

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, November 19, 2020 – 3:00 p.m.

Call to Order Katrina Williams, Planning Council Chair

Called to order at 3:13 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 Glen Edwards.

Roll Call Zane Urbanski, Vice-Chair

Members Present: Katrina Williams (Chair), Zane Urbanski (Vice-Chair), Debbi Carter, Dan Merkan, Dawna Cornelissen, Glen Edwards, DeWeece Ogden (via zoom), Herb Smith (via zoom), Ne'Tosha Dopson-Woodall (via zoom).

Members Absent: Michael Acker, Joseph Mims, Mark Cleveland, Christie Mathews

Associate Member Present: Heather Kilpatrick

Associate Member Absent: Wade Davis

Staff: Chief Johnnetta Moore, Sandy Arts, Lisa Holley, Mary Martinez, Krystle Cherry.

Guests (via Zoom): Johanne Belizaire, Justin Bell, Deweyne Robinson, Gloria Coon, Vincent Brown, Timm Purcell, Donna Sabatino, Paul Acedera (in person), Paula Burns.

Zane Urbanski stated, "Madam Chair we do not have a quorum". Katrina stated that since we do not have a quorum in the room, those individuals on Zoom cannot vote and we cannot make a motion for them to vote at this time. We cannot acknowledge them as present yet.

Zane Urbanski acknowledged that Heather Kilpatrick (Associate member) entered the meeting room. Zane stated Madam Chair we do have a quorum. Katrina Williams asked for a motion to allow those the Planning Council members who are on Zoom to be able to vote.

Dan Merkan made a motion that we declare this an extraordinary circumstances 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. The motion was seconded by Debbi Carter. No abstentions. The motion passed.

Approval of October Meeting Minutes:

The October 22, 2020 minutes were reviewed. A motion was made by Heather Kilpatrick to approve the minutes, it was seconded by Zane Urbanski. The Planning Council meeting minutes were approved with no oppositions or abstentions.

Public Comments:

Debbi Carter mentioned how challenging it is to meet in person for meetings. Debbi stated that meeting in person is complicating our business and our lives and putting a lot of people at risk during this pandemic (Covid-19).

Donna Sabatino from the AIDS Institute stated that she sent an email to HRSA in regards to finding out if there is any input they can give us on our local government. Donna stated that different authorities are interpreting different ways when it comes to live meeting verses Zoom and trying to keep the Sunshine Law in Florida. Donna stated that governments are running differently, depending on how authorities are interpreting the Executive Order. Donna mentioned that not all organizations has the space to practice six feet social distancing.

Planning Council Chair: (Katrina Williams)

Katrina Williams acknowledged Planning Council members who have a birthday in the month of November & December.

AGENCY REPORTS:

Lead Agency – Part B: (Johanne Belizaire)

Financial: Part B Reported quarterly

Operations

Staff changes:

- Open positions: Eligibility specialist – Linkage Specialist and 2 Senior Clerks. See jobs.myflorida.com
- Denise Jackson has moved to another position within the FDOH – Duval.

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 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

- Clients with Medicare A/B and don't have Part D open enrollment ends 12/7 (please enroll at Medicare.gov or 1-800-633-4221).
- ADAP Marketplace Enrollment ends 12/15.
- Office Closure - Thanksgiving Day and the day after Thanksgiving: 11/26 and 11/27

Client services

<u>Clients services</u>	<u>October 2020</u>	<u>Comments Based on September 2020 Data</u>	<u>YTD (Jan-Dec 2020)</u>
Test and Treat	11	Up by 2 Clients	113

PrEP	1	Down by 2 Clients	71
nPEP	0	Down by 2 Clients	17
ADAP Pick Up Rate	81.45%	Up by 2.03%	
Area 4 Viral Load Suppression	Baker: 100%	No change	Average for
	Clay: 80.65%	Up by 3.73%	Area 4:
	Duval: 77.50%	Up by 1.1%	85.80%
	Nassau %	No Change	Up by
	St. Johns 85.06%	Down by 0.43%	1.10%
Ryan White Enrollment	44	Down by 32 Clients	639

HIV Testing Numbers for Area 4 (reported quarterly)

# of Persons Tested	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Positive	2	42	78	
Negative	505	2,777	4,774	
Undetermined		11	12	
Missing Date		2	4	
Total	508	2,831	4,869	

Outreach

- AIDS Program Office Mobile Unit Providing HIV, STD and COVID-19 Testing for PLWHA and close family in household. Hepatitis A vaccines available on Wednesdays. Mobile unit calendar available online at HIVCARENOW.com
- Testing Criteria – All ages, regardless of symptoms
- 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)

- No report

Administrative Report: (Part A office)

- Sandy Arts introduced Krystle Cherry as our new EHE Project Coordinator and she joined us on 10/12/2020. Krystle will be working with CAN and DOH who have the mobile medical units.
- Sandy mentioned that the holiday closures for the City of Jacksonville will be on 11/26, 11/27, 12/24, 12/25, 1/1/2021.
- Sandy mentioned that Lisa and Krystle will be off on 11/25, Lisa and Megan will be off on 12/23, Megan and Sandy will be off the week of 12/28 – 12/31.
- Grants/Contract Updates: CSPEC approved the award for \$163,603.
- In progress we are doing a contract/budget amendment with NFAN to increase the health insurance and dental co-payments.

- The RFP (Request for Proposal) is in the Procurement office, hopefully we will be on the agenda for CSPEC 12/3
- Sandy stated that all the billing and invoices are complete for October and we are at 55% of the funding is complete.
- Providers meeting coming up on this Tuesday.
- HRSA: We have a new Project Officer, Kristin Athey and started with us in November. Eric Shell has been moved to our EHE branch, Eric is the Project Officer for EHE with Krystle.
- We received our draft site visit report from last February 2020, we are reviewing this document and pulling together materials for our corrective action plan.
- We have a grant opportunity through Planning Chatt, an online application needs to be completed (3 to 5 people can participate). It is called the RWHAP Part A Planning Councils Recruitment and Retention Learning Collaborative (LC). The application deadline is on 12/2/2020.
- Sandy mentioned that she was asked to investigate term limits. To see if the Planning Council could change the term limits from a (2) two year term to (3) two year term. This was sent up to the Mayor' s office and the Office of General Counsel. It was determined that it is not usual to do so, there is not anything that stops us from doing so. If anyone who has already served 2 terms and is rolling off in February 2021 could if they wanted to be reappointed for an additional term, if the Council would like to recommend them
- We have done a lot or training (New Member Orientation and Planning Council training) with the assistance of Technical Assistance.
- We are updating the red Planning Council three ring binders. Sandy and Mary have reviewed the red binders. The table of contents was provided to the Executive Committee. We added some new sections that include a resource section and Ethics section.
- We can start the mass production once we hear back from the Executive committee, this will be sent to the COJ copy center. This needs to be done before New Member Orientation on 1/21/2020.
- Sandy provided a list of deadlines for report activities to add to the Planning Council timeline of activities for the year.
- Planning Council website updates: It is currently up to date, with the exception of the meeting minutes and changes to upcoming meeting dates.
- Boards and Commission website it is still being updated, we have made all the changes that need to be made and sent it up the chain.
- Katrina commented that she received the table of contents for the Planning Council red binders from the Part A office and presented it to the Executive Committee and wanted the Roberts Rules of Order added to the table of contents.

AHF C.A.B. Report: (Wade Davis)

- No report. There will be no cab report until the beginning of January 2021

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

- Zane Urbanski stated that W.A.C. and FCCAPP will not meet again until January 2021 per the Chair of FCCAPP is Damon Gross.

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

- Johanne Belizaire reported that the C.A.B. met on October 15, 2020: ADAP viral load suppression: 84.57%, ADAP pick up rate: 79.42%, No show rate: 38.40 %.

- There was a CAB Roundtable- Members talk about quality initiatives and our quality numbers that we track monthly. Members participated in roundtable discussion on ways that we can increase retention and care and viral load suppression rates.
- Brianna Bell informed members about the National Latin X awareness day.
- We discussed CAB ideas such as: fundraisers and guest speakers.
- We discussed having a social distancing event at the end of the year, participating in Worlds Aids Day condom blast on Dec. 3rd.

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

- Last meeting was on 11/17/2020 at 11:30am.
- The Cab Minutes were reviewed and approved.
- Clinic Updates:
- Dr. Rathore announced: 2 new study 2017, 1115 to be presented by Research
- Psychiatry- Dr. Tina D'Alessandro last day fulltime 12/10/20. She will return OPS in January 2021. 8 hours per week 4-6 pm.
- We are still looking for a GYN Physician.
- We are encouraging - MyChart and Telehealth for all patients. Covid is raising dramatically.
- Case Management:
- Medicare Enrollment is open. Deadline is 12/07/20 if you are planning to change plan
- There was discussion on the Affordable care Act- 12/16/20
- ADAP eligibility can be done online. There is a link for ADAP to apply.
- TOPWA application has been submitted.
- Case Management is accessible through virtual, please call CM to schedule for visit.
- Food Give Away Saturday 11/21/20 by First Responders, drive through 9-12pm until all is out. Downtown Lot #4 Fla State College.
- Research
- 2 studies- 2017 and 1115 request the CAB to vote and approve. Saniyyah discussed each study and it was approved by CAB. 1115 Study- HIV infected 12-18 years injectable. 2017- exposed infants / high risk
- Several COVID Studies- Regenron COVPN 3502, COVPN NIAID, ACTIV2 COVID Infusion.
- 2032- Inpatient COVID- pregnant and non-pregnant women, we are hiring several new Research Coordinators.
- Hiring a new Peer Navigator – decision has been confirmed
- Reminders: ADAP and RW eligibility must be done.
- CAN – RW eligibility, due COVID- CAN is not coming to assigned clinics or other locations at the time. You need to go to CAN Office.
- Presentation:
- 2 Dietitians- Erika Lamb and Courtney Pflazer
- Topic- Nutrition and HIV Related to Healthy Immune System
- Announcements:
- EBT cards can be used on Amazon for food delivery.
- We encouraged CAB members to attend the Planning Council meeting Thursday 11/19/20 3:00p at the Towers 2nd floor Theater.
- Facemask wearing in the hospital and campus is mandatory.

COMMITTEE REPORTS

Executive Committee: (Katrina Williams)

- Last meeting was on Tuesday, November 10, 2020.
- Katrina stated that the committee discussed Planning Council postcards and Needs Assessment survey.
- There was discussion on the Assessment of Administrative Mechanism survey.
- The Community Representative rep position is still open and in order to be eligible the candidate would need to be a Planning Council member for at least one year. The individual does not have to be HIV positive to be eligible. This role is very important.
- There was discussion on the Planning Council timeline. Katrina stated that we are working on having the timeline completed by January 2021 so it can be presented to the full Planning Council and voted on.
- Katrina and the Executive Committee are still working on the Planning Council timeline. She is still waiting on some information from EHE and Epi information.
- Katrina will be out of work for a month due to surgery.
- We discussed term limits and changing it from (2) consecutive two-year terms to (3) consecutive two-year terms, to help out with continuity on the Planning Council. Legal Counsel is looking into this.
- Katrina Williams and Lisa Holley had a meeting with Steven Vargas from the Houston Planning Council to discuss ideas. One idea discussed is that their Chairperson assigns people to different committees. We did talk about maybe doing a Skills Assessment Inventory to make some suggestions as to where people should go.

Membership Committee (Debbi Carter)

- Last meeting November 9, 2020 from 2:00pm – 4:00pm.
- Debbi mentioned that at least seven people have been interviewed and we are waiting for the Mayor's Office to mail out the appointment letters to everyone.
- Debbi stated we have one member that is still pending a Zoom interview.
- Debbi mentioned that members who are rolling off can now serve another (2) year term. Sandy reported that Planning Council members can serve (3) two year terms for those who are interested.
- Lisa Holley sent out emails to those who are rolling off, asking those individuals if they would like to be reappointed by the Mayor's Office.
- We are adding to the application that a resume is required when you complete an Application for Appointment.
- Debbi mentioned there will be someone who can help potential Planning Council members with their resume if they do not have one.
- Debbi stated that the membership committee has done a great job this year.
- Next Meeting will be on January 13, 2021 from 2:00pm – 4:00pm.

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

- The last meeting was on 11/12/2020 via Zoom. This was an informational meeting.
- Krystal Cherry (EHE Project Coordinator) informed the committee about a Provider's progress meeting that was held on 11/16/2020.
- We reviewed the planning timeline for 2021 with the committee.
- This will be a very busy year for the CCCC committee, we need to develop a new Comp Plan. Dan stated that we need "all hands on deck."

- Dan mentioned that we will need people from across the spectrum working on the: Prevention, Care, Treatment, Testing.
- Dan mentioned that during our planning year some of our guidance will come from the Federal and State government telling us what they need and by when.
- Dan mentioned that we will have to adapt our timeline as we learn new things.
- Dan mentioned that our ICP plan will merge or stand next to our EHE plan.
- We reviewed our local existing plan, we are at the 4th year of our five year plan.
- Herb gave a report about some of our Florida Comprehensive Planning Network (FCPN) meetings.
- Next meeting will be on 1/14/2021, we will not be meeting in December.

Bylaws Committee (Dawna Cornelissen)

- Dawna stated that the committee met on 11/5/2020.
- Dawna stated that the committee reviewed a draft of a Memorandum of Understanding (MOU) between the Part A office and the Planning Council.
- Dawna mentioned that they hope to have a draft of the (MOU) to give to the full Planning Council in January or February.
- Dawna stated that the Council needed to vote on the following second readings.

Second Reading:

- Dawna stated this is to create Article IV, Section 10 (D) Membership section: "Failure to attend required training sections may result in the Executive Committee recommending to the Mayor that the member be removed from the Planning Council."
- Zane Urbanski made a motion to accept Article IV, Section 10 (D) Membership, it was seconded by Herb Smith. Dawna asked all those in favor to please raise their hands via zoom and in person. This motion passes.
- Dawna stated this is to create a new section Article VI, section 2 (I) -Officer Duties and Responsibilities: "Collaborating with the Administrative agency to develop and conduct all required educational and training sessions." A motion was made by Dan Merkan, it was seconded by Zane Urbanski. Dawna asked all those in favor to please raise their hands via zoom and in person. This motion passes.
- Proposed change Article VII, section 2 (H) -Responsibilities of Planning Council staff: "Tracking attendance at Planning Council, all committee meetings and training sessions." A motion was made by Dan Merkan, it was seconded by Zane Urbanski. Dawna asked all those in favor to please raise their hands via zoom and in person. This motion passes.
- Proposed change Article VII Section 2 (K) - Responsibilities of Planning Council staff: "Collaborating with the Chair to collaborate and conduct all educational and training sessions". Heather Kilpatrick made a motion, it was seconded by Debbi Carter. Dawna asked all those in favor to please raise their hands via zoom and in person. This motion passes.

First Reading:

- Create Article XI, section (1) (Education and Training) – The following educational and training sessions are required:
 - A) New Members are required to attend at least one quarterly membership educational training session. (see Article IV, Section 8 (B))
 - (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 required trainings for committee members.

- The second reading will be at the next Planning Council meeting.
- Dawna asked if there was any discussion or debate about the education and training session. No hands were raised.
- Next Bylaws meeting is 1/7/2021 from 2:00pm - 4:00pm.

Priorities and Allocations (Zane Urbanski)

- Last meeting was on 10/26/2020 at 10:00am.
- Zane mentioned that at the last Planning Council meeting we asked for an emergency vote approve funds through HIPAP to be used for dental premiums and co pays. This motion did pass at the last Planning Council meeting. An emergency vote was necessary because Open Enrollment was going to take place before we were going to meet on today.
- Zane mentioned that he will do his best to explain the information on the expenditure worksheet.
- Zane stated that there will be some shortages in Mental Health and Outreach categories and the providers will be able to utilize funds in other areas to avoid having to rewrite contracts and the time it takes to go through the City of Jacksonville for approval.
- In their meeting on 10/26 the committee reviewed expenditures for year to date and to discuss allocations of funds at year to date mark.
- Zane mentioned that at the meeting they did identify two areas where funds needed to be moved and approved. Those two areas are: Transitional Housing (temporary housing for incarcerated individuals and those leaving the jail) and HIPAP.
- Zane stated that the committee is requesting that \$20,000 be moved from Transitional Housing to the Food Bank and \$80,000 to the Food Bank as well for a total of \$100,000 that would provide funds to purchase hygiene items for clients such as: bleach, toiletries and water filters.
- The \$80,000 coming out of HIPAP is not money from the current contract, it is coming out of an overage of \$160,000 that was left over from last year's contract.
- Zane Urbanski asked for a motion to accept and move \$20,000 from Transitional Housing into Food Bank and \$80,000 from HIPAP to Food Bank for a total of \$100,000 to utilize to purchase hygiene items and water filter systems for our clients. A motion was made by Heather Kilpatrick, it was seconded by Dan Merkan.
- Zane did a roll call vote and these are the results:
 Debbi Carter -yay
 Dawna Cornelissen -yay
 Ne'Tosha Dopson-Woodall – yay
 Glenn Edwards- yay
 Dan Merkan - yay
 DeWeece Ogden - yay
 Herb Smith -yay
 Heather Kilpatrick - yay
 Zane Urbanski – abstention
 Katrina Williams – abstention
- Voting results: There was 8 yea's and 2 abstentions, the motion passes. Dawna stated that a 60% quorum of voting members is required.
- Zane mentioned there is no meeting in January 2021.

Needs Assessment (Herb Smith)

- Herb stated that Florida Comprehensive Planning Network (FCPN) had lengthy 2019 Needs Assessment.
- Moving forward FCPN would like the Needs Assessment to be more local.

- FCPN is providing reference materials and guidelines.
- FCPN is asking the committee to review the questions on the 2019 Needs Assessment and review to see which questions we would like to keep or require for every area.

OLD BUSINESS

End the HIV Epidemic (EHE) Report

- Dan Merkan stated that we have a little bit of work left to do on EHE.
- Stakeholders Meeting was on last month and we received feedback which needs to be incorporated in our power point presentation.
- Krystle Cherry (EHE Project Coordinator) gave a report during the CCCC meeting. There was discussion about the progress of the two mobile units.
- Dan mentioned a grant opportunity (HTPN 0096) – it is a EHE study were they are recruiting EHE eligible cities and locations throughout the Country and mostly in the South. They are looking to do (10) pairings in 20 cities. Dan mentioned that we will need Part B to participate as well.
- Herb mentioned that the State is working on combining the two plans and they will be having a concurrence meeting for members of FCPN.

Community Representative Officer:

- Position is still vacant and asked if anyone is interested in filing this position.
- Katrina stated that to be eligible for this position the individual does not have to be HIV positive. The individual must be on the Planning Council for at least one year.

Assessment of the Administrative Mechanism:

- Dan stated Herb and himself we met with HRSA via skype and there was discussion and feedback about the survey.
- Dan mentioned about the survey that will be sent via email to the Providers
- Dan informed the Council to be on the lookout for an email from Sandy Arts that will have survey questions that will be going out to all the Planning Council members and another set of survey questions that will be emailed out to all our providers.

NEW BUSINESS

Agency Closure Holidays Hours:

- NFAN: 11/26, 11/27, 12/24, 12/25, 12/31, 1/1/2021
- AHF: 11/25 @ 3:00pm, 11/26, 12/24 @3:00pm, 12/25, 12/31 @ 3:00pm, 1/1/2021
- Gateway will be closed: 11/26, 11/27, 12/23-12/25, 12/31, 1/1/2021
- UF Cares: 11/25 @ 1:00pm, 11/26-11/27, 12/23-12/25, 12/31@ 1:00pm, 1/1/2021
- River Region: 12/24 - 12/27, 12/31 (not determined yet)
- Lutheran Social Services: 11/26-11/27, 12/24 - 12/25, 1/1/2021
- CAN – 11/25 closing at @ 1:00pm, 11/26 - 11/27, 12/25, 12/31
- Duval Department of Health (DOH): 12/25, 1/1/2021
- Nassau County Department of Health: 12/25 - 12/27, 1/1/2021
- Jasmyn: 11/26-11/27, 12/24-12/25, 1/1/2021
- JALA : 11/26-11/27, 12/24-12/25, 1/1/2021

Third Term:

- Dawna stated that Sandy mentioned in her report about the Bylaws committee asking about the possibility of changing our Bylaws in order for people to be reappointed an additional two years after their initial two-year term.
- Dawna mentioned that normally this is done in the committee meeting; however, since we have people rolling off the Council we needed to get the first reading done today in this meeting.
- Zane Urbanski made a motion that we allow for the first reading without it going to the Bylaws committee so we can get this amendment into place, motion was seconded by Debbi Carter.

First Reading:

- Amendment to Article 4 section 5: "Members shall serve for a term of two (2) years each. Members are permitted to be reappointed for two (2) additional two-year terms. Second reading will be at the January 2021 Planning Council meeting.

Letter Opposing face to face meetings:

- Dawna drafted a letter to the Governor regarding Executive Order 20-69, requesting to continue with virtual meetings.
- The Executive Order expired as of 11/1/2020 and now in-person quorums are now in effect. The request is to extend or amend the Executive Order 20-69 for the safety of the Planning Council members.
- State employees on the council must get permission from their supervisor in order to sign the letter.
- Chief Johnetta Moore stated that we have to adhere to what the governor says concerning meetings. Chief also stated that she would check with the Boards and Commission office to see if the letter needs to go the Mayor or the Governor first.
- Chief also mentioned that the council needs to keep in mind that the Mayor's office has the final say whether an individual is reappointed or not.

Announcements

- Lutheran Social Services will have their mobile pantry on tomorrow and the 3rd Friday of every month from 10:00am-12:00pm.
- Herb mentioned about the AIDS Institute that has grant money available for conducting education for PrEP.
- World's AIDS day awards ceremony (handout was given out)
- Next Planning Council meeting is on January 28, 2021 @ 3:00pm. There will be no meetings in December.

Adjournment

- Meeting Adjourned at 5:04 p.m.

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

Approved by: 
Katrina Williams, Planning Council Chair