

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, June 25, 2020 – 3:00 p.m.

Call to Order

Katrina Williams, Chair

Called to order at 3:06 p.m. – **Virtual Zoom Meeting**

Introductions of Planning Council Members and guests were conducted.
NHAS Goals were read by Dawna Cornelissen.

Roll Call

*Zane Urbanski,
Vice-Chair*

Members Present: Katrina Williams (Chair), Zane Urbanski (Vice-Chair), Debbi Carter, Michael Acker, Dawna Cornelissen, Ne'Tosha Dopson-Woodall, Glen Edwards, Elinor Holmes, Dan Merkan, DeWeece Ogden, Herb Smith, Christie Matthews.

Members Absent: Mark Cleveland, Joseph Mims

Associate Member Present: Heather Kilpatrick

Associate Member Absent: Wade Davis

Staff: Johnnetta Moore, Sandy Arts, Lisa Holley

Guests: Dr. Rathore Mobeen

Zane Urbanski stated “Madam Chair we do have a quorum”.

Point of order by Dawna Cornelissen stating: “Madam Chair we forgot to do the introduction of guests”

Approval of February Meeting Minutes

The February 27, 2020 minutes were reviewed and a motion from Christie Matthews to accept the minutes as presented and it was seconded by Debbi Carter. Herb Smith stated that there are two corrections that need to be made to the minutes on (pages 5-6). Katrina Williams stated that with the two corrections that Herb Smith has acknowledged she asked for a motion to approve the updated minutes and there was a motion from Debbi Carter to approve the updated minutes and it was seconded by Herb Smith. The Planning Council meeting minutes were approved with no oppositions or abstentions.

Public Comments

There were no public comments.

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Planning Council

Chair

(Katrina Williams)

- Katrina recognized Planning Council Members birthdays in March, April, May.
- Katrina stated that the Planning Council booklets and postcards are ready to be picked. If anyone is interested in picking them up please contact Lisa and give at least a day's notice and how many you will need and she will meet you at your car outside in the parking lot. These postcards are going to be given out to Infectious Disease Practitioners and general practitioner office.
- Debbi stated that she is reluctant to distribute the Planning Council booklets and postcards right now due to the Covid-19 getting worse. Debbi stated that she is limiting what she does right now. Debbi said if someone else would like to do it, that it was fine with her, but as soon as things get better she would be glad to do it.
- Katrina stated that members that work at doctor's offices, such as Aids Health Foundation (AHF), they are about to start seeing clients face to face, then those committee members can stop by the Ryan White Part A office and pick some up from Lisa.
- Katrina stated that we had a series of meetings with Steven Young at Technical Assistance and he was awesome. The first meeting, we went over what is your role as a Planning Council member? We also discussed membership (unaligned and aligned members). Second meeting, we discussed Priority and Allocations. Third meeting, we discussed data based decision making, which is using effective data in order to make decisions with prioritizing and allocating the funding with Ryan White Part A office. We also discussed about having our core and support services available and accessible and that we are offering appropriate services to our PLWHA's in our area and that we have effective services that meet the performance standards.

Administrative Agency – Part A

(Sandy Arts)

- Sandy stated that there is a lot of stuff going on and we came back to the office on June 3, 2020. We have been playing catch up ever since. The initial **round** of contracts have gone out and March and April have been paid. Sandy mentioned that she has all of the signed contract amendments and we are waiting for the rest of the money to be put into our account so as soon as we can get the contracts executed from General Counsel and then we will be able to pay the rest of May and we will be actually be caught up with payments and not behind in payments.
- Sandy stated that our End the Epidemic money is being used to fund one staff member in the Part A office, we are looking for a Program Coordinator position which is similar to Megan Graham's position. The person in this

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position will be working very closely with Community Aids Network (C.A.N.) and the Health Department. There is a marketing piece to this program, so the candidate will be working with Joseph Mims and Community Aids Network (C.A.N.) with the mobile medical units that money has been distributed and we are still waiting for contracts from legal.

- Sandy mentioned that we received additional CARES money for the Covid Act. We will be using this money for: personal protective equipment, for clients and staff members at the agencies, deep cleanings of the agencies before clients come back to the offices, purchasing thermometers, hand sanitizing stations at all of the agencies, food cards for consumers, housing assistance. Sandy stated that we still have a number of consumers who are still unemployed and will be housing assistance. Sandy also mentioned that we are doing telemedicine with UF to bring telehealth into the different agencies.
- Sandy thanked Dr Rathore for stepping up with telehealth.
- Sandy stated that she has a couple of reports that are due, our annual progress report is due tomorrow. Sandy stated that our Covid funding comes with monthly reporting and EHE is quarterly reporting.
- Sandy Arts stated that Graham Watts our Quality Management Contractor and he is no longer with us. We are looking to hire another Quality Manager and to hire someone to assist with writing our grant application that is due on October 7th.
- Sandy Arts mentioned that our Planning Council booklets and postcards came into our office just after we were put on Administrative leave.

AGENCY REPORTS

Lead Agency – Part B

(Johanne Belizaire)

- Johanne Belizaire stated that due to Covid-19 many things have been Postponed due to Covid-19.
- Johanne mentioned that they hired some staff to go out and do outreach and linkage; however, due to Covid-19 they have not been able to do so.
- Johanne mentioned that they are working on extending hours in their pharmacy department.
- Johanne stated that their on site visit with HRSA had to be postponed due to Covid-19 and their Part C grant they were working on had to be postponed.
- Johanne stated in terms of client services they had:

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

Test and Treat	6
PrEP	7
nPEP	2
ADAP pick up rate	77.98%
Area 4 viral load suppression	85.89% For this quarter we tested: 508 2 tested positive

**Community
Connections**
(Michael Acker)

- No report

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

- No report

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

- Elinor Holmes reported the C.A.B. met on February 20, 2020: ADAP viral load suppression: 88.77%, ADAP pick up rate: 88.77%, No show rate: 31.74%, CCC No show rate: 31.74%

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

- CAB committee met on June 16, 2020.
- Glen stated that the committee discussed that everyone wear a face mask and practice social distancing at all times. It is a mandate in the hospitals and clinics. No one is allowed to walk down the halls or attend meetings without a face mask. Temperatures have to been taken before coming into the hospital. They are encouraging virtual visits.
- Future Meetings – To be determined
- Social Distancing – Met in the Elm Room. Social distancing and all had masks.
- Minutes – Gloria made a motion that the minutes from the February meeting be approved and Vincent Seconded.
- Virtual Visits – All members present reported that they have had at least

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- one Virtual Visit and report that they like it.
- Clinic Update: Keisha Reported that Dr. Mojadidi, GYN, is back and seeing patients. Dr. Sanchez is no longer a Provider and Dr. Tina added a day. Keisha encouraged the patients to continue to take advantage of Virtual Visits.
- Case Management Update: Bonita
- Answered questions about food bank and durable medical equipment as well as housing assistance.
- Still have gas cards and bus passes. No more dollar tree gift cards.
- Six month updates and other MCM services can be done virtually.
- ADAP can be updated over the phone.
- Effective July 1, all eligibility staff will be back in the office.
- Research: Saniyyah and Mariana
- MPAACT Conference call indicated that some sites are being eliminated, but not UF CARES.
- Though enrollments are down some with some studies, others are allowing enrollments.
- Mariana reported on P5359 – Injection study. Eligible participants must have a detectable Viral Load. The goal is improvement in medication adherence and viral load suppression. Jisell gave an update on Tech to Check.
- OLD BUSINESS:
- NFAN is restarting monthly lunches/box lunches will be distributed the last Friday of the month.
- Peer Navigator position is still open
- NEW BUSINESS:
- RW Eligibility and ADAP will continue virtually or by phone until July 1. Eligibility staff will return to UF CARES beginning the second week in July
- Next CAB Meeting will be July 21, 2020 - Pending

COMMITTEE REPORTS

Integrated Comp Plan

(Dan Merkan)

- Dan stated that they had an extensive discussion about Covid and how would it effect how they worked.
- Dan mentioned that they are having a virtual meeting today and they are voting on some things.
- Some questions were raised such as: “Will there be any additional dollars or funding streams to help PLWHA related to Covid-19?” Dan stated that the answer is yes.
- Dan discussed EHE (Ending the HIV Epidemic) work that is going on as a separate sub-committee not underneath ICPC, but as a stand alone committee that Joseph Mims formed. We do have participants from JASMYN, NFAN, UF CARES, Graham Watts.

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- Dan stated the most recent thing they worked on was a providers survey that went out, 68 people provided responses. Several focus groups were done with targeted populations.
- Dan stated they received an extension due to Covid, originally they had to have everything wrapped up and written by June 30, 2020; however, they received an extension until Sept. 15, 2020.
- Dan mentioned that the FCPN meeting happened virtually, they provided some things in related to Integrated planning, they are updating the tool and adding metrics to the tool. Dan sent links that Lisa Holley will send out via email to the group.
- Next Meeting will be held on July 9, 2020.

Bylaws Committee (Dawna Cornelissen)

- Last Meeting was on June 16, 2020.
- Dawna stated that the committee did not meet in February or March.
- Dawna mentioned that we are not voting today that this is the first reading, discussion and any amendments that we want to make.
- Dawna discussed the following changes to be made to bylaws and the policies and procedures:
- **Article XII, Section 5** – we wanted to add after the last paragraph, add “Once a quorum has been established, no additional members or Associate members will have the right to vote at the current meeting.”
- Dawna stated that this came up because we had a meeting were we called an Associate member to the table and we recognized them and then a Planning Council member came in and there was confusion at that point as to who had the right to vote.
- **Christie Matthews** asked a question: If a Planning Council member comes in late he/she will not be able to go to the table and have the opportunity to vote? Dawna replied that they can still sit at their seat, but they would not be able to vote.
- **Article IV, Section 13** - does not currently exist, “If a Planning Council member’s membership category changes during their term, the member must inform the Executive Committee in writing no later than thirty (30) days after the member becomes aware of the change and a new conflict of interest form must be completed. The Executive Committee may assign the member to a vacant membership category, if available, for the remainder of their term. If a vacant membership category is not available, the member shall resign at the end of the current grant year.

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- **Article IV, Section 1** – Amendment to this bylaw, Dawna stated that this would change the name of the PLWHA office to Community Representative.
- **Article V, Section 3** – does not currently exist, “Following the resignation, removal, untimely demise, or circumstances causing the Chair to leave office prior to the expiration of their term, the Vice Chair will become the Chair, and the Vice Chair’s seat will be declared open and an election will follow. Following the resignation, removal, untimely demise, or circumstances causing the Vice Chair or PLWHA Representative to leave office prior to the expiration of their term, their seat will be declared open and an election will follow.”
- **Article VI, Section 1** – adding wording, “To accept a nomination, a Planning Council member must have a combined attendance of 70% for Planning Council and committee meetings, and be an active member in good standing for one full year prior to acceptance.”
- **Article VI, section 4** – this would require the Community Representative to be a member of the Community Connections committee.
- **Article X, Section 3** – eliminate EIIHA and changing the name to Continuum of Care Coordination Committee. It would read: “Continuum of Care Coordination Committee oversees the development and implementation of an Integrated Comprehensive Plan for the Jacksonville Transitional Grant Area (TGA).”
- Sandy commented that we need to make sure that EIIHA continues to be a part of the Continuum of Care.
- Dan stated that we as a committee understand that EIIHA has already been integrated into the Integrated plan and all of those different activities are present in the Integrated plan so it is not a separate and stand alone document anymore. Although when you write reports it is because you are only focusing on certain parts of the Integrated plan, not the entire plan.
- Dawna stated that we also talked about updating some of the Policies and Procedures to make the changes to the bylaws, if those changes are approved and voted on then the Part A office will make those changes for us.
- Dawna stated that their next meeting will be held on July 21, 2020 2:00pm - 4:00pm. Dawna stated that we will not need to meet unless there are any changes to be made to these changes that we just

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discussed. Dawna stated unless something comes up we will not meet next month we will go to the full Planning Council with this document.

- Dawna asked the committee is anyone wanted to make any other proposed changes to this document, otherwise, it will go for a second reading at the next full Planning Council and it will be voted on.

New Business

- Zane stated that on June 29, 2020 will be their first Priority and Allocations meeting 2:00pm - 4:00pm. Zane mentioned that if you have not received an invite yet please email Lisa and let her know that you would like to attend the meeting. We did reach out to several organizations in the area to make sure that Directors got the information for individuals who might be interested in joining this meeting.
- Katrina stated the next Executive Committee meeting is on 7/13/2020 1:30pm – 3:30pm and the next Planning Council meeting is on 7/23/2020 3:00pm – 5:00pm.

New Business (Presentations) *Sandy Arts*

- Sandy Arts presented certificates and plaques of appreciation via zoom to the following people:
 - Katrina Williams – received certificates Chair of Priority & Allocations & Co chair for Integrated Comp Plan Committee.
 - Steven Green – received a plaque
 - Debbi Carter – received a plaque for Planning Council Chair 2019

Announcements

- Herb mentioned that he has been selected to participate in Pfizer's COVID-19 vaccine, the research team in Jacksonville is running the tests for them.
- Dr Rathore thanked Herb for participating in Pfizer's COVID-19 vaccine.
- Sandy mentioned a call yesterday with HRSA, there is still a waiver on eligibility. Sandy stated that we are not sure when the waiver will be lifted.
- Sandy encouraged everyone to attend the Ryan White Conference Aug. 11-14, 2020 it will be done virtually; however, you do have to register.
- Dawna mentioned that Duval County Health Department is having their National HIV free Testing day event tomorrow from 10:00am – 2:00pm in the parking lot at 505 West 6th Street.
- Dan Merkan mentioned First Coast Community Aids Prevention Partnership (**FCCAPP**) meeting on 7/14/2020 at 2:00pm.
- Dr Rathore Mobeen mentioned they are starting their food pantry as a pilot project.

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ADJOURNMENT

- The meeting was adjourned at 4:15 pm.

Approved by: 7/23/2020
(Date)



Katrina Williams, Planning Council Chair