

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, July 23, 2020 – 3:00 p.m.

Call to Order

Katrina Williams, Chair

Called to order at 3:05 p.m. – Virtual Zoom Meeting

Introductions of Planning Council Members and guests were conducted.

NHAS Goals were read by Zane Urbanski.

Roll Call

*Zane Urbanski,
Vice-Chair*

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

Members Absent: Mark Cleveland, Joseph Mims, Dawna Cornelissen

Associate Member Present: Heather Kilpatrick

Associate Member Absent: Wade Davis

Staff: Johnnetta Moore, Sandy Arts, Megan Graham, Lisa Holley

Guests: Deweyne Robinson, Demetrius Coletti-Brown, M. Maximillion Wilson Ph.D, Gloria Coon, Teresa Brady, Dr. Rathore Mobeen, Francis Lynch, Lolita Hill, Steven Vargas, Tim Purcell, Tyrell Moore, Johanne Belizaire.

Zane Urbanski stated, "Madam Chair we do have a quorum".

Public Comments

There were no public comments.

Approval of June Meeting Minutes

The June 25, 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 2&8). On p.2 change the word from "ground" to "round". Change p.8 change FCAP to FCCAPP.** 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 Elinor Holmes to approve the updated minutes and it was seconded by Herb Smith. The Planning Council meeting minutes were approved with no oppositions or abstentions.

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**Planning Council
Chair**
(Katrina Williams)

- No report. Katrina stated she is saving her report for the Executive Committee report so there is no duplication.

AGENCY REPORTS

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

- Financial: Part B Reported quarterly (see attached for the 1st quarter of Grant year 2020-2021)
- Johanne Belizaire stated that for the first quarter of the grant year (April – June), 19.2% was spent for Duval County.
- Staff changes:
 - Rodney Brown is no longer with the Agency and we will be posting the Early Intervention Coordinator position shortly. If you know of a good candidate, please have them complete a profile on People First.
- Clinic updates:
 - Telehealth is available for OAHS, MCM, NMCM, Test and Treat 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. – 7:00 p.m.
Saturday and Sunday 9:00 a.m. – 5:00 p.m.
- Pharmacy updates
 - During this hurricane season Florida ADAP has confirmed the authorization for larger orders of ADAP formulary medications to provide up to 90 days' supply of prescribed medication to clients (August, September, and October)
- Contracts/grant updates
 - HRSA Part C COVID-19 response grant for FY 2020-2021 (April 1st, 2020- March 31, 2021)
 - We are working on completing the HRSA Part C grant

- Clients services

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Clients services	June 2020	Comments Based on May 2020 data	YTD (Jan-Dec 2020)
Test and Treat	12	↑ by 6 clients	73
PrEP	8	↑ by 1 clients	50
nPEP	2	no change	13
ADAP pick up rate	82.87%	↑ by 4.89%	
Area 4 viral load suppression	Baker: 100% Clay: 82.76% Duval: 76.82% Nassau 0% and St. Johns 86%	No change ↑ by 1.81% ↓ by 0.6% No change ↑ by 2.9 % ↑ by 0.78%	Average for Area 4: (86.39 %) ↑ by 0.50%
Ryan White enrollment	168	↑ by 139 clients	329

- HIV Testing numbers for area 4 (reported quarterly)
- Outreach

1. AIDS Program Office Mobile Unit Providing HIV, STD and COVID-19 Testing. Hepatitis A vaccines available on Wednesdays.

July 21	1:00 p.m.- 4:00 p.m.	JASMYN, 923 Peninsular Place 32204
July 22	10:00 a.m.- 4:00 p.m.	Renaissance Villages Apts., 3140 Franklin St.32206
July 23	10:00 a.m.- 4:00 p.m.	Town & Country Pharmacy, 939 University Blvd. N., 32211

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 <http://duval.floridahealth.gov/index.html>

2. Community Connection to resume via conference call on the 2nd Thursday of the month starting in August 2020.
 - Meeting between the DOH and the Community Connection chair on Thurs 07/30 to discuss on logistics and to share other related information.
3. Newsletter with useful information about HIV events, COVID-19 testing and updates (stay tuned.)

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4. Visit the HIVcarenow webpage at <http://hivcarenow.com/> for updated related information in Area 4.

Community Connections (Michael Acker)

- Michael stated the last meeting was on the second Thursday in March.
- Michael mentioned that on July 16th they had an Open Voice meeting. **The meeting was held** to see how they would move forward due to Covid-19. Michael was informed that the committee did not think they had the option to use the Zoom platform. It is not funded by the Health Department budget.
- Michael mentioned that this topic would be brought up at next meeting concerns about the renewal of the Ryan White coverage.
- The next Open Voice meeting is on July 30, 2020 at 2:00pm.
- Sandy Arts commented that Community Connections is a standing committee of the Planning Council and she will speak to Chief Johnnetta Moore about finding a platform that will work for Community Connections so our office can help support this committee.
- Johanne Belizaire commented that they are in the process and working on possibly having Community Connections meeting via conference call instead of zoom. She stated many consumers are having issues and do not have the technical skills in order to use zoom.

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

- No report

Administrative Report (Sandy Arts)

- Sandy stated that we have been very busy with contracts and contract amendments.
- Sandy mentioned that we have started on the grant application due October 7th
- Sandy mentioned that they had a Providers meeting on today 7/23 at 9:00am.
- Sandy stated that we are starting to see some COVID-19 positive cases among PLWHA. She mentioned that at NFAN – (5) COVID-19 positive cases, LSS – (2) COVID positive cases and one death.
- EHE project is moving forward, we have the CAN and Department of Health (DOH) contracts.
- Sandy mentioned that she has been working with Lisa Holley on New Member Orientation and Planning Council Training.
- Sandy encouraged everyone to register and attend the 30th Annual Ryan White National Conference is on Aug 11-14. Sandy mentioned this is a great opportunity to get some good training, input and network without having to travel.

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AHF C.A.B.

- No report.

Report

(Wade Davis)

Planning CHATT

(Steven Vargas)

- Steven Vargas introduced himself to everyone. He stated that he works with Comprehensive HIV/AIDS Technical Assistant and Training (CHATT), it is a collaborative agreement that JSI has with HRSA to provide trainings to Planning Councils to meet legislative requirements.
- Steven mentioned that we have established the dates for New Member Orientation on (8/3) and Planning Council training on (8/18).
- Steven stated that he will be discussing in New Member Orientation:
 - 1) The history of the Ryan White Program
 - 2) Overview of HIV/AIDS funding
 - 3) Committee structure, purpose and definition
 - 4) Bylaws, Policies and Procedures
 - 5) Roles and responsibilities of the Planning Council and Recipient.
- He stated he will close with the activities that were scheduled for this year and keeping in mind that Covid-19 has affected everybody.
- Steven stated that at the Planning Council training on 8/18 he will focus on the key activities for 2020. Steven mentioned that we will start off with a welcome. Steven wanted to ask Katrina Williams to do the welcome and share the housekeeping rules and introduce the chairs of each committee.
- Steven mentioned that he will be focusing on the following at the Planning Council training on 8/18/2020:
 - 1) Developing, updating and reviewing Memorandum of Understanding (MOU), why MOU are necessary and the importance of reviewing them annually. The goal would be to end up with at least a framework on how to develop a MOU.
 - 2) Developing a Consumer Engagement plan and establishing a type of mentorship program.
- Herb Smith commented that the Division of HIV/AIDS for the State of Florida has recently published guidelines for **Community Engagement** and he has the materials and will email it to Steven Vargas.
- Katrina Williams thanked Steven Vargas for all the time and effort that he has put into helping our Planning Council as a whole.

Dept. of Health

(Duval)

C.A.B. Report

(Elinor Holmes)

- Elinor stated that they met today 7/23 at noon. The committee discussed if they are going to have Zoom meeting or conference call moving forward. We encouraged everyone to keep their doctor's appointments
- Elinor Holmes reported the C.A.B. met on February 20, 2020: ADAP viral load suppression: 86.99%, ADAP pick up rate: 82.87%, No show rate: 27.51 %.
- The next meeting will be on August 20, 2020 at noon.

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UF CARES

C.A.B. Report

(Glen Edwards)

- Glen stated that they did not meet this month and trying to set up a Zoom meeting. Most of the members were not interested in having a Zoom meeting. CAB Meetings have been in compliance with UF policy concerning Covid-19 so the meetings cannot take place at the hospital.

COMMITTEE REPORTS

Executive

Committee

(Katrina Williams)

- Discussion on Planning Council postcards, Dan Merkan created a google document that can be shared for each council member to provide a list of primary care physician and infectious disease providers (names, addresses, phone numbers) where they can drop off postcards in person.
- New Member Orientation will be on August 3rd from 9:00am-12:00pm (3 hours), training for all the Planning Council members will be on August 18th from 1:30pm-4:30pm. Katrina asked all Planning Council members to attend New Member Orientation.
- Katrina mentioned that the committee is working on getting a Needs Assessment done geared towards consumers and why they are not joining the Planning Council.
- Discussion on creating a timeline of critical activities that should be done on a yearly basis and when those activities such be done such as Priority and Allocations. Part A office has templates that can be sent to everyone on the Executive Committee.
- Teresa Brady asked: If someone is interested in joining the Planning Council who do they contact now?
- Katrina Williams responded that the individual(s) can reach out to Debbi Carter, Membership Chair.

Membership

Committee

(Elinor Holmes)

- Debbi is reviewing applications and have set up three interviews via Zoom on July 28, 2020 (times are at 1:30pm, 2:00pm, 2:30pm)
- New Member Orientation will be on August 3, 2020 via zoom.
- Debbi Carter stated that she would like to recognize Deweyne Robinson as an Associate Member so that he can come abroad and get involved.
- Katrina Williams commented this is pending Deweyne attending New Member Orientation.
- Megan Graham commented that it needs to be voted on by the Membership Committee and then voted in by the Planning Council.
- Debbi made a motion to have Deweyne Robinson moved on to the Planning Council as an Associate member and it was seconded by Katrina Williams. The motion was passed.
- Herb Smith asked for a bio about Deweyne Robinson.

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- Deweyne Robinson introduced himself and gave a quick bio about himself.
- The next Meeting is on August 12th from 1:30pm – 3:30pm.

Integrated Comp Plan

(Dan Merkan)

- Last meeting was on the July 9, 2020 at 2:00pm, we meet 2nd Thursdays of every month.
- Dan mentioned that the Planning Council had a public hearing at the ICPC Meeting and no one participated.
- Dan stated that the committee discussed COVID and its impact on planning.
- Dan mentioned that dollars have come down for COVID and HIV and he is hoping that their will be conversation on what those dollars will be used for.
- Ending the HIV Epidemic (EHE): A small work group has been meeting that consists of members from Duval DOH, NFAN, JASMYN, UF Cares, Graham Watts, and **UF Cares**.
- Dan mentioned that they did a provider's survey. Results from the survey and focus groups will be shared in the future.
- There was discussion on goals 1,2,3 and so far most of the goals and activities have been worked on and implemented, we are still working on a couple of areas.
- Dan mentioned that the committee is working on better access to the dashboard where information can be found for reports for things like **EIHA** and other things that need to be reported throughout the year.
- The Committee is going to change names pending Planning Council approval.
- There was discussion on FCPN updates. The Part A office will be getting a survey about our ability to do a Needs Assessment.
- Dan mentioned that we do not have to do an update to their ICPC plan this year because of Covid. EtHE submissions from the Jacksonville jurisdiction to the State of Florida are now due by September 15.
- Last meeting was on July 6, 2020 via zoom.

Priorities and Allocations

(Zane Urbanski)

- Zane mentioned that we reviewed the Process Plan. He asked for everyone on the Planning Council to please review the Process Plan and after his report, he is asking that we vote to approve the Process Plan for the Priority and Allocations committee.
- Zane mentioned that the committee discussed membership requirements for the Priority and Allocations Committee.
- There were a few minor changes to the Process plan mainly dates being changed for public hearings and meetings in the community.

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- There was a point of order made by Dr. Rathore at this meeting that we change the wording to “virtual” since we are now having our meetings via zoom.
- Zane mentioned that the committee was asked to review the PCN 16-02.
- Zane stated that the committee reviewed the 2020-2021 contract year allocation worksheet and 2018-2019 allocation worksheet to see the allocations have been in the past. A ranking sheet was given to everyone and keeping in mind that core services makes up 75% and support services 25%.
- Next meeting in on July 27, 2020 at 2:00pm via zoom. If anyone wish to attend and did not get a zoom invite, please reach out to Lisa Holley and she will email you zoom details and materials for you to review.
- Zane mentioned that we will be reviewing the final expenditure worksheet for 2019-2020 and the service utilization report will be made available.
- Zane mentioned that hopefully the committee will go through the allocating and prioritizing of services for 2021 -2022.
- Zane made a motion to accept and approve the Process Plan, a motion was made by Katrina Williams and seconded by Debbi Carter. The motion passed.

Bylaws

Committee

(Dawna Cornelissen)

- No report.
- Katrina Williams commented that Dawna will have her second reading at the August Planning Council meeting.

Herb Smith

(Needs Assessment)

- Herb mentioned that as far as Needs Assessment, we want to look at why people in our area are not participating at the level that other areas seem to have participation.
- Herb stated that we want to devise a short questionnaire to get data.
- We have resources on Community Engagement that we can look at.
- Herb is looking to set up a Needs Assessment zoom meeting next month and will be getting with Lisa Holley to send out zoom invites to those who signed up to join the Needs Assessment committee.

New Business

- Katrina Williams stated that this is Elinor’s last meeting with the Planning Council.
- Katrina mentioned that it is not a requirement to be HIV positive in order to become the next PLWHA representative. Katrina stated is anyone is interested in becoming the next PLWHA rep to please let Lisa Holley know so we can add your name to added to a voted ballot. This is a position that has to be voted into this position.

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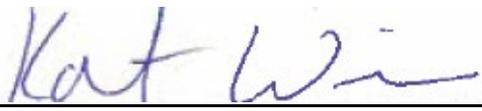
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- Katrina will be picking up the white comment box from Elinor either this week or next week.
- Elinor mentioned that she submitted her resignation letter to Lisa Holley.

Announcements • No announcements

Adjournment • Meeting Adjourned at 4:26 p.m.

Approved by: 8/27/2020
(Date)



Katrina Williams, Planning Council Chair