

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL



Planning Council Meeting Minutes

Thursday, October 26, 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	Pamela Hagley	Rosa Knight
Frances Lynch	Heather Kilpatrick	Sandy Arts
Glen Edwards		
Lynnette Cuebas		
Deweyne Robinson		
	ASSOCIATE MEMBERS PRESENT	GUESTS PRESENT
	Patrick Perkins	Antoinette Turner
	Travis Neff	Cedric Williams
		Josh Walker
		Johnny Ramos
	GUESTS PRESENT BY ZOOM	Johanne Belizaire
	Chrissy Edmonds	Timm Purcell
	David Vandygriff	Mark Cleveland
	Reginald Caldwell	Justin Bell
		Walldeline Francois
		Elinor Herring
		Jeremiah Only

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

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

Moment of Silence for those affected by HIV.

NHAS Goals: L. Cuebas read the NHAS goals.

The roll was taken by D. Merkan, Chair.

Introduction of Guests

Quorum is established.

Approval of Agenda F. Lynch made a motion to approve the agenda for October 24, 2023, as written, and it was seconded by G. Edwards. There were 4 ayes, 0 nays and 0 abstentions.

Motion #1 carried.

Approval of Planning Council Minutes. G. Edwards made a motion to approve the minutes from September 28, 2023, and it was seconded by L. Cuebas. There were 4 ayes, 0 nays and 0 abstention. **Motion #2 carried.**

Public Comment: None.

Officer and Committee Reports:

Chair (D. Merkan): There was a HRSA meeting that went over the recommendations and review of our Comprehensive plan. No critical areas were identified, however there are places to improve. The information was shared with the CPC Chair, P. Perkins. The areas for improvement are to formulate the objectives into the SMART format to be clearer on how things will be measured. A recommendation for R. Livingston was sent to FCPN.

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. At the last Planning Council meeting, C. Guiriba was mentioned as a potential Vice Chair candidate. At the last Executive Committee meeting, there was discussion on the current bylaws to ensure that this would be allowed. There is a meeting scheduled to discuss our current bylaws. In November we will begin taking nominations for next year's term beginning March 2024. Co-chairs are needed for CPC and Bylaws. If there is someone interested in being Co-chair, please reach out to B. Joiner. The results of the assessment of the efficiency of the administrative mechanism were reviewed. There were no results that required recommendations for changes. There will be a Needs Assessment ad hoc committee on December 11th, to review the raw data from the Area 4 survey. Directive 1 was discussed to see

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

if it should be expanded for a future year or expanded across different services.

Bylaws Committee (H. Kilpatrick): H. Kilpatrick not present. D. Merkan informed the Planning Council that the next meeting will be November 7th at 10 am. A meeting for policies and procedures will occur after.

CPC (P. Perkins): CPC did not meet this month.

S. Arts: In August, all providers were asked to provide their year-end projections to see what they needed and what funding they would be able to give up. In the initial projection, it was concluded that more than \$500,000 was requested and only \$200,000+ was given up. The providers were asked to resubmit their projections and requests by service category. (Please see attached). The recommendations are to allocate \$11,000 for Outpatient/Ambulatory Medical Care/Labs, \$150,000 to Oral Health Care, \$50,000 for Substance Abuse- Residential, and \$5,000 to Outreach, for a total of \$216,000. There is a remaining request of \$119,000. The memo for procurement states that when this is approved, this will include the \$182,000 in carryover that was previously approved.

D. Merkan made a motion to approve the recommendations set forth by the Part A Office to decrease recommendations are to decrease Medical Case Management by \$148,000, Outpatient/Ambulatory Medical Care/Labs by \$5,000, Mental Health Services by \$5,000, Outreach by \$8,000, while simultaneously increasing Outpatient/Ambulatory Medical Care/Labs by \$11,000, Oral Health Care by \$150,000, Substance Abuse- Residential by \$50,000, Outreach by \$5,000, for a total of \$216,000. It was seconded by F. Lynch. A roll call vote was taken.

Lynette Cuebas- Yes

Dan Merkan- Yes

Deweyne Robinson- Yes

Glen Edwards- Yes

Frances Lynch- Yes

Motion #3 Carried

TEAMS Committee (F. Lynch): Currently waiting to hear back from the mayor on the following applications, Chrissy Guiriba, Chardae Chaney, Travis Neff, David Vandygriff and Elinor Herring. The following people will be recommended to the Planning Council for approval to go to the mayor's office, Anthony Pough, Walldeline Francois, Justin Bell and Cedric Williams.

F. Lynch made a motion to recommend the application of Anthony Pough be moved forth to the mayor's office. It was seconded by G. Edwards. There were 5 ayes, 0 nays and 0 abstention.

Motion #4 carried.

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

F. Lynch made a motion to recommend the application of Cedric Williams be moved forth to the mayor's office. It was seconded by L. Cuebas. There were 5 ayes, 0 nays and 0 abstention.

Motion #5 carried.

F. Lynch made a motion to recommend the application of Walldeline Francois be moved forth to the mayor's office. It was seconded by G. Edwards. There were 5 ayes, 0 nays and 0 abstention. **Motion #6 carried.**

F. Lynch made a motion to recommend the application of Justin Bell be moved forth to the mayor's office. It was seconded by D. Robinson. There were 5 ayes, 0 nays and 0 abstention.

Motion #7 carried.

Membership training will take place on November 14th from 8:30 am- 12:30 pm. The location is 1809 Art Museum Dr in the large conference room. Ethics training is November 30th. B. Joiner will reach out to those that need training.

Community Connections (F. Lynch): Participation has been increasing. Feedback for different topics are being supported.

Agency Reports:

Administrative Agency – Part A (S. Arts): RFP went out last Thursday. It can be found on the procurement department's page. Non-mandatory pre-proposal conference next Tuesday at 10:30 am. Monitoring is currently being conducted. Currently working on the annual EHE non-complete progress report.

Lead Agency Part B (Johanne Belizaire): Towanda Washington, Director of Nursing, is the interim Director of Disease Control at DOH. At 2nd quarter the financial report should be around 50%. Not all counties are meeting the 50% due to staffing shortages. Director of Disease Control is currently posted. Beginning November 1st, Marketplace is opening for enrollment. To participate, the person must first be Ryan White eligible. Eligible clients must have an FPL of 50% or greater, not to exceed 400%. This is offered to those with no insurance or a discounted plan. Pharmacy is piloting a program that will allow for card use. All contracts are currently being renewed. There are upcoming monitorings through December. For the 2nd quarter, 748 people were tested resulting in 12 positives. There were 3 clients seen for PREP. The ADAP pick up rate is 81.18. Area 4 viral load suppression is 84.81. The mobile unit saw 198 clients, 32 for outpatient health services, 52 for early intervention, and 27 for eligibility services.

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): Did not meet/ No report.

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

CHAG (T. Neff): Will meet next Tuesday. /No report

FCPN Updates (D. Merkan): 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. FCPN is currently focused on the first week of December for the conference.

Old Business:

PC Recruitment – Once we hear back from the mayor’s office, we may be able to fill organizational seats.

New Business:

The next Planning Council meeting will be November 16th. The nomination for Vice Chair will take place at this meeting.

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

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.
- Non-Mandatory Pre-Proposal Conference
10/31/23 10:30AM
8TH FLOOR, SUITE 851, 214 N. HOGAN STREET, JACKSONVILLE,
FL 32202
- Planning Council training will be on November 14th at 8:30 am. The location is 1809 Art Museum Dr.

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Next Meeting: September 28, 2023.

Adjournment:

Meeting adjourned at 4:59 p.m.

Minutes approved by:

Dan Merkan, Planning Council Chair