

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL



Planning Council Meeting Minutes

Thursday, May 25, 2023 – 3:00 p.m.

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

PLANNING COUNCIL MEMBERS PRESENT	PLANNING COUNCIL MEMBERS ABSENT	STAFF PRESENT
Dan Merkan, Chair	Randal Lucero	Sandy Arts
Justin Bell, Co-Chair	Deweyne Robinson	Cyntoria Thomas
Chuck Flaherty		Rosa Knight
Glenn Edwards		
Lynnette Cuebas	ASSOCIATE MEMBERS PRESENT	GUESTS PRESENT
Paula Burns	J. C. Harris (Called to vote)	Matthew Morrison
Frances Lynch	Patrick Perkins (Called to vote)	Johanne Belizaire
Heather Kilpatrick	Travis Neff	Becky Hamilton
Pamela Hagley	GUESTS PRESENT BY ZOOM	Josh Walker
	Chrissy Guiriba	La'Tina Willis
	Chrissy Edmonds	
	Steven Green	
	Johnny Ramos	

Call to Order: D. Merkan, Chair, called the meeting to order at 3:03 p.m.

Moment of Silence for those affected by HIV.

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

Introduction of Guests

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Quorum is established.

NHAS Goals: L. Cuebas read the NHAS goals.

Approval of Agenda H. Kilpatrick made a motion to approve the agenda for May 25, 2023, as written, and it was seconded by P. Hagley. Discussion raised by C. Flaherty to see if this meeting was supposed to be a public hearing. D. Merkan advised that it was, but there was not enough time to notice it. There were 9 ayes, 0 nays and 0 abstentions. **Motion #1 carried.**

Approval of Planning Council Minutes from April 27, 2023. C. Flaherty made a motion to approve the minutes from April 27, 2023, and it was seconded by H. Kilpatrick. P. Hagley raised the discussion to include the speaker for the agency Part B report. C. Flaherty raised the discussion to clarify his comment under the training section from “how is the Planning Council advocating” to “who is advocating for the Planning Council.” C. Flaherty made a motion to approve the minutes with the suggested revisions. It was seconded by H. Kilpatrick There were 10 ayes, 0 nays and 0 abstentions. **Motion #2 carried.**

Public Comments: There were no public comments.

Officer and Committee Reports:

Chair (D. Merkan): Has been assisting S. Arts on a report in reference to the Planning Council’s accomplishments for the 2022-2023 period. Some of the highlights were ICP, restructuring, Standards of Care.

Vice Chair and Red Ribbon (J. Bell): There is no Red Ribbon report. The FCPN schedule will be forwarded to Rosa when available.

Community Representative (R. Lucero): Not present.

Executive Committee Reports (D. Merkan): Approval of Policy 2021.05. The language was changed to reflect the Planning Councils new structure. The main edits were to the Nominee Application Process section. C. Flaherty made a motion to approve the changes to Policy 2021.05. It was seconded by H. Kilpatrick. C. Flaherty raised the discussion to clarify whether the applicant will be interviewed with committee members only, and whether the applicant will be present in the decision-making process of the committee. S. Arts stated that the specific verbiage was not included, but there was verbiage that the TEAM committee will interview the applicant and decide to recommend or not recommend the applicant to the Planning Council for membership. C. Flaherty stated that the policies should be specific, and information should not be implied. C. Flaherty wanted the opinion of the Planning Council on the recommendation of the policy. C. Flaherty made a motion to change the language to reflect the applicant will be interviewed with TEAM committee members present only, and the TEAM committee shall make it’s decision without the applicant present. The applicant will then return to hear the

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decision. There was not a second. S. Arts suggested that she can add in the information to say, "TEAM committee members only will make the decision." H. Kilpatrick stated that the meetings are public, and people cannot be excluded. H. Kilpatrick suggested interviewing potential members at the Executive Committee meetings. C. Flaherty withdrew the motion. The original motion was recalled. There were 10 ayes, 0 nays and 0 abstentions. **Motion #3 carried.**

Bylaws Committee (H. Kilpatrick): Second reading of changes made to Article IV Membership Section 8, Article IV, Section 6, Article XI, Section 1(A).

C. Flaherty made a motion to approve the changes as presented to Article IV Membership Section 8. It was seconded by P. Burns. There were 10 ayes, 0 nays and 0 abstentions. **Motion #4 carried.**

C. Flaherty made a motion to approve the changes as presented to Article IV, Section 6. It was seconded by L. Cuebas. There were 10 ayes, 0 nays and 0 abstentions. **Motion #5 carried.**

C. Flaherty made a motion to approve the changes as presented to Article XI, Section 1(A). It was seconded by J. Bell. There were 9 ayes, 0 nays and 1 abstention. **Motion #6 carried.**

CPC (P. Burns and J. Bell): The first two training sessions have been completed. The two trainings consisted of information on EpiData and Service Utilizations. S. Arts advised that we have received good feedback on the Comprehensive Plan from HRSA.

TEAMS Committee (F. Lynch): The TEAM committee has decided to accept C. Chaney's meeting attendance. S. Arts advised that she received feedback that the Mayor's office is holding off on appointments until the next administration. T. Neff asked for clarification on Associate members and voting. D. Merkan advised that Associate members have not been approved by the Mayor, but they have been approved by the Planning Council. The current bylaws reflect that in the absence of a Planning Council member approved by the Mayor, an Associate member can be called to the table.

Community Connections (F. Lynch): The Community Forum took place on May 8th. P. Burns will be present at the June 8th meeting to set ground rules.

Agency Reports:

Administrative Agency – Part A (S. Arts): There will be a hold on membership appointments. For the final expenditure report, 95% of the grant has been expended. There was a roll call on who has received Ethics training and who has not. Program progress reports have been completed and submitted. Contracts will be on procurement's agenda next week and legal after. P. Hagley advised that she has not received a red book.

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Lead Agency Part B (Johanne Belizaire): Test and treat saw 6 clients in April. For prep, there were 2 in April. There were none for NPEP. The viral load suppression for Area 4 is 87.08%. For April, 38 clients were seen on the MMU and received 65 outpatient medical services. For April, 67 clients were seen on the MMU and received 113 eligibility services. Contracts are still being reviewed.

FL DOH C.A.B. Report (J. Belizaire): The meeting took place on April 20th. There were 4 attendees. The topic of the meeting was how attendance could be increased. C. Flaherty raised the question to see who may attend. CAB is a Community Advisory Board that persons receiving services may attend to give feedback.

UF CARES C.A.B. Report (G. Edwards): Met on May 10th. There were 6 persons attended. A new RN and CSR has been hired. Persons are encouraged to keep their current dental, ADAP and nutritional appointments because all appointments are booked out in advance. There was a discussion on how to increase attendance. The HRSA site visit was reviewed. Persons were encouraged to attend the Community Forum on May 11th.

CHAG (J.C. Harris): No report. The statewide Community HIV advisory group will meet on Tuesday, May 30th.

FCPN Updates (J. Bell): Once the schedule comes out, it will be sent out for dissemination.

Old Business:

NFAN Luncheon/Community Forum

- H. Kilpatrick will write down answers to sum up what was discussed.
- D. Merkan and J. Bell will facilitate.
- C. Flaherty will assist with timekeeping.
- There was a consensus that this meeting will follow the same format as Community Connections.
- D. Merkan approved the draft flyers created by M. Morrison and C. Flaherty.

New Business:

Formatting Agendas and Minutes

- Agreed to put the focus area of each committee at the top of the agenda. Suggestion to put the focus topics to be discussed under new or old business.

Public Comments: No public comments

Announcements:

- Jazz Festival May 25th - May 28th
- Health Symposium on June 22nd. There is one agency vendor table left.

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- 2nd Annual 4K Walk and Block Party - Removing HIV Stigma Awareness Event on June 24th at 7:30 am. Fee will be waived.
- Fernandina Pride Fest June 10th

Next Meeting: June 22, 2023.

Adjournment:

Meeting adjourned at 4:44 p.m.

Minutes approved by:

Dan Merkan, Planning Council Chair