

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL



Planning Council Meeting Minutes

Thursday, November 16, 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	David Vandygriff	Sandy Arts
Frances Lynch	Chardae Chaney	Chief Johnetta Moore
Glen Edwards	Justin Bell	Brittany Joiner
Lynnette Cuebas	Anthony Pough	
Deweyne Robinson		
Pamela Hagley	ASSOCIATE MEMBERS PRESENT	GUESTS PRESENT
Heather Kilpatrick	Patrick Perkins	Mark Cleveland
Elinor Herring		Antonio Kelly
Walldeline Francois		Sherrie Newman
Cedric Williams		LeKisha Cohen
Antoinette Turner	GUESTS PRESENT BY ZOOM	Johanne Belizaire
Travis Neff	Reginald Caldwell	Antoinette Turner
Chrissy Guiriba		

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

Moment of Silence for those affected by HIV.

NHAS Goals: P. Perkins read the NHAS goals.

The roll was taken by B. Joiner, Planning Council Support Aide.

Introduction of Guests

Quorum is established.

Approval of Agenda L. Cuebas made a motion to approve the agenda for November 16, 2023, as written, and it was seconded by F. Lynch. There were 13 ayes, 0 nays and 0 abstentions.

Motion #1 carried.

Approval of Planning Council Minutes. F. Lynch made a motion to approve the minutes from October 26, 2023, with suggested corrections and it was seconded by G. Edwards. There were 13 ayes, 0 nays and 0 abstention. **Motion #2 carried.**

Public Comment: P. Perkins made public comment about back co-pays, getting bills from clinics, and experiencing peer navigators who weren't advising adequately on where to go to resolve these issues that hinder with receiving care and burden clients financially.

Officer and Committee Reports:

Chair (D. Merkan): During the previous monthly meeting with HRSA, we reviewed our Comprehensive plan and received feedback. No critical areas were identified, however, there are places to improve. The information was shared with the CPC Chair, P. Perkins. The suggestions for improvement were to formulate the objectives into the SMART format to be clearer about how things will be measured. This month the monthly meeting was abbreviated because of some schedule conflicts and miscommunication, but we were able to meet two of DMHAP's new Senior Project Officers for Planning Councils and Planning Bodies and discussed with them our planning body structure, plans, goals, and progress of the Planning Council.

Vice Chair and Red Ribbon (Vacant):

Community Representative (Vacant):

Executive Committee Reports (D. Merkan): There are currently two vacancies, Planning Council Vice Chair and Community Representative. Cedric Williams expressed interest in the Community Representative office. We are also taking nominations for next year's term beginning March 2024. Co-chairs are needed for CPC and Bylaws Committees. If there is someone interested in being Co-chair, please reach out to the Planning Council Support Aide.

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Policy & Procedures (D. Merkan): (D. Merkan) provided information on what was discussed during the last Policy & Procedures ad hoc committee meeting and presented the proposed changes to Policy & Procedures to the Planning Council.

- **(H. Kilpatrick)** motions to approve the proposed changes to *Policy No. 2021.19* as presented and was seconded by **(F. Lynch)**. There were 13 ayes, 0 nays and 0 abstention. **Motion #3 carried.**
- **(P. Hagley)** motions to approve the proposed changes to *Policy No. 2021.21* as presented and was seconded by **(L. Cuebas)**. There were 13 ayes, 0 nays and 0 abstention. **Motion #4 carried.**
- **(C. Guiriba)** motions to approve the proposed changes to *Policy No. 2021.23* as presented and was seconded by **(W. Francois)**. There were 13 ayes, 0 nays and 0 abstention. **Motion #5 carried.**
- **(H. Kilpatrick)** motions to approve the proposed changes to *Policy No. 2021.24* as presented and was seconded by **(F. Lynch)**. There were 13 ayes, 0 nays and 0 abstention. **Motion #6 carried.**
- **(H. Kilpatrick)** motions to approve the proposed changes to *Policy No. 2021.16* as presented and was seconded by **(D. Robinson)**. There were 13 ayes, 0 nays and 0 abstention. **Motion #7 carried.**

Bylaws Committee (H. Kilpatrick): (H. Kilpatrick) provided information on what was discussed during the latest Bylaws committee meeting and presented the proposed changes to Bylaws to the Planning Council. This was a first reading of the proposed changes and there was no vote.

CPC (P. Perkins): CPC did not meet this month. Next meeting is scheduled for December 7th, 2023, at 2pm and will be held at 1809 Art Museum Dr. Agenda items will include HRSA suggestions for smart goal/response formatting. Sandy Arts also requested that consideration of the statewide format of tracking comprehensive planning data be added to the agenda.

TEAMS Committee (F. Lynch): The mayor has appointed the following applications; Chrissy Guiriba, Chardae Chaney, Travis Neff, David Vandygriff, Elinor Herring, Anthony Pough, Walldeline Francois, Justin Bell and Cedric Williams.

- F. Lynch made a motion to recommend the application of Patrick Perkins be moved forth to the mayor's office. It was seconded by **(P. Hagley)**. There were 13 ayes, 0 nays and 0 abstention. **Motion #8 carried.**

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- F. Lynch made a motion to recommend the application of Mark Cleveland be moved forth to the mayor's office. It was seconded by **(C. Guiriba)**. There were 13 ayes, 0 nays and 0 abstention. **Motion #9 carried.**
- **(D. Merkan):** At the last Planning Council meeting, C. Guiriba was mentioned as a potential Vice Chair candidate, but questions were raised about her eligibility because she was only an associate member at the time. Now that Chrissy has been appointed to the Planning Council, her nomination to serve as Vice President will be revisited. Chrissy was asked if she would accept the nomination as Vice Chair of the Planning Council. (C. Guiriba) accepted the nomination to serve as the Planning Council Vice Chair through February 2024.

(D. Robinson) motions to confirm Chrissy Guiriba as Vice Chair of the Planning Council through February 29th, 2024, and it was seconded by **(T. Neff)**. There were 13 ayes, 0 nays and 0 abstention. **Motion #10 carried.**

- **(B. Joiner):** Membership training took place on November 14th and went very well. If you are a current member who has not attended Membership training, there will be another scheduled soon after the next round of potential members are announced, and you can attend then. The Ethics training is November 30th, please arrive on time. They will not permit anyone arriving late to attend ethics training. The Red Books (for training) will be available once all proposed policy and bylaw changes are approved and updated. For newly appointed Planning Council members, your letters from the mayor's office are also forthcoming. Please, notify the Planning Council Support Aide if you are a member of the Planning Council who does not intend on serving in the next grant year to ensure that the Planning Council remains in compliance regarding mandatory seating and categories.

Community Connections (F. Lynch): Attendees enjoyed a Thanksgiving themed luncheon at the Community Connections meeting. There was a variety of foods prepared such as turkey, baked macaroni and cheese, yams, yellow rice, green beans and much more including different desserts. Mostly everyone in attendance also shared reasons why they were grateful. Participation has been increasing and feedback for different topics addressing concerns in the community are being supported.

Agency Reports:

Administrative Agency – Part A (S. Arts): We are currently at 56% of our funding spent for the grant year. The carryover money & reallocation of funds have been done and the organizations with changes made have updated contracts going to the City's Legal department tomorrow. The RFPs from organizations for the next grant year are due on December 6th, 2023. We have not received a lot of questions about submissions. The annual EHE non-compete progress report will be submitted tomorrow.

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Lead Agency Part B (Johanne Belizaire): Please see attachment titled, “Part B lead Agency Report to the Metropolitan Jacksonville Area HIV Health Service Planning Council”.

FL DOH C.A.B. Report (J. Belizaire): They are working on the 2024 calendar. The December meeting has been cancelled. The linkage coordinator position has been filled. There is an open peer navigator position.

UF CARES C.A.B. Report (G. Edwards): Please see attachment titled, “UF CARES Community Resource Group”.

CHAG (T. Neff): No report

FCPN Updates (T. Neff): T. Neff has been appointed as the Area 4 Patient Care Representative. Efran Gomez has been appointed as the DOH representative. Regina Livingston has been appointed as the Area 4 Prevention Representative alternate. An alternate is needed for Area 4 Patient Care Representative and the DOH representative.

Old Business:

New Business:

D. Robinson made a motion to move the December 28th Planning Council meeting to an abbreviated December 21st Planning Council meeting. It was seconded by F. Lynch. There was no formal vote.

Public Comments: No public comments

Announcements:

- 2023 Quilt Ceremony—December 1st at City Hall 117 W Duval St.
- Service of Remembrance and Hope—December 1st at 7pm at Avondale United Methodist 1651 Talbot Ave
- Next Ethics Training November 30 12pm-1pm also at City Hall.
- Florida Blue and FIS will be turned red this year in recognition of World AIDS Day.

Next Meeting: December 21, 2023.

Adjournment:

Meeting adjourned at 4:36 p.m.

Minutes approved by:

Dan Merkan, Planning Council Chair