

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL



Planning Council Meeting Minutes

Thursday, May 26, 2022 – 3:00 p.m.

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

PLANNING COUNCIL MEMBERS PRESENT	PLANNING COUNCIL MEMBERS ABSENT	STAFF PRESENT
Justin Bell	Dr. Justin Oring	Karen Andrade
Randal Lucero	Paula Burns	Sandy Arts
Dawna Cornelissen, Chair		Rosa Knight
Glen Edwards	ASSOCIATE MEMBERS PRESENT	Cyntoria Thomas
Timm Purcell	Lynnette Cuebas	
Mary Glenn, Community Representative	ASSOCIATE MEMBERS ABSENT	
Frances Lynch	J C Harris	GUESTS PRESENT
Dan Merkan, Vice Chair		Pamela Hagley
Deweyne Robinson	GUESTS PRESENT BY ZOOM	Johanne Belizaire
Heather Kilpatrick	Chrissy Edmonds	
PC MEMBERS PRESENT BY ZOOM – NON-VOTING		
Chuck Flaherty		

Call to Order: D. Cornelissen, Chair, called the meeting to order at 3:02 p.m.

Moment of Silence for those affected by HIV.

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

A quorum is established

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NHAS Goals were read by Dawna Cornelissen

Introduction of Guests

Approval of Agenda J. Bell made a motion to approve the agenda as is written and it was seconded by T. Purcell. There were 8 yeas, 0 nays and 0 abstentions. **Motion #1 carries.**

Approval of Minutes from April 28, 2022. R. Lucero made a motion to approve the minutes from April 28, 2022, and it was seconded by T. Purcell. Discussion pointed out a few grammatical errors. D. Merkan made a motion that the minutes be updated with amendments made by the Chair. It was seconded by T. Purcell. The vote for the amendment was 8 yeas, 0 nays and 1 abstention. The vote to approve the minutes was 9 yeas, 0 nays and 0 abstentions. **Motion #2 and #3 carried.**

Public Comments: There were no public comments.

Officer Reports:

Chair (D. Cornelissen): The newsletter is moving along. The Chair is working on a tracking form for action items that come up and need to be moved to another committee. The Chair talked about completing the five accomplishments and five challenges that need to be turned in to HRSA annually along with the reflectiveness of the Planning Council.

Vice Chair (D. Merkan): Vice Chair stated that his report will be under Committee reports.

Community Representative (M. Glenn): We did receive two comment cards at the Community Forum, and they will be turned over to Priority and Allocations.

Agency Reports:

Administrative Agency – Part A (S. Arts): We are still waiting on final award amounts from HRSA. The Planning council budget is \$9,500.00 which includes mileage, state travel for conference, supplies, transportation for PC members, training for PC members and food for committee meetings. Standards of Care is on the last week of meetings this week. There are only a few categories left to discuss. We will take a few weeks of break and then go back and make sure our policies match our standards.

Lead Agency Part B (J. Belizaire): Covid Testing and vaccine centers remain at the same locations. Pharmacy update- the pharmacy is now open at lunch time. They used to close for lunch, but they are now open from 12:00 – 1:00. Client services had 4 clients for test and treat in April, 4 clients at the clinic and 1 at the mobile unit.

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

FL DOH C.A.B. Report (J. Belizaire): C.A.B. did meet on May 19, 2022. They reviewed the viral load suppression from March to April and it remained the same. The ADAP pickup rate increased in April to 82.31 %. Treatment options. The clinic no show rate was 30%. The guest speaker was Wanda Vazquez and she talked about living healthy with HIV. She also talked about nutrition, healthy lifestyles, and weight.

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UF CARES C.A.B. Report (G. Edwards): No report

FCPN Report (J. Bell): No report

Committee Reports:

Executive Committee (D. Cornelissen): There wasn't an Executive Committee this month but there was an Emergency Executive Committee meeting on May 9th to address some conflict issues that were happening. It was a mediation that brainstormed Shared interests & needs, Shared truths, statement of the problem and root causes and solutions.

Bylaws Committee (C. Flaherty): Bylaws met on May 5, 2022. The committee reviewed the Conflict of Interest and Policy 2013.01 Proxys and Associate members. They talked about looking to move Associate members to Planning Council members before new applicants and this recommendation will go to the Membership committee for review once the minutes have been approved.

Community Connections (M Glenn): There is no report as this month was the Community forum for Needs Assessment.

Continuum of Care Coordination Committee (D. Merkan): CCCC did not meet in May. We are a little past due on turning in the Resource Inventory to the state. There are also some interns working at DOH that will help to develop our plan. The CCCC meetings will now be held at DOH, 515 W 6th St. at 2:00 pm after Community Connections.

Membership Committee (T. Purcell): The membership committee made a motion to remove Dr. Justin Oring as a Planning Council member as he has not attended a meeting in over six months. Justin Bell seconded the motion. Discussion was a question asking if a letter was sent from the Chair to Dr. Oring prior to the Council recommending removal from the mayor's office. J. Bell rescinded his motion and asked that the Council table the motion for now, the Chair to send a letter and Membership to bring the request back later. T. Purcell made a motion to table the motion to remove Dr. Oring and bring it back once a letter has been sent out. The membership chair asked for a motion to send L. Cuebas to the mayor's office for appointment to the Planning Council. J. Bell made a motion to send L. Cuebas to the mayor's office for appointment to the council and it was seconded by H. Kilpatrick. Votes were 9 yeas, 0 nays and 0 abstentions. **Motion #4 carried.** R. Lucero mentioned that Membership also talked about having a greeter at the Planning Council meetings to make guests feel more welcome.

Needs Assessment (J. Bell): Needs Assessment did not meet as a committee, but they assisted with the Community Forums at Community Connections. Ten questions were asked, and the answers were noted. Some of the answers were about the communication and energy within the Planning Council and lack of public affairs in the Planning Council as it relates to the public. Stigma was also a significant response as well as the time it takes to get substance abuse treatment. D. Merkan added that consumers feel they are not getting information on services in certain areas. J. Bell mentioned that there has been a lot of conversation about how to find resources, they are available [Neflworldaidsday.com](https://neflworldaidsday.com).

Priority and Allocations (D. Merkan): Priority and Allocations did meet and accomplished three things. They established who the voting members would be, agencies declared their proxies, and M. Hobbs gave a presentation on the PSRA process. The next meeting will be on Monday, June 13 and that will be the data presentation.

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Old Business:

Timeline Review: P&A presented that process plan last month so that is on time and data presentation will happen in June. We received the expenditure reports and P&A training has happened. P. Burns is working on the Resource inventory. CCCC is working on gap analysis and should be ready to be written. Bylaws is working on updating Policies and Procedures. Membership is working on annual review of the interview questions.

White Box Comment Cards: The White box comment cards are for input about the Ryan White system of care in Jacksonville. It's like a mini needs assessment. The PC should come up with a blurb to help identify what the boxes are for, and it should go online as well.

Ad-hoc Committees: Due to time, Ad-hoc will be moved to Executive Committee.

New Business:

Review of Allocations table: There is an allocations report in the packet. This is a wrap up of Priority and Allocations from last year. We take the percentage from allocations, and we apply that to the funding we receive. This report shows the amount of money by service category only.

Vote on Concurrence of the Allocations Table Letter: This is a letter that is written to our Project Officer at HRSA annually stating that we have used our funding according to Allocations. D. Robinson made a motion to approve the Allocations table letter to our HRSA Project Officer and it was seconded by J. Bell. Voting results were 9 yeas, 0 nays and 0 abstentions.

Agenda Items for June: If there are items to be added to the agenda, please share with Support Staff and we will make sure they are added to the agenda.

Public Comments:

M. Glenn: Consumers who are Ryan White eligible but work and were not able to attend Community Forums because they are held during working hours, and they would like this to be noted. When was the Blue Card last updated? Also, why do we have to put a name on Blue cards as there is stigma involved.

Announcements:

J. Bell: There is a first annual 4K walk block party coming up on July 9th at Riverside Park. The walk starts at 8:30 a.m. and the awareness block party starts at 11:00 a.m. This is in partnership with Having incredible Victory and DOH. For more information, please see Neflworldaidsday.com.

D. Cornelissen stated that Fernandina Beach Pride is back on this year. It will be on June 11th at Central Park in Fernandina Beach.

Adjournment:

Meeting adjourned at 5:01 p.m.

Minutes approved by:

Dawna Cornelissen, Planning Council Chair

Attachments: