 3:00pm (Eastern)
- Location: Tower Conference Rooms; Charter Theater (2nd floor)
- Planning Council Patient Satisfaction Survey coming out soon
- City of Jacksonville Part A part of COVID funding- UF CARES Hosting Monthly Telehealth training ends March 2021. Introducing with Consumers panel.
- Next CAB Meeting will be February 16, 2021 - Pending

COMMITTEE REPORTS

Executive Committee: (Katrina Williams)

- Last meeting was on 3rd Tuesday of January. (date?)
- Next meeting will be on: February 16, 2021 at 2:00pm.
- Full Planning Council training will be in March 2021 date TBA.
- Katrina stated that the committee discussed: Comment cards, Policies and Procedures and the Planning Council timeline.
- Katrina participated in a webinar through Planning Chatt called “Let’s work developing work plans for Part A Planning Council/Planning Bodies.” They discussed work plans and timelines.

Membership Committee (Heather Kilpatrick - Co chair)

- The last in person meeting was on January 13, 2021.
- We had a quorum with three Planning Council members present in person. We had one guest that called into the conference line. After establishing a quorum we voted on the ballot for the Slate of Officers. It was approved. There was one abstention.
- There was a vote to have Heather Kilpatrick moved from an Associate member to a Planning Council member. There was one abstention and (2) yea’s.
- There was discussion about our unaligned ratio, those rolling off the Council and potential new Planning Council members.
- The following individuals have received their appointment letter from the Mayor’s Office: Deweyne Robinson, Timm Purcell, Gloria Coon, Mary Glenn, Marion Merritt.
- We discussed that two individuals that were voted on and approved by the Planning Council whose names and applications were sent to the Mayor’s office and the Mayor denied their application and they will not become a Planning Council member.
- There was miscommunication between Sharon Hunter and the Mayor’s Office and she was not interviewed by the Mayor’s office. She can restart the process all over from the beginning if she wants to.
- There was discussion about New Member Orientation that occurred on 1/21.(full date)
- We will conduct a membership meeting with interviews on 2/2/2021.
- We want to make sure that four of our current members are reappointed by the Mayor’s office.
- We have two issues to be discussed and addressed in our Bylaws: (1) What percentage of the meeting must a Council member be present in a meeting in order to be counted as present. (2) How willing are Council members to speak their mind during a meeting and vote on an issue according to their own beliefs.
- Katrina commented that the question was asked at what point can the two people who were denied for appointment by the Mayor’s office reapply to become Council members. The response was that those two individuals could never reapply.
- Debbi Carter stated that the Mayor’s office did not give a reason as to why the two potential candidates were denied appointment. Debbi stated that individuals have the right to know why they were denied appointment.
- There was discussion that when applications for appointment and other paperwork is forwarded to the Mayor’s Office for a potential Planning Council member, it is then beyond the Planning Council control.
- Dawna said thank you to Katrina Williams and Lisa Holley for putting together the New Member Orientation power point presentation.
- Dawna also mentioned that individuals should be able to register a public records request in order to get information as to why the individuals were denied appointment by the Mayor’s office.
- Chief Johnnetta Moore stated that the Mayor’s office will check out all of a person’s background and if there is anything that is found that might hinder or not allow an individual from serving on a public

board it is the Mayor's Office prerogative to not approve that individual. This is personal, a person can file a public records request; however, if there is anything in a person's background that cannot be disclosed the individual is not going to find the answer.

- Heather Kilpatrick asked some questions for Chief Moore: What board or what group makes the decision to deny a potential candidate. Are the potential candidates given any appeal rights to that decision? The people reviewing the applications is it the Planning and Development office? Chief Moore stated that the individuals are interviewed by the Mayor's office. He has designated a person in his office, which is the Director of Board and Commissions to interview the person.

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

- Last Zoom meeting was held on January 14, 2021. No voting took place at this meeting.
- There was discussion about EtHE (Ending the HIV Epidemic) and our Planning Timeline. Dan stated that 2020-2021 is a planning year. The CCCC committee is responsible for developing and building a new Integrated Comp Plan for 2022-2026. This process would have usually started in 2020; however, due to COVID and the EHE process, it was delayed and a lot of work will have to be done in shorter period in order to get an Integrated Plan together.
- We asked committee members to start gathering data. We are looking at local data that inform us about our local HIV epidemic and social determinants about things that are going on in our community that have an impact on our HIV Epidemic and on PLWHA's. We will be looking at this data for the next couple of months to make informed decisions to see where gaps are in services. There was discussion on the structure on how this will look moving forward.
- We received an update on our Florida Comprehensive Planning Network (FCPN), which is our statewide planning body. We do have some new representation which is as follows:
 - Justin Bell is our new Patient Care rep for Area 4
 - Damon Gross is our new prevention rep
 - Sandy Arts is our Part A rep
 - Yolanda Kellum Carter is our Part B rep for (DOH)
- On January 15th the new HIV strategies were released.
- We have already updated our NHAS goals on all our Planning Council documents.
- Next Zoom Meeting will be on the 2/11/2021. March meeting will be a in person meeting because we will need to select a co chair for this committee. There will be no meeting in June and December 2021.

Bylaws Committee (Dawna Cornelissen)

- Last Zoom meeting was on 1/7/2021.
- There was discussion and we are still working on our Memorandum of Understanding (MOU) between the Planning Council and the Part A office.
- Dawna stated that she will be doing two different second readings to amend the bylaws.
- **Second Reading:**
- **Create Article XI (Education and Training), section 1:**
The following educational and training sections are required:
 - (A) New members are required to attend at least one quarterly membership educational and training session (Article 4, section 8b).
 - (B) Members are required to attend at least one annual refresher training session.
 - (C) Members are required to attend Ethics training as required by the City of Jacksonville (ordinance 2015-268, section 50.109)
 - (D) Committees may have additional trainings for committee members.

- A motion was made by Zane Urbanski to add Article XI (Educational and training) to the bylaws, it was seconded by Michael Acker. There was no discussion or abstentions. The motion passes
- Article IX, section B (Membership):
- Change wording to state: Members shall serve for a term of two (2) years each. Members are permitted to be reappointed for two additional two year terms. Former members may be considered for appointment after one term (two year) hiatus.
- A motion was made to adopt this amendment by Deweyne Robinson, seconded by Mary Glenn. There was one abstention. The motion passes.
- Next meeting will be on 2/4/2021 from 2:00pm – 4:00pm.

OLD BUSINESS

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

- The final plan for Duval County was submitted to the State. The FCPN body voted on that plan in December. The local plan was accepted as part of the State plan.
- Paula Burns is currently working on the 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.
- We are working on a EHE report.

Planning Council Survey Update (Katrina Williams)

- Katrina stated that the survey is given to clients by their medical case managers asking clients if they are aware of who and what the Planning Council is.
- The Executive committee has been working on this survey and it went out on Monday and will run until 3/10/2021. Dan Merkan can pull the results of the survey from survey monkey and present it to the Executive committee and the full body Planning Council.
- At the bottom of the survey there is a section where someone can write their name and contact information if they desire to receive more information about the Planning Council. The list of names will be generated by Dan Merkan and then the Membership committee can reach out to those individuals and answer any questions they may have. All agencies have their own individual link.

NEW BUSINESS

Planning Council Time change & place/location of future meetings (Feb- June)

- There is a Retention and Recruitment Training through Planning Chatt that Lisa Holley, Katrina Williams, Deweyne Robinson and Dawna Cornelissen will be participating in from February – June 2021 from 4:00pm-5:30pm. Due to this training, Katrina stated that we need to vote about changing the Planning Council meeting times from 3:00pm-5:00pm to 2:00pm-4:00pm (Feb- June 2021).
- A motion was made by Deweyne Robinson to move the time of the Planning Council as proposed, it was seconded by Zane Urbanski. Voting results: 12 yea's, 1 nay. There was one abstention. The motion passes.

Policies and Procedures

- Procedures for Processing Applicants 2002-01: Paragraph 3- It should read that applicants are required to attend (1) committee and (2) Planning Council meetings in the three months prior to submitting an application for membership. A motion was made by Dan Merkan to make the

necessary changes to our Procedures so that it will align to the policy in our bylaws, it was seconded by Ne'Tosha Dopson Woodall. Voting results: 14 yea's. The motion passes.

- Procedure for Processing Applicants 2002-01: There was discussion on the correct steps to follow to become a Planning Council member.
- A motion was made by Zane Urbanski that for Procedures for Processing Applicants 2002-01, to move #3 to the position of #1 and move #1 and #2 down accordingly. It was seconded by Timm Purcell. Voting results: 14 yea's. The motion passes.
- Policies and Procedures 2020-01 (reference 206.01): second paragraph we need to change eight committees to say six. We also need to change the wording to say that the Bylaws shall be comprised of Executive committee members and interested Planning Council members. A motion was made by Mary Glenn to accept the change and it was seconded by Michael Acker. Mary Glenn rescinded her motion. A motion was made by Dan Merkan to amend the motion that was made to change the word "shall" to "may", it was seconded by Mark Cleveland. Voting results: 9-yea's, 1-abstention. The motion passes.
- Policies and Procedures 2020-01 (reference 206.01): Committee Membership paragraph – a chair and co-chair are limited to (2) consecutive terms per committee. Katrina asked for an exception to the rule and give Dan Merkan one more year as the chair of the CCCC Committee. A motion was made by Mark Cleveland, seconded by Deweyne Robinson. Voting results: 9 yea's, 1 abstention. The motion passes.
- The Part A office is working on updating the Policies and Procedures for the Planning Council red book.

Planning Council Red Book

- Katrina asked Planning Council members to bring their red book to the February Planning Council meeting. Take out the old contents inside your red book and bring it empty. Please let the Planning Council Support Aide know if you do not have a Red Book and Lisa Holley will bring one for you to next month's meeting.
- The red book is basically your bible for the Planning Council.

Election of New Officers

- Zane stated that every January we have an election for the new Officers for the new year.
- Zane read a paragraph from the Policies and Procedures 2006-02 regarding election: "The Planning Council members will vote by a written ballot during the January meeting, write in candidates will not be allowed on the ballot. A candidate can run for only one office. For offices uncontested, the consensus of the group will be used to elect the officer. The newly elected officers will be announced at this meeting and will be installed during the February meeting. Terms of service become effective on March 1, 2021.
- Zane stated that all three positions are uncontested.
- Zane stated for our Planning Council chair the nomination is Katrina Williams. A motion was made by Dan Merkan that we accept the nomination of Katrina Williams by acclamation, given that there is no opposition. The motion was seconded by Deweyne Robinson. Voting results: 12 yea's, 1 abstention. The motion passes.
- Zane stated congratulations to Katrina, she will be the chair for next year.
- Zane stated that for our Vice Chair the nomination is Dawna Cornelissen and there are no other nominations, so we are voting by consensus today. A motion was made by Mark Cleveland, the motion was seconded by Debbi Carter. Voting results:
- 12 yea's, 1 abstention. The motion passes.

- Zane stated we have one nomination for Community Representative which is Michael Acker. A motion was made by Mark Cleveland, it was seconded by Debbi Carter. Voting results: 12 yea's, 1 abstention. The motion passes.
- Zane stated congratulations to Michael Acker as our Community Representative.
- There was discussion about the Procedure for the Planning Council Memorial Fund. The Executive committee decided to do away with the Memorial Fund; however, the Planning Council has to vote to make the final decision. A motion made by Dawna Cornelissen to do away with the Memorial Fund, it was seconded by Mark Cleveland. There was discussion. Katrina stated that all those in favor with doing away with the Memorial Fund please raise your hands.
- Katrina asked that anyone that disagrees that we should continue with the Memorial Fund to please raise their hands. Voting results: 7 yea's, 2 – abstentions. Katrina stated that we will keep this Policy and Procedure for the Memorial Fund and it will go back to bylaws for rewording.

WRAP UP

Announcements

- Sandy Arts stated that Mary Martinez is retiring. This will be her last Planning Council meeting.
- Next Planning Council meeting is on 2/25/2021.

Adjournment

- Meeting adjourned at 5:10 pm.

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