

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

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

Planning Council MINUTES on Thursday, March 25, 2021 – 2:00 p.m.

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

Called to order at 2:05 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 Gloria Coon.

Roll Call: Dawna Cornelissen, (Vice-Chair)

Members Present: Katrina Williams (Chair), Dawna Cornelissen (Vice-Chair), Dan Merkan, Glen Edwards, Mary Glenn (late), Gloria Coon, Timm Purcell, Dewayne Robinson, DeWeece Ogden (via zoom), Michael Acker (late).

Members Absent: None

Associate Member Present: Heather Kilpatrick (via zoom), Jonathan Harris (in person)

Associate Member Absent: None

Staff: Chief Johnetta Moore, Sandy Arts, Karen Andrade, Lisa Holley.

Guests (via Zoom): Mark Cleveland, Chrissy Edmonds, Howard Williams, Randal Lucero, Samuel Quintero,

Guests (in person): Justin Bell, Dr. Justin Oring, Paula Burns, Timothy Neal, Frances Lynch, Earvin James, Ethan Bower (intern at UF Cares), Michael Kyger, Lynnette Cuebas.

Dawna Cornelissen called Jonathan Harris to the table, to make eight Council members so we can have a quorum and then we will vote on the members that are on via Zoom.

- 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 that they gave for not being present in the meeting today. Katrina stated that DeWeece Ogden is not able to travel according to her employer.

- Point of order by Dawna Cornelissen stating Madam Chair do you want to mention the public comment form (Blue speaker form). Katrina announced if anyone had a public comment, they would need to complete a blue comment form that they can get from the Planning Council Support Aide.
- 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 that we accept the excuse for DeWeece Ogden and give her full rights and privileges under the circumstances that she is unable to attend due to her employer's restrictions due to Covid-19, so she 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, 0 nay's. There were 2 abstentions. The motion passes.

Approval of February Meeting Minutes:

- The February 25, 2021 minutes were reviewed. A motion was made by Dawna Cornelissen and seconded by Dan Merkan. Voting results: 8 yea's. The Planning Council meeting minutes were approved with no oppositions or abstentions.

Public Comments:

- Gloria Coon made a comment about childcare. She stated that she had to take her grandkids out of school in order to attend the meeting today. Gloria stated that there needs to be something worked out for Council members with kids that they must care for.

Planning Council Chair: (Katrina Williams)

- Katrina Williams acknowledged Planning Council members who have a birthday in the month of March.
- Katrina mentioned a few reminders:
 - All public comments are limited to 3 minutes and a blue speaker form would need to be completed first. The Planning Council Support Aide will have the blue speaker form and turn in the completed blue speaker card to Dawna Cornelissen, Vice Chair.
 - All committee and CAB reports are limited to 5 minutes. The Parliamentarian, Dawna Cornelissen will keep track of time during this meeting, and she will put up her hand up when you have one minute left.
 - The purpose of the Planning Council meeting is to vote on items and make motions and each committee chair is just giving highlights of what is happening at the committee meetings. The meeting minutes are in the packet and they are posted on the City of Jacksonville website.
 - If you are unsure when committee meetings are taking place, it is on the Planning Council calendar.
 - Please email the Planning Council Support Aide a copy of your CAB report.
 - Katrina stated that if any Council members did not complete a Proxy form, conflict of interest, committee application or the Sunshine Acknowledgement form to please fill them out today and give to the Planning Council Support Aide.

AGENCY REPORTS:

Lead Agency – Part B: (Johanne Belizaire)

- No report. Johanne Belizaire was absent.

Community Connections: (Michael Acker)

- There was discussion about a Yoga event at CAN and upcoming events.
- Michael did reach out to Damon Gross and Yolanda Carter to find out about upcoming events and resources to share with Community Connections.
- Dewayne Robinson gave a slide presentation about the Planning Council postcards.
- Next meeting will be on April 8, 2021

Administrative Report: (Part A office)

- Grants/Contract Updates:
- Sandy stated we were at the Competitive Seal Proposal Evaluation Committee (CSPEC) this afternoon and presented our recommendations for funding of the providers for our initial grant award this year.
- Our initial award from HRSA was \$1,349,654 minus Administrative fees.
- We invited 28 agencies to submit proposals, 10 agencies submitted proposals and we recommended funding to 10 agencies and all 10 agencies were approved. The next step is for this to go to the Mayor's office to approve Procurement recommendations. We should get a signed approval letter from the Mayor within a few days and then we can start distributing contracts. Recommendations are based on the Planning Council's Priority and Allocations prioritization and recommendation for percentages of funding per category.
- We met with the Providers on Tuesday and all the contracts are ready to go.
- Once the Providers return their signed contracts with budget adjustments, then contracts will go to the Office of General Counsel for final execution.
- We do not know when we will receive our final grant award. HRSA informed us probably late March or mid-April.
- We are in process of moving CAREWare to the City of Jacksonville's ITD in the next couple of weeks. We are hoping for a smooth transition.
- We are hoping to have a meeting with the Mayor's budget review committee. We took two contracted positions and created an in house position for a new Data and Quality Manager job.
- Sandy mentioned that Administrative monies cover the following expenses:
 - Salaries/benefits
 - Travel expenses
 - Office Supplies
 - Office equipment
 - Training
 - Transportation
 - Food for Planning Council meetings
- Sandy mentioned that of the 10 agencies that were approved, the new agency that was approved is Community Rehabilitation Center.

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

- No report

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

- Last CAB meeting we had 12 members present.
- Viral load Suppression: 90.71 (Feb 2021)
- ADAP pick -up rate: 79.21%

- ADAP No show rate: 24.18%
- Members discussed potential outdoor CAB meeting for May 2021 at the park near CCC.
- National Women & Girls HIV/AIDS Awareness Day on March 10th.
- National Youth HIV/AIDS Awareness day on April 10th.
- Next CAB meeting will be on 4/15/2021 at 12:00pm via conference call.

UF CARES C.A.B. Report: (Michael Kyger)

- Last meeting was on 3/16/21 via Zoom

Clinic Updates:

- Encourage all patients to continue to use MyChart and Virtual visits.
- More Covid-19 Vaccines are available. For Patients & Community.

Research:

- Open positions – Nurse Practitioner, RN, CRC 1

Old Business:

- Continue to use telehealth for MD, nutritionist and MCM visits.

New Business

- Two Pediatric Vaccine Studies (1 for 6 months to 12 y/0 starting next month)
- Must have or had COVID-19 (Vaccine study @ Emerson clinic & cont. to accept new patients)

Staffing (UF CARES C.A.B. Report)

- Hiring for a Medical Case Manager – Nancie is retiring.
- Hiring for Outreach and Prevention staff.
- Registered Dietician starting Monday, March 29, 2021.
- Covid vaccine is available for 6 months to 12 years old if they are healthy. In order to get more information individuals can contact Susan Black, Research Coordinator Nurse. Glen Edwards will email the Planning Council Support Aide additional information to share with the community about the covid vaccine for (children ages 6 months – 12 years old).
- UF Cares is giving Covid vaccine to its patients. At the UF clinic, they can schedule patients to have the vaccine done at the hospital.
- Next Cab Meeting April 20, 2021.

COMMITTEE REPORTS

Executive Committee: (Katrina Williams)

- The last meeting was held on 3/16/2021.
- We discussed the Planning Council timeline and survey.
- We discussed the Memorial Fund and will have this added to the agenda for Bylaws for further discussion. It is a donation of \$11 by Planning Council members.
- Katrina mentioned that the committee discussed developing a mentorship program for the Planning Council. There will be some time set aside (30 minutes) before each Planning Council meeting for mentor and mentee to discuss any questions.
- We discussed the full Planning Council training via Zoom on April 21 – 22 from 2:00pm – 4:00pm
- We discussed the Assessment of the Efficiency of the Administrative Mechanism, Standards of Care and Needs Assessment. Dawna Cornelissen is the chair over these committees.
- Dawna asked will the Planning Council receive the full HRSA corrective action plan (site report).
- Next meeting will be on 4/20/2021 at 2:00pm.

Membership Committee (Deweyne Robinson)

- The last in person meeting was on 3/10/2021.
- Deweyne stated we currently have 11 Council members; 5 Council members are unaligned.
- We are working on some improvement processes with our New Member Orientation and with our interview questions.
- We conducted a presentation with Community Connections via Zoom to get our recruitment efforts moving along more quickly.
- We are working with the Planning Chatt Recruitment and Retention webinar training to get more ideas for our recruitment efforts.
- Planning Council survey that went out to the agencies was very successful, we have contacted over 63 consumers and had over 100 consumers completed the survey.
- We want to enhance our recruitment efforts so we can come into alignment with our 33% unaligned ratio. Our big push is to reach out to our Hispanic population and the “other” category to see about individuals being interested in becoming involved and joining the Council.
- Next Meeting will be on 4/14/2021 at 2:00pm.

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

- Last meeting was held on 3/11/2021.
- We spent a lot of time looking at epidemiology data and some data related to social determinants of health and priority populations.
- Paula Burns presented a power point presentation with the committee. We noticed that there has been an extreme increase in STD and covid infections with persons with HIV. There was discussion about making this a Priority population.
- We need to update the Resource Inventory for our committee.
- We will be coordinating with the Needs Assessment committee.
- There will be guidance coming out in June from NHAS, they will offer us opportunities to sign up for technical assistance in order to help us with our Integrated Comp Plan. We extended our existing Comp Plan for a full year. It was supposed to expire at the end of 2021. The letter of Memorandum that came out stated that we have until 2022 to complete our new Integrated Comp Plan.
- The CCCC committee is beginning to write our new Integrated Comp Plan for 2022-2026.
- We have formed an Ad-Hoc writing committee and we had our first meeting and broke into 10 sub-groups. We are working on writing the first part of the plan that deals with epidemiology data, priority populations and social determinants of health that impact our local HIV epidemic.
- The next Ad-Hoc writing committee meeting TBA.
- Next CCCC meeting will be on 4/15/2021 at 2:00pm.

Bylaws Committee (Dawna Cornelissen, Chair)

- Last meeting was held via Zoom on 3/4/2021.
- There was discussion and we are still working on our Memorandum of Understanding (MOU) between the Planning Council and the Part A office.
- We will be discussing the Memorial Fund at our next meeting and continue to discuss the MOU.
- Dawna will be chairing the Needs Assessment Ad-Hoc committee, which looks at our client’s needs and where the gaps are.

- Dawna mentioned that she is also chairing the Assessment of the Efficiency of the Administrative Mechanism, which looks at the Procurement process between the Part A office and the providers.
- Next month at the Planning Council meeting we will be reviewing the 2019 Needs Assessment data.
- Next Zoom meeting will be on 4/1/2021 from 2:00pm – 4:00pm.

OLD BUSINESS

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

- Dan stated from their last meeting researchers were working on a project with Jacksonville and other cities to explore intervention of EHE plan. We would probably be partnering with Orlando but will have more information later.

MCM Planning Council Survey Update (Katrina Williams)

- Katrina mentioned that 215 survey were completed by the participating agencies. Duval, Clay and St Johns did not participate. We need to continue to spread awareness about the planning council.
- We received 119 inquiries asking for more information regarding the Planning Council. Katrina mentioned that each agency is supposed to provide two names per agencies to the Council, to see if individuals are interested in joining the Council.
- Katrina stated that the Membership committee is 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.

Planning Council Timeline:

- The Planning Council timeline is broken down to 2 portions:
 - *Critical Items* – Planning Council meetings, trainings, Priority & Allocations, new Officers being sworn and the Elections process.
 - *Month by Month breakdown* – Responsibilities of the Planning Council and what the Planning Council and Administrative agency work together to accomplish, the responsibilities of the Administrative agency and the Planning Council Support Aide. It has each of our committee’s listed and what is required by each committee at what point of the year.
- This timeline will go out to all our providers, agencies, and Planning Council members.
- Sandy Arts has approved the timeline to be distributed to the public.
- Every year in February the timeline will be reviewed for the following year.

NEW BUSINESS

Planning Council Red Book:

- Katrina mentioned that everyone on the Council has received their new documents to go inside their Planning Council red book except for Glen Edwards and Jonathan Harris. Both Glen and Jonathan can plan to pick the new documents to go inside their P.C. red book from the Planning Council Support Aide.
- The red book has our bylaws, policies and procedures in it and everything that you need to know about the council. Katrina mentioned that council members should bring the red book to all meetings.

- Once appointed by the Mayor the new members will receive their Red Book.

Planning Council Meeting Times:

- Katrina mentioned that the feedback we received back from the Planning Council survey, we found out that the time of the Planning Council meeting is not convenient for those who work full time.
- Katrina stated that Sandy Arts and the Part A office staff let her know that there is a possibility of rotating their staff so that we can conduct our Planning Council meetings from 4:00pm-6:00pm. Ten people raised their hands to acknowledge that they would be able to attend Planning Council meetings from 4:00pm-6:00pm.
- Dan Merkan made a motion to explore with the General Counsel office what would it take to get us to allow remote participation from council member even without extraordinary circumstances due to Covid, it was seconded by Dawna Cornelissen. There was discussion. Chief Johnnetta Moore stated that our Office of General Counsel has already spoken and have already given the Planning Council a ruling on this. Voting results: 5 yea's, 3 nay's. There was one abstention. The motion passes. This will be added to the Executive committee agenda in April for further discussion.

WRAP UP

Announcements

- HIV Testing:
 - At JASMYN, this week Tuesday – Friday, they are conducting daily HIV testing 12pm- 6pm for ages 13-19.
 - Access is for ages 18-24 (at JASMYN) – time set aside for young people to access our food pantry, showers, laundry services, clients will have access to our staff for assistance for linkage services and additional assistance.
 - Sexual Health Clinic 4:00pm- 8:00pm (Thursday)
 - Department of Health (DOH) mobile testing unit is open to all ages - on Tuesday from 1:00pm – 4:00pm
- Jonathan Harris is one of the Area one representative for the Florida statewide community HIV advisory group. Our next meeting is on Tuesday March 30 at 3:00pm via Zoom.
- Sandy Arts presented Katrina Williams with a certificate of appreciation for being the 2020 Chair of the Executive Committee and the Planning Council.
- Sandy Arts mentioned that individuals do not have to be on the Planning Council to be involved. They can be on committees and be out in the community doing health fairs.
- Anti-Stigma workshop at the following location: 1319 North Myrtle Avenue 32209 on 5/15 at 10:00am
- Florida Comprehensive Planning Network Meeting will be held via Zoom on 4/27 from 1:00pm – 5:00pm and 4/28 from 9:00am- 3:00pm.
- Full Planning Council training via Zoom on 4/21 & 4/22 from 2:00pm – 4:00pm
- Next Planning Council meeting on 4/29/2021 at 3:00pm.

Adjournment

- Meeting adjourned at 3:37p.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