

## METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL



### **Planning Council Meeting Minutes**

Thursday, July 28, 2022 – 3:00 p.m.

Meeting Location: UF Towers – 580 8<sup>th</sup> St. W. ♦ 2<sup>nd</sup> Floor Charter Room  
Jacksonville, FL 32209

<b>PLANNING COUNCIL MEMBERS PRESENT</b>	<b>PLANNING COUNCIL MEMBERS ABSENT</b>	<b>STAFF PRESENT</b>
Justin Bell	Heather Kilpatrick	Karen Andrade
Chuck Flaherty	Glen Edwards	Sandy Arts
Dawna Cornelissen, Chair		Rosa Knight
Dan Merkan, Vice Chair		Cyntoria Thomas
Pamela Hagley	<b>ASSOCIATE MEMBERS PRESENT</b>	
Mary Glenn, Community Representative	J C Harris	
Frances Lynch		<b>GUESTS PRESENT</b>
Deweyne Robinson	<b>ASSOCIATE MEMBERS ABSENT</b>	Johanne Belizaire
Paula Burns	Lynnette Cuebas	Olivia Byrd
		Greg Baxter
<b>PC MEMBERS PRESENT BY ZOOM – VOTING</b>	<b>GUESTS PRESENT BY ZOOM</b>	
Randal Lucero	Melissa Salazar	
Timm Purcell	Frieda Saraga	

**Call to Order:** D. Cornelissen, Chair, called the meeting to order at 3:07 p.m.

**Moment of Silence** for those affected by HIV.

**NHAS Goals** were read by J.C. Harris

**Roll call** was taken by D. Merkan, Vice Chair.

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### **Introduction of Guests**

#### **Quorum is established**

D. Merkan made a motion to approve R. Lucero's extenuating circumstance and allow him to vote by zoom. The motion was seconded by J. Bell. The votes were 8 yeas, 0 nays and 0 abstentions. **Motion #1 carried**

J. Bell made a motion to approve T. Purcell's extenuating circumstance and approve him to vote by zoom. It was seconded by C. Flaherty. It was brought to the Chair's attention that T. Purcell had previously voted by Zoom and the policy states you can only vote by zoom one time per year. C. Flaherty made a motion to suspend the current policy to allow T. Purcell to vote by zoom and it was seconded by J. Bell. The votes were 9 yeas, 0 nays and 0 abstentions. **Motion #2 carried.** The committee went back to the original motion approving T. Purcell's circumstance allowing him to vote by zoom. The votes were 9 yeas, 0 nays and 0 abstentions. **Motion #3 carried.**

**Approval of Agenda** D. Robinson made a motion to approve the agenda for July 28, 2022, as written and it was seconded by J. Bell. There were 10 yeas, 0 nays and 0 abstentions. **Motion #4 carried.**

**Approval of Minutes** from June 23, 2022. J. Bell made a motion to approve the minutes from June 23, 2022, and it was seconded by P. Burns. C. Flaherty stated that Bylaws section should state that there was no June meeting to report rather than that the Bylaws Chair was not present to report. D. Cornelissen made a motion to edit the minutes to state no report for Bylaws rather than stating that the Bylaws chair was not present. The motion was seconded by J. Bell. The votes on the edit to the minutes were 10 yeas, 0 nays and 0 abstentions. **Motion#5 carried.** The vote to approve the minutes was 10 yeas, 0 nays and 1 abstention. **Motion #6 carried.**

**Public Comments:** There were no public comments.

#### **Officer Reports:**

**Chair (D. Cornelissen):** We will send out the National Monitoring Standards for you to review independently and write down any questions you may have. We would like to have a retreat in the fall to finalize the stabilization and reorganization plan. It will be an all-day training and will be our second annual training.

**Vice Chair (D. Merkan):** D. Merkan attended the FCCAPP meeting this month and he strongly encouraged the members of that body to attend some of our committees, especially the Continuum of Care Coordination Committee.

**Community Representative (M. Glenn):** There were three comments in the white box. The comments will go on a spreadsheet so we can follow up. The first comment stated that there is

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a need for marketing because some areas are not receiving updates on Ryan White services, such as the beaches area. The second comment was that we need more mental health services. The third comment was about the lack of privacy at provider locations. Questions are being asked in the lobby in front of other people.

### **Agency Reports:**

**Administrative Agency – Part A (S. Arts):** We are at 22 percent of expenditures so far, so we are on track. Contracts are still waiting to get on Procurements calendar. We have received the administrative award for the EHE contract amendments. We have an EHE site visit next week so we will be busy next week. There is an allocations report in packet, this reflects last year's P&A. S. Arts asked that the committee make a motion to approve the letter addressed to LCDR Lawrence Momodu. J. Bell made a motion to approve D. Cornelissen (Chair) to sign the letter addressed to LCDR Lawrence Momodu. The motion was seconded by D. Robinson. The votes were 9 yeas, 0 nays and 0 abstentions. **Motion #7 carried.**

**Lead Agency Part B (J. Belizaire):** DOH expenditures are right at twenty-five percent for the first quarter Casey Jones-Lewis has returned to DOH and is now the new Assistant Director of Administration. DOH no longer provides Covid testing at the Joseph Lee Center. You can now receive at home tests provided by the federal government at [Covid.gov](https://www.covid.gov). In June there were 2 clients for test and treat, 6 for PrEP, 1 for NPEP. ADAP pickup rate is 85.48. Area four viral load suppression is 81.49, and there were 19 new Ryan White clients enrolled. The mobile unit saw 31 patients in June. The Mobile medical unit will take a short break over the summer. They will be at JASMYN every other Tuesday. Once the MMU is set to go back out, we will let you know.

**W.A.C (F. Lynch):** No report

**FL DOH C.A.B. Report (J. Belizaire):** The meeting was on June 21; Rashon Horne facilitated the meeting, and they had a guest speaker. Kristen Lewis talked about HIV prevention. They talked about PrEP options. ADAP no show rate has decreased but ADAP pickup rate increased.

**UF CARES C.A.B. Report (D. Cornelissen read written report):** They met on July 12<sup>th</sup>. They are having problems finding adult providers. They have a new RN and ARPN starting soon. They discussed the 340B program and some research studies on pregnant women and COVID. NFAN will be in the clinic twice monthly taking applications for HOPWA. CAN is in the clinic every other Tuesday for eligibility. In June there were 31 tested with one previous positive. The Amazon food pantry is on hold. The mobile unit is out of service for the month of July for maintenance. They are still doing nutritional supplement evaluations and dispensing as needed. The next meeting will be August 9, 2022.

**CHAG Report (J.C. Harris):** The committee met on July 26<sup>th</sup>. We had a visitor, ADAP manager Jimmy Ilague, he stated that Ryan White Part A is working with Part B for a more uniform notice of eligibility. The CHAG membership committee is working on a flyer to present to FCPN to reflect age requirements. They are looking for African American, Trans and Latin X under the

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age of 40 to join CHAG. There was no MMP update at the meeting. The next meeting is September 27<sup>th</sup>.

### **Committee Reports:**

**Executive Committee (D. Cornelissen):** The committee did meet. We talked about the public comment process and about the white box and we are working on updating the feedback card. We talked about the fall retreat.

**Bylaws Committee (C. Flaherty):** Bylaws met on July 7<sup>th</sup>. At the meeting we approved both April and May minutes. The committee will make proposals to the council on the Proxy and Associate member policy as well as Conflict of Interest and the Conflict-of-Interest disclosure form. The committee also will propose to allow standing committees to make their own rules. The reason that was done was for P&A so they can continue to use proxies.

**Community Connections (M Glenn):** The July meeting was well attended. Some members formed a workgroup that meets by zoom to work on their podcast idea. They are not sure yet if this will be posted on twitter, Instagram or Tik Tok.

**Continuum of Care Coordination Committee (P. Burns):** The committee is working on updating the resource inventory and needs assessment.

**Membership Committee (T. Purcell):** The committee did meet this month but did not have a quorum. The three members that did show up discussed ways to attract new members. The Chair stated that there had been no response to the letter that sent to Dr. Justin Oring and asked for a motion to send to the mayor's office to have Dr. Oring removed from the Council for not attending. J. Bell made a motion to ask the mayor's office to remove Dr. Oring from the Planning Council. The motion was seconded by T. Purcell. There was a question of how the letter was sent. K. Andrade stated that it was sent by regular mail. The vote was 10 yeas, 0 nays and 0 abstentions. **Motion # 8 carried.**

**Needs Assessment (J. Bell):** Needs Assessment did not meet but will have a joint meeting on August 11<sup>th</sup> with the Continuum of Care Coordination Committee. FCPN will have a special meeting in Lutz Fl on August 16 -18. K. Andrade will have a link to send out so you can join the meeting by zoom. There were a lot of questions around Needs assessment and when it will go out. J. Bell stated that the survey is ready to go and is just waiting for the time to go out. There are two Needs assessments that go out at the same time. One is at the state level, and one is specific for our Planning Council.

**Priority and Allocations (D. Merkan):** Priority and Allocations met a few times since our last PC meeting. Today, we need to vote on the Priority setting and Resource Allocation recommendations by the P&A committee. In the PC packet you can see the rankings for Priority setting. All services were ranked. C. Flaherty made a motion to approve the Priority setting as ranked by the P&A committee for fiscal year 2023. M. Glenn seconded the motion, and a roll call vote was taken.

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J. Bell -Yes  
P. Burns – Yes  
C. Flaherty – Yes  
M. Glenn – Yes  
R. Lucero – Yes  
D. Merkan – Abstain  
T. Purcell – Yes  
D. Robinson – Yes  
P. Hagley – Yes  
D. Cornelissen - Yes

### **Motion #9 carried.**

The next item in the packet is the Resource Allocation table. P. Burns made a motion to approve the allocations as recommended by the P&A committee for fiscal year 2023. The motion was seconded by D. Robinson. It was mentioned that the percentages were not all the same from the worksheet to the final allocation. D. Merkan explained that the difference was because two groups gave one resource twenty times more than another group. The committee had discussion and it was determined that this funding for durable medical equipment has never received the higher amount. The committee decided to change the percentage to the lower amount and move the difference to the food bank category. It was pointed out that the vote is on the final allocation not the worksheet. A roll call vote was taken.

J. Bell -Yes  
P. Burns – Yes  
C. Flaherty – Yes  
M. Glenn – Yes  
R. Lucero – Yes  
D. Merkan – Abstain  
T. Purcell – Yes  
D. Robinson – Yes  
P. Hagley – Yes  
D. Cornelissen - Yes

### **Motion #10 carried.**

P & A will reconvene later this year to work on Assessing the Efficiency of the Administrative Mechanism and reallocation if necessary.

### **Old Business:**

**Timeline Review:** The timeline was reviewed at the Executive committee and there were not any real changes.

**Update on Stabilization and Restructuring workgroup (R. Lucero):** The meeting was running over time so R. Lucero stated that he will give an update on the workgroup at the next Executive committee meeting. C. Flaherty made a motion to move the update on Stabilization and Restructuring workgroup to the beginning of the agenda in September. It was seconded by P. Burns. The votes were 9 yeas, 0 nays and 0 abstentions. **Motion #11 carried.**

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### **New Business:**

**Review Action items:** This will be reviewed at Executive Committee meeting.

**Agenda Items for September:** None

### **Public Comments:**

No public comments

### **Announcements:**

No announcements

### **Adjournment:**

Meeting adjourned at 5:08 p.m.

Minutes approved by:

Dan Merkan, Planning Council Chair

**Attachments:**