

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL



Planning Council Meeting Minutes

Thursday, February 23, 2023 – 3:00 p.m.

Meeting Location: 1809 Art Museum Dr – Jacksonville, FL 32207

PLANNING COUNCIL MEMBERS PRESENT	PLANNING COUNCIL MEMBERS ABSENT	STAFF PRESENT
Justin Bell	Glenn Edwards	Karen Andrade
Chuck Flaherty	Deweyne Robinson	Sandy Arts
Dan Merkan, Chair	Paula Burns	Cyntoria Thomas
Glenn Edwards		GUESTS PRESENT
Pamela Hagley	ASSOCIATE MEMBERS PRESENT	Chief Moore
Mary Glenn	J C Harris	Travis Neff
Frances Lynch	Chrissy Guiriba	Patrick Perkins
Lynnette Cuebas		Matthew Morrison
Randal Lucero		Thomas Bryant
	GUESTS PRESENT BY ZOOM	Becky Hamilton
	Reginald Caldwell	Denice Bartley
	Gina D'Ambrosio	Braxton Badu
	Chrissy Edmonds	Mackenzie

Call to Order: D. Merkan, Chair, called the meeting to order at 3:08

Moment of Silence for those affected by HIV.

Roll call was taken by J. Bell, Vice Chair.

Introduction of Guests

Quorum is established

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NHAS Goals: F. Lynch read the NHAS goals

Approval of Agenda R. Lucero made a motion to approve the agenda for February 23, 2023 as written, and it was seconded by C. Flaherty. C. Flaherty asked that the second reading of Article XII be added under Bylaws. There were 11 ayes, 0 nays and 0 abstentions. **Motion #1 carried.**

Approval of Planning Council Minutes from January 26, 2023. R. Lucero made a motion to approve the minutes from January 26, 2023, and it was seconded by F. Lynch. Voting took place to approve the minutes. Results were 10 ayes, 0 nays and 1 abstention. **Motion #2 carried.**

Approval of Bylaws Minutes: C. Flaherty made a motion to approve the minutes from the Bylaws committee from February 2, 2023 and it was seconded by H. Kilpatrick. It was stated that there Article X Section 1 of the Bylaws where it states that a member can only hold one seat on the Executive Committee should be underlined, under Executive committee #1 - #6 should also be underlined as well as verbiage under CPC Committee. C. Flaherty made an amended motion to approve Bylaws minutes with corrections. It was seconded by H. Kilpatrick. Votes were 11 ayes, 0 nays and 0 abstentions. **Motion #3 carried.**

Public Comments: There were no public comments.

Election of Officers: (D. Merkan/F. Lynch): D. Merkan stated that elections were last month, however, the person elected to Community Representative has resigned from the Council so that seat is now vacant. The Executive committee discussed who was eligible to run and those members were not interested, so the Executive committee voted to waive the rules for this role and R. Lucero was nominated to be the new Community Representative. F. Lynch, Membership Chair asked if anyone was willing to step up for nomination of Community Representative. She asked two more times with no nominations from the floor. P. Hagley made a motion to waive the current election rules stating that a member must serve for one full year to be nominated for Community Representative and it was seconded by C. Flaherty. Discussion was a question as this was going forward or is this one time only. It is one time only. Votes were taken and results were 10 ayes, 0 nays and 1 abstention. **Motion #4 carried.** C. Flaherty made a motion to elect R. Lucero by acclamation as the Community Representative for the 2022-2023 year. The motion was seconded by J. Bell. Votes were 10 ayes, 0 nays and 1 abstention. **Motion #5 carried.**

Officer and Committee Reports:

Chair & Executive Committee (D. Merkan): The chair stated that there will need to be Policy and Procedure changes as well as Bylaws changes according to the reorganization that was approved. While the Bylaws and policies are being revised the Chair proposed that the council work under the current Bylaws and procedures and he chose Chairs and Co-chairs of committees under the old structure with the understating that when the committees merge there will be a Chair and Co-Chair. The Executive committee Chair is D. Merkan, and the Co-Chair is J. Bell. The Membership Chair is F. Lynch and Community Connections Chair is M. Glenn.

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F. Lynch will be the Chair of TEAM and M. Glenn will be the Co-Chair of TEAM once the Bylaws and policies are in place. Bylaws Chair will be H. Kilpatrick and Co-Chair will be C. Flaherty. This committee will not merge with another committee under the restructure. P. Burns will be Chair of Continuum of Care Coordination Committee. This committee will be the CPC Committee and will include Priority and Allocations. P. Hagley was asked to Co-Chair the committee but she declined at this time. J. Bell will Co-chair until someone steps up to Co-Chair Priority and Allocations. We are planning the Planning Council training with a HRSA consultant, Jim McCarthy. The training will be on March 23, 2023.

Vice Chair and Needs Assessment (J. Bell): The Red Ribbon report was released shortly after the FCPN meeting and has previously been distributed. When the March meeting dates come out, they will be forwarded to K. Andrade to distribute. You must register on the link on the FCPN invite. T. Neff stated that he has resigned as the area 11A representative but is active on Bylaws and Needs Assessment committees. The in-person meeting is now scheduled for April, but hotels have not been contacted so that may get pushed back as well.

Community Representative and Community Connections (M. Glenn): Community Connections did meet this month and the members were asked if they would take part in TEAMS and in what capacity they would like to serve. Since the white boxes have been removed there is no update for Community Representative. M. Glen stated that as outgoing Community Rep, there should be a focus on how the community is able to speak.

Bylaws Committee (C. Flaherty): C. Flaherty made a motion to have the first reading of amended Bylaws that coincide with the reorganization. M. Glenn seconded the motion. C. Flaherty read amended Article V- Committees and Officers and Article X -Standing Committees. See attached Bylaws update.

Continuum of Care Coordination Committee (D. Merkan): The plan has been sent to HRSA and we are waiting for response from the Part A Project Officer.

Membership Committee (F. Lynch): Chrissy Guiriba's application has been sent to the mayor's office and is waiting for a response. Membership will be having their meeting immediately after Community Connections in hopes of increasing membership.

Needs Assessment & FCPN (J. Bell): They are doing very well for area 4. There is a case of paper surveys that need to be entered. The local Needs Assessment needs to invite providers to come up with data to be collected for new Needs Assessment to come out prior to the state Needs Assessment. The state is accepting paper applications through March 31 so they can be entered in the system by the end of April.

Priority and Allocations (R. Lucero/J. Bell): P&A will meet according to the Planning Council timeline.

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Agency Reports:

Administrative Agency – Part A (S. Arts): The new grant year starts next week. We made it through MBRC. Our expenditure report throughout the end of December has 80% of funds spent which is 80 percent of the year. There is a 45 day closeout before I can give you an update on any carryover funds. The needs assessment looks good. The RSR report is due in mid-March, so the providers are making sure they have everything up to date. Cyntoria has been working on some CAREWare glitches. The EHE project coordinator starts on Monday, his name is Daniel Roberts. He will be working on CPC committee with Paula.

Lead Agency Part B (J. Belizaire): No report

FL DOH C.A.B. Report (J. Belizaire): No report

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

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

CHAG (J. Harris): The committee did meet, and it was a short meeting. The committee will meet bi-weekly, and the next meeting is the last Tuesday of the month.

FCPN Updates (J. Bell): No report

Old Business:

Planning Council Training (D. Merkan): We are planning a training on roles and responsibilities on March 23rd. We will look for other ideas that we may need to work on with the TA. There will be a collaboration call with Jim McCarthy.

New Business:

Swearing in of new officers (J. Moore): Chief Moore has been part of the HIV Community for the last 35 years and is pleased to continue as Chief of Social Services and happy to swear in the following Planning Council Officers for 2023 - 2024:

Randal Lucero – Community Representative
Justin Bell - Vice Chair of the Planning Council
Dan Merkan – Chair of the Planning Council

Public Comments: No public comments

Announcements: J. Bell has retired from CAN Community health and has been retired for seven days. He has now joined forces with Dr. Reza to open Reza health. Justin will be the New Vice president of operations for Reza Health offering services on the Westside. Chief Moore was recognized a few weeks ago for her long-time support and advocacy for the HIV community.

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J. C. Harris stated that the Peer Navigator position at CAN Community health has been posted. If you know anyone interested, please let them know.

L. Cuebas stated that on March 1 Lutheran Social Services will have a mental health provider who speaks Spanish.

Next Meeting: March 23, 2023.

Adjournment:

Meeting adjourned at 4:37 p.m.

Minutes approved by:

Dan Merkan, Planning Council Chair