

## **METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL**



### **Planning Council Meeting Minutes**

Thursday, October 27, 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	Deweyne Robinson	Karen Andrade
Chuck Flaherty	Mary Glenn	Sandy Arts
Dan Merkan, Chair		Rosa Knight
Glenn Edwards	<b>ASSOCIATE MEMBERS PRESENT</b>	
Pamela Hagley	J C Harris	
Paula Burns	Lynnette Cuebas	
Frances Lynch	<b>GUESTS PRESENT BY ZOOM</b>	<b>GUESTS PRESENT</b>
Timm Purcell	Cedric Williams	Johanne Belizaire
Randal Lucero	Cyntoria Thomas	David Vandygriff
	Priscilla Knight	
<b>PC MEMBERS PRESENT BY ZOOM</b>	Travis Neff	
Heather Kilpatrick	Hysin Heyward	
	Chrissy Guiriba	

**Call to Order:** D. Merkan, Chair, called the meeting to order at 3:06

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

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

**Introduction of Guests**

## **METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL**

**Approval of Zoom Planning Council Member** H. Kilpatrick is attending on zoom. Her reason is she just came back from Mexico and has not been tested for Covid yet. C. Flaherty made a motion to approve H. Kilpatrick to vote and attend by zoom. J. Bell seconded the motion, and the votes were 7 ayes, 0 nays and 0 abstentions. **Motion #1 carried.**

### **Quorum is established**

**Approval of Agenda** T. Purcell made a motion to approve the agenda for October 27, 2022, as written and it was seconded by J. Bell. There were 8 ayes, 0 nays and 0 abstentions. **Motion #2 carried.**

**Approval of Minutes** from September 22, 2022. T. Purcell made a motion to approve the minutes from September 22, 2022, and it was seconded by J. Bell. There was no discussion. Voting took place to approve the minutes. Results were 8 ayes, 0 nays and 0 abstentions. **Motion #3 carried.**

**NHAS Goals:** F. Lynch read the NHAS goals.

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

### **New Business:**

**Election of Vice Chair (D. Merkan):** The Chair reviewed the election process that is used for annual Officer elections. The Membership Committee met and determined who was eligible for the Vice Chair position. There were five members eligible, and two of the five members showed interest in being nominated for Vice Chair. The eligibility was then brought to the Executive committee where it was determined that they would follow the process used for annual elections. A slate of officers for Vice Chair was presented to the Planning Council with the names of all eligible and then those interested. This is a special election for the vacant seat of Vice Chair and will end in February 2023. There are preset tellers, K. Andrade, R. Knight and J.C. Harris. The election is not a secret ballot, it must be signed and will be available to the public. The Chair asked for nominations from the floor and there were none. The meeting was then suspended for the election process. Both candidates were given three minutes to speak on why they wanted to be Vice Chair.

J. Bell stated that he is interested in assisting the Chair and bringing more harmony to the Council. He believes this will make better collaboration and more effective community building and capacity building. He would like to see the Council back to where it once was. He would like to bring the Council back together. We need harmony to make to get back to this.

T. Purcell stated that he has been working hard this past year and a half learning what is necessary to get to an Officer position. He also stated that he agrees with everything J. Bell stated and that we need to get the Council back to where it should be.

The ballots were distributed to PC members with a reminder to sign the ballot. The tellers collected the ballots and went off to count the ballots. The tellers returned with the results.

## **METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL**

Nine members have voted, and the council selected J. Bell as the Vice Chair for the remainder of the 2022-2023 term. The Chair gaveled back into the business meeting.

A special presentation by Chief Moore swearing in J. Bell as the new Vice Chair of the Planning Council. The new Vice Chair was welcomed to the table by the Chair to begin serving his office immediately.

### **Old Business:**

**Reorganization of Planning Council Committees (D. Merkan/R. Lucero):** The Executive Committee met and made some decisions one of which was suspending the reorganization of committees. We will come back to this later but felt it was best to get reacclimated with new officers at this time. R. Lucero agreed that this should be revisited once there is a new retreat scheduled.

**Planning Council Retreat (D. Merkan):** There was a date set for the Fall retreat of November 17, and we will be postponing the retreat due to the current circumstances. We will look at this again probably in January and come up with what type of training works best for us collectively.

### **Officer and Committee Reports:**

**Chair & Executive Committee (D. Merkan):** The Chair has only been in this position for a few weeks, but he is adjusting. He will be here for the remainder of the term and work with all members to get work completed. The Executive Committee did meet last week. The MOU had a few minor revisions. T. Purcell made a motion to approve the MOU as written and it was seconded by P. Burns. C. Flaherty went over some changes he made to the MOU. C. Flaherty made a motion to present his changes to the MOU. P. Burns made a point of clarification stating that if there is going to be a presentation it should go back to committee. The Chair advised that we are still on a motion waiting for a second on the motion. C. Flaherty made a motion to send the MOU back to the Executive Committee so his changes could be reviewed. There was no second on the motion, so council went back to motion to approve the MOU. Voting results were 7 ayes, 1 nay and 2 abstentions. **Motion #4 carried.** The next business from the Executive committee is the Transportation Policy number 2014.02. T. Purcell made a motion to approve the Transportation policy and it was seconded by F. Lynch. S. Arts stated that this is an administrative policy and not a Planning Council policy, so it doesn't need a vote. She would welcome input and changes could be made accordingly. Gas cards for unaligned PC members and Associate members were added.

**Vice Chair and Needs Assessment (J. Bell):** The Vice Chair thanked everyone for voting him into office and stated that he looks forward to working with T. Purcell on membership committee. There was an FCPN meeting on the 18<sup>th</sup> and 19<sup>th</sup> of this month in Lutz, FL and he will provide a complete report next month when the Red Ribbon report comes out.

**Community Representative and Community Connections (M. Glenn):** No report

**Bylaws Committee (C. Flaherty):** At the next planning council meeting we will be presenting the language for the public comment process. Reading on Conflict-of-Interest policy and form.

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**Continuum of Care Coordination Committee (P. Burns):** The committee is working on the Integrated plan.

**Membership Committee (T. Purcell):** The last membership meeting was outreach in the Riverside area. We handed out cards that were made with Planning Council information on the front and Community Connections on the back. We were well received, and it was a great team building experience. J. Bell stated that he has heard from some who were excited to receive this information and thanked the membership committee for this work.

**Needs Assessment & FCPN (J. Bell):** The statewide needs assessment for our local community has come out and we are waiting for the print copy and how that print copy will be entered. The links will be coming out soon and end date is December 31. Our next meeting will look at the Needs assessment tool kit.

**Priority and Allocations (R. Lucero):** The Chair welcomed R. Lucero as the new Chair of Priority and Allocations. The last meeting did not have a quorum, but they did discuss the AEAM so that the survey could be sent out. There was an ad-hoc committee meeting on the 24<sup>th</sup> to go over the results of the survey. The P&A Chair is putting together a survey report for the November 14<sup>th</sup> meeting and there will also be discussion on the reallocation process.

### **Agency Reports:**

**Administrative Agency – Part A (S. Arts):** We are still looking for an EHE project coordinator. All contract amendments have been sent out and funds are flowing for both Part A and EHE. We completed the virtual monitoring on October 6<sup>th</sup>. It seemed to be a smooth process. The expenditure report through the end of September is in the packet. This reflects 47% of the year and we have expenditures of \$3,357,306.00 so we are on target. The providers have until next Friday to report on the budget requests and revisions for the Reallocation process. The EHE application is due December 1<sup>st</sup>. The plan that CCCC is working on is due December 9<sup>th</sup>. The statewide eligibility will be reciprocal throughout the state effective December 1<sup>st</sup>. We have been doing this in Jacksonville for some time but is new going statewide.

**Lead Agency Part B (J. Belizaire):** DOH will be meeting with those in area 4 regarding budget. Some counties are overspent, and some are underspent. They are still short staffed and actively recruiting. Some positions are posted, and some are not. The clinic has the same update as last month regarding monkeypox. Vaccines are still only by appointment. Client services for September saw 1 for test and treat, 1 for PrEP, 0 for nPEP and the ADAP pick up rate is 78.44% and viral load suppression is 83.61%. The Mobile Medical Unit saw 28 clients in September.

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

**FL DOH C.A.B. Report (J. Belizaire):** The group is working on member participation as they currently only have 7 members. They also worked on their calendar for the upcoming year. There will be some pharmaceutical companies coming to speak in the next few months.

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**UF CARES C.A.B. Report (G. Edwards):** The committee met on October 11. Five of the CAB members were present. They are also looking at ways to get new members. They also spoke about Community representation. Case management has filled a position. We are still looking for a Peer Navigator. No report in research. We talked about EHE funding and looking for volunteers. There were 40 tests in September and 1 positive from that. We have a new HIV tester. Nutritional supplements talked about how they are being delivered. D. Robinson also came and spoke about River Region services.

**Public Comments:** No public comments

**Next Agenda:** Bylaws & Reallocation of funds

**Announcements:** P. Burns Perinatal HIV training will be next Tuesday. She will send the flyer over to be sent out so folks can register.

C. Williams stated that he appreciated the meetings be held on zoom and as long as they are he will participate.

P. Hagley stated that Medicaid open enrollment will be December 1 – January 31 for Duval, Clay, Nassau, Baker & Volusia counties.

D. Merkan stated that the City of Jacksonville will be having a Substance Abuse Swat analysis meeting. I will send the flier to Karen to send out. It will also be on November 17<sup>th</sup> in the am.

D. Mekan stated the Pride Parade has been rescheduled to November 20<sup>th</sup> at Willow Branch Park at 2:00 pm.

J. Bell stated there is a trunk or treat at Lutheran Social Services parking lot tomorrow from 5:00 pm to 8:00 pm.

J. Bell spoke about World AIDS Day Committee, they are working on turning the city red for World AIDS day week. R. Lucero will be the speaker this year and all tables have been sold out. The week of events is in the PC packet.

Next Meeting: November 17, 2022 at 2:00 p.m.

### **Adjournment:**

Meeting adjourned at 4:39 p.m.

Minutes approved by:

Dan Merkan, Planning Council Chair