

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, August 27, 2020 – 3:00 p.m.

Call to Order

Katrina Williams, Chair

Called to order at 3:01 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, Dan Merkan, DeWeece Ogden, Herb Smith, Christie Matthews, Dawna Cornelissen, Mark Cleveland, Joseph Mims

Members Absent: None

Associate Member Present: Heather Kilpatrick

Associate Member Absent: Wade Davis

Staff: Johnnetta Moore, Megan Graham, Lisa Holley, Mary Martinez

Guests: Audrey Green, Deweyne Robinson, Justin Bell, Demetries Coletti-Brown, Marion Merritt, Johanne Belizaire, Randal Lucero, Sharon Hunter, Timm Purcell, Vincent Brown, Mary Glenn, Gloria Coon, Chrissy Edmonds, Earvin James.

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

Public Comments

There were no public comments.

Approval of July Meeting Minutes

The July 23, 2020 minutes were reviewed. Dawna stated that there are two corrections that need to be made. Dawna was not present at this meeting on 7/23 and did not read the NHAS goals. Dawna also stated that she did not say in the meeting that we forgot to introduce the guests. Herb Smith stated there are some corrections that need to be made: There is a correction to be made to Page 4 under Community Connections (2nd bullet). On page 5 the word "consumer" should be changed to Community Engagement. Under ICPC report UF CARES is listed twice this needs to be corrected. Under Zane's report the 8th bullet change the word "being" to "be". Dan Merkan stated a correction needs to be made change "EIHHA" to "EIIHA". Katrina Williams asked if we could get a motion to approve the corrected minutes. Herb Smith made a motion to approve the corrected minutes and it was seconded by Debbi Carter. The Planning Council meeting minutes were approved with no oppositions or abstentions.

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Planning Council Chair

(Katrina Williams)

- Katrina acknowledged Planning Council members who have a birthday in the month of September.
- Katrina mentioned a housekeeping item. Katrina stated that since we are using zoom we would like for everyone to show themselves (use their camera) on our zoom meetings or if anyone cannot show your face, to please show a picture of themselves.
- Katrina mentioned that we cannot force this, since it is not in our bylaws; however, she would appreciate it if everyone could show their face or a picture of themselves during our zoom meetings.
- Katrina shared her screen during the zoom meeting and displayed what the bylaws states in Article XI, section 4 (A & B).

AGENCY REPORTS

Lead Agency – Part B

(Johanne Belizaire)

- Financial: Part B Reported quarterly
- Operations
- **Staff changes:**
 - In the process of reviewing applications for the Early Intervention Coordinator position. Position closes on 8/21/2020.
- **Clinic updates:**
 - 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. – 7:00 p.m.
Saturday and Sunday 9:00 a.m. – 5:00 p.m.
- **Pharmacy updates**
 - As of August 3,2020, ADAP now offers the SAME DAY program. Uninsured ADAP clients can use SAME DAY to access prescription medications and vaccines that they need immediately.
 - SAME DAY drugs must be on the ADAP formulary.
 - Providers must send prescriptions to a CVS pharmacy or participating pharmacy.
 - Clients must present their SAME DAY ID card at the pharmacy (cards are mailed from CVS or printed from a client's provide file)
 - The program does not cover HIV antiretroviral or hepatitis drugs.
 - Vaccines may not be available at all locations. Clients should call the pharmacy to confirm they can administer the vaccine.

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- **Contracts/grant updates**
 - 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 04/01/2020- 03/31/2021.

- **Clients services**

| Clients services | July 2020 | Comments Based on June 2020 data | YTD (Jan-Dec 2020) |
|-------------------------------|--|---|---|
| Test and Treat | 7 | ↓ by 5 clients | 80 |
| PrEP | 7 | ↓ by 1 client | 57 |
| nPEP | 1 | ↓ by 1 client | 14 |
| ADAP pick up rate | 84.43% | ↑ by 1.56% | |
| Area 4 viral load suppression | Baker: 100% Clay: 80.36% Duval: 77.28% Nassau % and St. Johns 83.92% | No change ↑ by 2.4% ↑ by 0.46% No change ↓ by 2.9 % ↑ by 2.08% | Average for Area 4: (85.39 %) ↓by 1% |
| Ryan White enrollment | 118 | ↓ by 50 clients | 447 |

| # of persons tested | 1 st Quarter | 2nd Quarter |
|---------------------|-------------------------|-------------|
| Positive | 2 | 42 |
| Negative | 505 | 2777 |
| Undetermined | | 11 |
| Missing data | | 2 |
| Total | 508 | 2831 |

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

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

2. Community Connection to resume via conference call on the 2nd Thursday of the month starting in September 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. Community Connections Newsletter with useful information emailed out in August. If you would like to be on the mailing list or have content that you would like added please submit your email to Denise Jackson.
4. Visit the HIVcarenow webpage at <http://hivcarenow.com/> or call (904) 253-1448 for updated related information in Area 4.
 - Johanne Belizaire stated that Community Connections will meet again the 2nd Thursday of September.

Administrative Report (Part A office)

- No report

Community Connections (Michael Acker)

- Michael stated their next meeting is scheduled for September 10th and Megan Graham has sent out the zoom invitations.
- Michael mentioned that Lisa Holley had requested the last minutes from the March meeting from Denise Jackson.
- Michael mentioned to Lisa Holley that it would be helpful if she could get the Dec. 2019 and March 2020 log in sheets from Denise Jackson.
- Megan Graham stated that she did send out the zoom invites for the Community Connections zoom meeting on September 10th and everyone on the mailing list should have received an email.
- Katrina Williams asked Megan Graham to please send her the zoom invite for the meeting on Sept. 10th.

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

- No report

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AHF C.A.B.

- No report

Report

(Wade Davis)

Dept. of Health (Duval)

C.A.B. Report

(Johanne Belizaire)

- Johanna Belizaire reported that the C.A.B. met on Thursday, August 20, 2020: ADAP viral load suppression: 87.73%, ADAP pick up rate: 84.43%, No show rate: 36.04%.
- There was a CAB Roundtable- Members provided updates on how they are doing and participated in roundtable discussion on positive hobbies/skills they have implemented during COVID-19 pandemic.
- Johanne stated that six people participated in this meeting.

UF CARES

C.A.B. Report

(Glen Edwards)

- Glen stated that they did not meet this month. The committee will be meeting in September.
- The committee will do a zoom or conference call in September. Meeting details will be sent out to all committee members for them to join in.

COMMITTEE REPORTS

Executive

Committee

(Katrina Williams)

- Discussion on Planning Council postcards, this was developed last year by Debbi Carter. Dan Merkan created a google document that can be shared a spreadsheet and has 42 primary care physicians, HIV doctors, infectious disease providers and a variety of different offices (names, addresses, phone numbers) where the postcards will be dropped off by Debbi Carter and others in person. This is being done in order to spread the word about the Planning Council so people will know what the Planning Council does and to see if others would like to join.
- There was discussion on trainings and New Member Orientation. Katrina stated that we will start having mini training each Planning Council meeting. Katrina mentioned that we will have our first mini training on today (8/27) that will last 10-15 minutes. Katrina asked if there are any topics that the Planning Council is interested in learning to please reach out to Lisa Holley or Katrina Williams.
- Katrina stated that there will be two trainings each year for the entire Planning Council and New Member Orientation as needed throughout the year.
- Katrina stated we are checking to see if we can legally have the Planning Council zoom meetings to play at agencies while we are having the zoom meetings to encourage others to join the Planning Council and to let consumers know that they have a voice and their voice can be heard at the Planning Council meetings. Katrina stated that we are trying to see if it is allowed and if it is, how can we set it up?

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- Katrina mentioned that the PLWHA position is available, if anyone is interested in running for this position we do have to vote you in if there are multiple people who are interested.
- There was discussion on a Needs Assessment that was presented, Herb Smith will discuss in more detail.
- Katrina mentioned that the committee is working on a timeline of critical Planning Council activities.
- The Next Executive Committee Zoom meeting will be on Sept. 15th from 2:00pm -4:00pm.

Membership Committee

(Debbi Carter)

- Debbi stated that the committee has been very active.
- New Member Orientation was held via zoom on August 3, 2020 by Steven Vargas who works with Comprehensive HIV/AIDS Technical Assistant and Training (CHATT). On August 18th we completed new member orientation.
- Debbi Carter stated she is putting Planning Council postcards in zip lock bags and distribute to different doctor offices.
- Debbi mentioned that the committee is working on putting together a Caucus.
- Debbi stated that the membership committee has interviewed quite a few potential members.
- Debbi Carter made a motion to have Dewayne Robinson be recommended to the Mayor's Office to be put on the Planning Council and it was seconded by Herb Smith.
- Debbi made a motion to recommend Mary Glenn for appointment by the Mayor's Office to the Planning Council and it was seconded by Herb Smith.
- Debbi made a motion to recommend Marion Merritt for appointment by the Mayor's Office to the Planning Council and it was seconded by Mark Cleveland.
- Debbi made a motion to recommend Gloria Coon for appointment by the Mayor's Office to the Planning Council and it was seconded by Zane Urbanski.
- Debbi made a motion to recommend Timm Purcell for appointment by the Mayor's Office to the Planning Council and it was seconded by Mark Cleveland.
- Debbi mentioned that at the next Planning Council meeting she will have 4 to 5 more people to recommend for appointment by the Mayor's office.
- Debbi thanked everyone for their patience and participation.
- Katrina commented that once these individuals are appointed by the Mayor's Office our unaligned ratio will go up to 33.3% were it needs to be. Katrina thanked Debbi Carter and the membership committee for doing such a great job.
- The next Membership Meeting is on September 9th from 2:00pm – 4:00pm.

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Integrated Comp

Plan

(Dan Merkan)

- The committee did not meet in August due to the Ryan White Conference. We were asked to postpone our meeting and there was no good time to postpone it to, so we just cancelled the meeting.
- Dan stated that planning is continuing to happen. There have been a couple of meetings happening.
- Dan mentioned that FCPN (Florida Comprehensive Planning Network) is meeting via zoom on tomorrow and presenting on (EHE) Ending the HIV Epidemic and the four pillars (Diagnose, Treat, Prevent, Respond) and the different activities they are going to suggest for the State Plan for (EHE).
- We have been meeting and discussing (EHE) Ending the HIV Epidemic.
- We have been meeting and having discussions on (EHE) Ending the HIV Epidemic. The sub-group is being chaired by Joseph Mims.
- We have done some focus groups and we have done some surveys Some folks will receive an invitation to participate in a presentation of our findings.
- Next Zoom meeting will be on the 2nd Thursday of the month which is September 10, 2020 at 2:00pm.
- Joseph Mims spoke about the EHE plan and that it is moving right along. Joseph stated that agencies have already started with the mobile medical units. The Part B (DOH) is still in the planning phrase and the awards money has not come down just yet.
- The State has received an award and they are routing it around for approval. Joseph mentioned that on their call today they discussed an additional \$700,000 coming through the Office of Minority Health and each of the seven identified areas will be receiving \$100,000 a piece. This is to fund two grass roots organizations in each of the areas and that will be handled through central office and the Office of Minority Health.
- Joseph mentioned that locally with our Community EHE plan we have four Community Partners that have been working tirelessly with planning, focus groups, data analysis to come up with our EHE plan. In September we will have our stakeholders meeting and inviting everyone to attend. If anyone who is interested in participating in this meeting please email Joseph Mims at joseph.mims@flhealth.gov.

Priorities and Allocations

(Zane Urbanski)

- Zane stated that Priority and Allocations committee met via zoom on Monday July 6, 2020.
- Zane asked everyone to take a look at the 2021 - 2022 Prioritization and Allocation excel spreadsheet that was attached behind the Priority and Allocation minutes because at the end of his report he will be asking the Planning Council to vote today.
- Zane mentioned that we did identify each agency that had a voting member. The documents that were provided to the committee were: 2019-2020 Allocation worksheet, 2020-2021 Allocation worksheet, Final Expenditure report 2019-2020 and the Service Utilization report.

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- There was discussion on the Final Expenditure report 2019-2020.
- Due to COVID -19 and lack of meetings that we were able to conducted, there was a recommendation made by Katrina Williams that we look at the current year we are presently under and follow those guidelines so that we ensure that all categories that everyone voiced concerns about were included in the prioritizations. This way if anything came up during the contract year, we would be able to move money around.
- Zane mentioned that the committee also needed to go through the Allocation of Percentages for each category (we are required to do at least 75% for core services, 25% support services).
- Zane made a motion that we accept the Priority and Allocation for 2021-2022 and the percentages for the funds allocated for the same grant year listed on the page provided in the packet, the motion was seconded by Mark Cleveland. An individual roll call was conducted. There was a unanimous vote. Zane stated Madam Chair that is everyone voting “yea” in regards to passing the Priority and Allocation worksheet for 2021-2022.
- Next Zoom meeting will be on September 14, 2020 at 10:00am – 11:00am.

Bylaws Committee

(Dawna Cornelissen)

- Dawna stated that the committee met on last Thursday (8/20).
- Dawna mentioned that Herb Smith was named the Bylaws Committee Co-Chair. The committee will meet the first Thursday of every month.
- Dawna stated for the next month’s meeting the committee will discuss: The MOU with the City of Jacksonville, trainings and attendance at trainings, committee membership as it applies to voting rights, and zoom etiquette.
- Dawna did the second reading for the proposed Bylaws that were read for the first time back in June 2020.
- Dawna shared her screen with everyone to view the document. (please see document attached).
- Dawna stated that we will need a 2/3 majority vote, in order for the proposed changes to the Bylaws to pass.
- Dawna stated 2nd reading for these Bylaw changes:
- Proposed change to Article XII Voting, Section V - A motion was made by Debbi Carter, Herb Smith seconded it. Dawna stated Madam Chair that change to the bylaws passes.
- Create Article IV Membership, Section 13 – A motion was made by Dan Merkan, seconded by Herb Smith. There was an unanimous vote. Madam Chair that change to the bylaws passes.

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- Article V Executive Committee/Officers/Staff Section 1 – A motion was made to change the bylaws by Debbi Carter, seconded by Christie Matthews . There were 9 yay’s and 3 nay’s. Madam Chair that change to the bylaws passes.
- Article V Executive Committee/Officers/Staff, Section 3 - Does not currently exist (create)– A motion was made by Dan Merkan, seconded by Deweece Ogden. Madam Chair that change to the bylaws passes.
- Article VI Officers – Duties and Responsibilities - Section 1 – Katrina Williams stated we need to change this from 70% to 75% to match the Executive Order 94-186. Katrina stated we need to table this for later. Dan Merkan suggested can do an amendment to this and address this right now. A motion was made to amend the proposed change from 70% to 75% by Mark Cleveland, seconded by Dan Merkan. Madam Chair that proposed change has been approved.
- Article VI Officers – Duties and Responsibilities, Section 4 – an added duty to the person who would be a Community Representative. A motion was made by Mark Cleveland, seconded by Dan Merkan. There was an unanimous vote. Madam Chair that change to the bylaws passes.
- Article X Standing Committees, Section 3 – Dawna stated we are eliminating the wording connected to EIIHA. ICPC name would be changed to the Continuum of Care Coordination Committee. A motion was made by Mark Cleveland, seconded by Dan Merkan.
- Dawn stated this will be the first read for the following Bylaws:
- Article VI, Section 2 – Dawna stated we would like to add the sentence “no individual will serve as Chair for more than two consecutive years”.
- Article XII, Section 4 Voting – Added sentence to sub section A,B,E (please see attached document).
- Next Meeting is September 3, 2020 from 2:00pm - 4:00pm.

Robert’s Rule of Order:

- Katrina read the Robert’s Rule of Order document to everyone (please see document attached).
- During the zoom meeting we experienced technical difficulties and the audio quality was not good and no one was able to clearly hear the you tube video about the Robert’s Rule of Order.

New Business

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- Megan Graham recommended sending out the Robert's Rule of Order you tube link to all the Planning Council members to view later.

PLWHA Officer:

- PLWHA's new name is called the Community Representative position. Katrina stated that this position is open and that you must be a Planning Council member in order to vote. Katrina also stated that you do not have to be HIV positive in order to run for this position. Katrina asked if anyone was interested in running for this position at this time? There was no response. REPEAT

Attendance:

- Katrina stated the Part A office updated attendance for everybody and right now the majority of the Planning Council members are at or below 50% for not being in attendance. Your attendance needs to be at least 75% or greater when attending Planning Council and sub-committee meetings. Katrina mentioned that by not having the appropriate attendance rate can have your name being submitted to the Mayor's Office for removal. Some warning letters will be going out letting some know that they are dropping below the required recommendation and others if their attendance rate does not pick up a letter will end up going to the Mayor's Office. Katrina stated that everyone on the Planning Council must be on at least one sub-committee as well.
- Dawna made a comment stating since we have switched to zoom meetings can we take this into consideration prior to letters going out?
- Katrina replied that the zoom meetings will be taken into consideration and at this point no one will not have their names submitted to the Mayor's Office for removal.

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Announcements

- Glen Edwards announced that UF Cares is sponsoring a web-based symposium for medical personnel called “Telemedicine in the time of COVID-19” on Friday, September 18, 2020 from 8:00am-12:00pm.

Adjournment

- Meeting Adjourned at 4:45p.m.

Approved by: _____
9/24/2020
(Date)



Katrina Williams, Planning Council Chair