

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Ryan White Part A and B Programs ♦ Meeting Location: UF Health 580 West 8th Street, Jacksonville, Florida 32209 (Charter room – 2nd floor)

Planning Council MINUTES on Thursday, January 27, 2022 – 3:00 p.m.

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

The meeting was called to order at 3:05 p.m.

There was a moment of silence for those infected or affected by HIV/AIDS and COVID.

NHAS Goals were read by Dan Merkan.

Roll Call: Dawna Cornelissen, (Vice-Chair)

Members Present: Katrina Williams (Chair), Dawna Cornelissen (Vice-Chair), Michael Acker, Justin Bell, Paula Burns, Mary Glenn, Chuck Flaherty, Heather Kilpatrick, Frances Lynch, Dan Merkan, Timm Purcell, Deweyne Robinson

Members Present by Zoom: None

Vice Chair stated, “Madam Chair we do have a quorum.”

Members Absent: Dr. Justin Oring, Glen Edwards

Associate Members Present: Jonathan Harris, Lynette Cuebas

Associate Member Absent: None

Support Staff: Chief Johnnetta Moore, Karen Andrade, Cyntoria Thomas, Shon Miles

Guests: Johanne Belizaire, Pamela Hagley, Randal Lucero, Annie George, Roxanne Rafinat, Allison Ruby

Guests (via Zoom): Chrissy Edmonds, Hysin Heyward, Samuel Quintero

Public Comments:

There were no public comments.

Approval of December Meeting Minutes

The December 16, 2021, minutes were reviewed. A motion was made by Michael Acker to approve the minutes as presented and it was seconded by Deweyne Robinson. Discussion followed with a question as to why the minutes didn't mention that nominations from the floor would be taken today for voting on Slate of officers. Minutes will be amended to add nominations from the floor as well as changing letter portion from Chuck Flaherty to read in third person and remove apostrophe from yeas. Jonathon added under his agency report to change Youth is You to U is U. A motion was made by Deweyne

Robinson to approve the minutes with the changes, and it was seconded by Frances Lynch. Voting results were 12 yeas, 0 nays and 0 abstentions. The motion passes.

AGENCY REPORTS

Part A Administrative Agency (Karen Andrade)

- There was a provider meeting last week.
- The partial notice of funding for the grant was received. The amount was \$1,958,098.00
- The EHE Coordinator and the Administrative Aide start on Monday so there will be full staff again.
- There is a Standards of Care meeting on February 3, 2022, at 10:00 a.m.
- The monthly financials are in the Planning Council packet.
- Dan Merkan requested an update on the meeting that Sandy was attending today.

Lead Agency – Part B: (Johanne Belizaire):

- Our funding is about 70 percent spent, so that is on track.
- There are no changes in terms of staff of clinical updates.
- Pharmacy Update -ADAP recertification is still every 6 months.
- Test and treat in December we had 7 clients, 1 for prep, the ADAP pickup rate was 89.56 percent and viral suppression rate is at 89.43.
- Mobile medical unit saw 40 new clients in December.

Women, Adolescent and Children (W.A.C.) - (Frances Lynch)

- There was no meeting in the month of December 2021 or January 2022.
- They have been working on a flier that is being submitted for approval and passing that out to other agencies to collaborate on National Black HIV/AIDS Awareness Day on February 7, 2022.
- She will be speaking with women at City Rescue Mission next week.

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

There was no report

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

There was no report

Florida State HIV Advisory Board Report (Johnathan Harris)

- We met on Tuesday, January 25, 2022.
- We talked about the U = U Campaign. There were over 200 individuals who attended on zoom.
- There were a lot of people who could not access the zoom, so the board is talking about having another U = U Campaign and they are working on trying to get the video out to those who missed the zoom.
- We are still recruiting, and our next meeting is February 22, 2022.

COMMITTEE REPORTS

Executive Committee Report: (Katrina Williams)

- The Executive committee met on January 18, 2022.
- There will be a new Project Officer for HRSA. His name is Lawrence, and he starts in March.
- We discussed carryover funds and we were told that it would be a few months before we know if there will be carryover funds for this year.
- The timeline was discussed, and the committee finished work on Policies and Procedures.
- Youth Block Party funds were discussed. There is a little over \$2,000.00 and the committee voted to give that funding to FCCAPP for the week of prevention that they sponsor and asking them to use the funds towards a youth (age 13- 24).

Community Connections: (Michael Acker):

- Our last meeting was on January 13, 2022.
- Hysin Heyward from Agape spoke about services they have available and Charlyn Burford from UF Cares spoke on the services that they provide. It was a very productive meeting.
- Our next meeting will be Thursday, February 10, 2022.

Membership Committee (Deweyne Robinson):

- The last meeting was Wednesday, December 8, 2021.
- The Planning Council ratio is currently at sixty percent White, forty percent Black, zero Hispanic and zero Other, 53.85 percent male and 46.15 percent female.
- The meeting was mostly about the election that we are having today. We laid out the policies and procedures.
- Chuck Flaherty wrote a letter that was presented and there was some discussion around that. The letter is in your packet today.
- We also discussed the status of the membership applications that have been put forward to the mayor's office.

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

- The committee did meet on January 13, 2022.
- We updated our Integrated Comp Plan.
- We did a Resource Inventory update. There was one more participant that filled out the survey.
- We did get an Epi data update from the statewide planning body. They stated that is ok to use the 2019 data because they feel the 2020 data may be affected by COVID.
- We asked for updates on the ICP for Goals 1, 2, and 3.
- Part A offices can go forward with tool kit.

Bylaws Committee (Heather Kilpatrick):

- Bylaws did not meet this month

Priority and Allocations (Justin Bell):

- Priority and Allocations did not meet.

Ad Hoc Needs Assessment (Dawna Cornelissen):

- Needs Assessment did not meet this month

White Box (Michael Acker)

- There were no entries in the white box

NEW BUSINESS

Voting for New Officers (Deweyne Robinson):

- The current policy for Voting for slate of officers was explained. There is a new policy that was written but not yet approved that would allow those eligible to run for office to be able to run for more than one office but could only hold one position. According to the agenda this policy will not be voted on until after the election.
- Chuck Flaherty made a motion to suspend the current policy on voting so that those eligible could run for more than one office. The motion was seconded by Timm Purcell. There was discussion on the number of votes needed according to Robert's rules. It is 2/3 majority vote. Voting results were 7 yeas, 1 nay and 3 abstentions. The motion fails.
- Eligible officers spoke on their background and why they would like to be an officer of the Planning Council.
- Paper ballots were passed out to PC members for voting. The ballots were collected and counted by Karen Andrade, Cyntoria Thomas, and Jonathon Harris.
- The voting results were as follows:
 - Chair – Dawna Cornelissen
 - Vice Chair – Dan Merkan
 - Community Representative – Mary Glenn

Bylaws

- The Chair read the second reading of proposed changes to the Bylaws.
- There was a motion by Chuck Flaherty to accept the Bylaws as presented and it was seconded by Justin Bell. There was no discussion and voting results were 12 yeas, 0 nays and 0 abstentions.

Policies and Procedures

- The first set of policies that were up for a vote on the floor were:
 - 2019.01 - Planning Council Members Changing Mandated Categories
 - 2021.01 - Standards of Care (that will replace former policy 2006.01)
 - 2021.02 - Revision of Bylaws, Policies and Procedures, and Memorandum of Understanding
 - 2021.03 - Council Budget Management
 - 2021.04 - Management of Planning Council and Committee Meeting Minutes
 - 2021.05 - Open Nominations, CEO Approval Process and Committee Membership
 - 2021.06 - Orientation and Training
 - 2021.07 - Slate of Officers (that will replace former policy 2006.02)
- Frances Lynch made a motion to approve policies listed above and remove policies 2006.01 and 2006.02. The motion was seconded by Justin Bell. Discussion was a question on why they were not being approved individually and it was explained that all Planning Council members received the policies with plenty of time to read and they also received a few email reminders. A vote was taken and the results were 12 yeas, 0 nays and 0 abstentions. The motion passes
- The next set of policies that were up for a vote on the floor were:

- 2021.09 - Grievances Related to Priority Setting and Resource Allocations
 - 2021.09 - Intake form
 - 2021.09 - Tracking form
- Michael Acker made a motion to approve policy 2021.09 and the forms that are part of that policy. The motion was seconded by Timm Purcell and there was no discussion. Voting results were 12 yeas, 0 nays and 0 abstentions. The motion passes.
- The next policy was:
 - 2021.10 - Rapid Reallocation of Funds
 - 2021.01 - Rapid Reallocation of Funds form
- A motion was made by Chuck Flaherty to approve policy 2021.10 along with form. The motion was seconded by Timm Purcell. Discussion was that the Rapid Reallocations form #2 should be amended to read "If twenty five percent or more", not twenty five percent or less.
- Chuck Flaherty made a motion to amend his motion to include the correction on the Rapid Reallocations form #2 to read "twenty five percent or more". The amended motion was seconded by Timm Purcell. Voting results were 12 yeas, 0 nays and 0 abstentions. The motion passes.
- The Chair asked for a motion on the following policies:
 - 2021.12 - Mentorship Program
 - 2021.15 - Inclement Weather, Declared Emergencies and Disasters and Travel Bans
 - 2021.17 - Writing and Publishing the Newsletter
 - 2021.18 - Quorum and Voting
 - 2021.19 - Community Input and Feedback
 - 2021.19 - Meeting evaluation form
- Chuck Flaherty made a motion to approve the policies and meeting evaluation form. The motion was seconded by Michael Acker and voting results were 12 yeas, 0 nays and 0 abstentions. The motion passes.
- The Chair asked for a motion on the following policies:
 - 2021.20 - Assessment of the Efficiency of the Administrative Mechanism
 - 2021.21 - Standing and Ad-hoc Committees (replacing policy 2020.01)
 - 2021.22 - Official Correspondence (replacing policy 2012.01)
 - 2021.22 - Forms B and C
 - 2021.23 - Officer Duties and Responsibilities (replacing policy 2007.01)
 - 2021.24 - Priority Setting and Resource Allocation
- Deweyne Robinson made a motion to approve the policies and forms. The motion was seconded by Michael Acker and voting results were 12 yeas, 0 nays and 0 abstentions. The motion passes.
- The Chair asked for a motion on the following policies:
 - 2007.02 – Procedure for the Memorial Fund is being discontinued and replaced with 2021.13 (previously approved)
 - 2018.02 – Taxi Service for Planning-Associate Members is being discontinued and replaced with 2021.14 (previously approved)
- Chuck Flaherty made a motion to discontinue the current red book policies listed and replace them with policies listed and previously approved in September. The motion was seconded by Timm Purcell and voting results were 12 yeas, 0 nays and 0 abstentions. The motion passes.
- The Chair asked for a motion to discontinue the following policies:
 - 2002.01 - Procedure for Processing Applicants
 - 2004.01 - Procedure for Calling Associate Members to the Table

- 2011.01 – Procedure for Hearing Complaints
- Timm Purcell made a motion to discontinue the policies listed above. The motion was seconded by Michael Acker and voting results were 12 yeas, 0 nays and 0 abstentions. The motion passes.
- The only remaining policy that has not been presented is 2022.13 Designated Proxy. This will go to the next Executive Committee for discussion.

Timeline

- The Chair asked for a motion to approve the 2022-2023 Timeline as written. Timm Purcell made a motion to approve the 2022-2023 Timeline as written.

WRAP UP

Public Comments

- There were no public comments

Announcements

- Katrina Williams will be the new World AIDS Day Luncheon Committee Chair and the committee is recruiting. Please get with Katrina or Timm Purcell if interested.

Adjournment

- Meeting adjourned at 5:03 pm.

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

Minutes approved by: _____
Katrina Williams, Planning Council Chair