

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

Ryan White Part A and B Programs ♦ 1809 Art Museum Drive, Suite 100 ♦ Jacksonville, FL 32207

## **Planning Council MINUTES** for Thursday, April 25, 2019 – 3:00 p.m.

Call to Order  
Steven Greene  
Planning Council Co-Chair

Called to order at 3:05 p.m., followed by a moment of silence.  
Dan Merkan read the NHAS Goals.

Comments

There were no public comments.

Roll Call

Members Present: Dawna Cornelissen, Ne'Tosha Dopson-Woodall, Glen Edwards, Steven Greene (*Vice-Chair*), Veronica Hicks, Elinor Holmes, Christie Mathews, Dan Merkan, DeWeece Ogden, Herb Smith, Barrett Tyson, Zane Urbanski, Katrina Williams, and Linda Williams (*PLWHA Rep*)

Associate Members: Barrett Tyson

Members Absent: Debbi Carter (*Chair*), Wade Davis (*Associate*), Heather Kilpatrick (*Associate*)

Staff: Sandy Arts, Lourdes Diaz, Megan Graham, Mary Martinez, Sandra Sikes, and Johnnetta Moore (*Division Chief*)

Guests: Michael Acker, Melissa Daniel, Alvin Davis, Chrissy Edmonds, Sandra Ellis, Miguel Garcia, Kim Geib (*former Planning Council Chair*), Tyvin McSwain, Joseph Mims, Beth Parker (*former Planning Council Chair*), and Sandy Noel

Following roll call, guests and staff introduced themselves.

Minutes

Vice-Chair Steven Greene asked if there were corrections on the minutes of the March 28, 2019. As there were none, a motion was made by Herb Smith to approved the minutes as presented and Linda Williams seconded. There were no abstentions.

Lead Agency  
(Sandra Ellis)

Part B reported there were 26 new Ryan White enrollees into our network in March. Test and Treat-42; PrEP-18; nPEP-6; ADAP-90%; HIV testing numbers for Area 4-5,607 w/55 positives; and Area 4 viral load-89%

FCPN will be held May 14-16, 2019 and will be represented by Yolanda Kellam-Carter, Justin Bell, Herb Smith for patient care, Damon Gross for prevention, Steven Greene as PLWHA at large,

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Community  
Connections

and Dan Merkan for Behavioral Science at large. All HAPC's have been asked to attend so Joseph Mims will be present.

Steven Greene gave a recap of the April Community Connections meeting held at the Department of Health's location. At their meeting three comment cards were received from the public. Dan Merkan was introduced as the representative of the Comprehensive Plan and how important their work is for Community Connections. There were discussions about fundraising efforts and the rules and regulations to be considered before any events could take place. The meetings will continue on the 2<sup>nd</sup> Thursday of the month and at the same time but the only change is the location, 515 W. 6<sup>th</sup> Street.

Women,  
Adolescents, and  
Children

Linda Williams stated that W.A.C.'s next meeting will be Thursday, June 6<sup>th</sup> at 9:00 a.m. W.A.C. is now holding their meetings at Lutheran Social Services on Philips Highway. Bylaws for the committee were discussed for consideration and will be reviewed by the Committee Chair and FCCAP Chair. It was recommended and agreed upon that committee re-visit Senior Communities and Mary Singleton Center during the months of July thru September. Linda Williams and Elinor Holmes will organize events for the National HIV/AIDS Aging Awareness Day. The W.A.C. Committee will be actively involved during the FCCAAP Area 4 Prevention Week events scheduled for June 24-29; including a community partners collaborated event on June 29<sup>th</sup> at Simonds-Johnson Park, 3730 Moncrief Road. More information will be forthcoming.

Administrative  
Agency  
(Sandy Arts)

Program Manager Sandy Arts called Ryan White Staff to the front of room and presented Sandy Sikes with a trophy for her retirement from the City and the Planning Council members gave Sandy Sikes a gift card as well. Sandy Arts also stated that Mary Martinez will sit in until Sandy's replacement is in place on May 20<sup>th</sup>. Also, a consultant from HRSA 'Planning Chat' could be brought in to help with Planning Council training.

There are only two contracts that have not been sent to the Office of General Council for processing. Sandy Arts has called

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the agencies to pick up a copy of their contracts and first month payments are being processed as well.

The Providers meeting is scheduled for May 10<sup>th</sup>. There was no meeting in April due to scheduling issues. Topic of discussion for the May meeting will be Lost to Care/Retention in Care. Program Terms and Submission Reports were submitted on time. Finally, there is an upcoming Administrative Training in Atlanta on May 14 thru May 16 that Sandy Arts will attend.

Planning Council  
Co-Chair  
(Steven Greene)

April birthdays were announced. Self-introductions from guests. At the May meeting, guests will be asked to speak briefly on why they are attending the meeting. Reminder that cell phones should be put on 'silence or vibrate' during the Planning Council meeting.

Dept. of Health (Duval)  
C.A.B. Report  
(Elinor Holmes)

Elinor Holmes reported that their C.A.B. met April 18<sup>th</sup> with 10 members attending and 4 guests. Viral load suppression 89%; ADAP pick-up rate 91.07%; CCC no-show rate 36.02%. The C.A.B. discussed providing incentives and transportation for client to keep their appointments, mail delivery or courier delivery of ADAP medication.

Discussed planning a community service event at Clara White and partnering with FCCAPP Prevention Week for their community event on June 29.

- Discussed a need for professional development workshops and training on self-resourcing, educating the community, professional speaking.
- Recruitment strategies discussed and to encourage members to attend Planning Council meetings and Community Connections.
- Next meeting will be on May 16<sup>th</sup>.

They meet every 3<sup>rd</sup> Thursday at noon, with lunch served at 11:30 a.m.; location is 515 W. 6<sup>th</sup> Street, the 3<sup>rd</sup> floor conference (Tobacco) room.

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UF CARES  
C.A.B. Report  
(Justin Gordon)

Justin Gordon reported that C.A.B. met April 16; the new location at Jacksonville Beach is now open; telemedicine is now active and has increased for all patients meeting criteria; reminder-CAN does eligibility and CAN provides eligibility at UFCARES every Thursday, call for an appointment; a pharmacist will start in July; Siera Butler, R.N. has started at UFCARES; next month, the Psychiatric services will increase from one day per week to two days, Tuesday and Wednesday. Research Update: there is an upcoming monitor in May to review the outcome of all IMPAACT (International Maternal Pediatric Adolescent AIDS Clinical Trails) Studies. PHACS (Pediatric HIV AIDs Cohort Study) are enrolling for AMP Study for perinatal infected adolescents ages 18-25 years old. C.A.B. meets on the 3<sup>rd</sup> Tuesday of the month at 11:30 a.m. and lunch will be served.

Executive  
Committee  
(S. Greene)

The Executive Committee had their meeting on April 9. Templates for Parts A and B to cover information the Planning Council is interested in hearing at the monthly meeting were sent to Sandy Arts and Joseph Mims. Committee discussed self-introductions of guests at Planning Council meetings and asked why they attended the meeting. A meet and greet event is in 'planning stage' by the committee later in the year.

Membership  
(L. Williams)

Committee met April 3<sup>rd</sup> and had a brief discussion of the representation and demographics of the Planning Council's membership in comparison to that of the TGA. Heather Kilpatrick was selected as committee co-chair. Michael Acker was presented to the Planning Council and The Council voted to recommend Michael Acker to the Mayor's office for a seat on the Planning Council. It was mentioned that perhaps the Mayor could be invited to attend one of the Planning Council meetings. Johnnetta Moore, Division Chief, responded that there is a process in place for requesting the Mayor to attend an event but a representative from his office certainly could be asked to attend on his behalf. Members of the committee are asked to submit questions to be used to create an Exit Survey for

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members of the Planning Council. The survey will be used to evaluate the effectiveness of the Planning Council's membership processes and to identify any barriers regarding the retention of members.

ICPC  
(Merkan)

The Integrated Comp Plan Committee met April 10, and continued the process of reviewing existing plan and comparing it to the state plan and he hopes to finish by May and submit to Planning Council for approval.

The committee worked on the client self-worth and confidence and staff cultural and linguistic competency survey that Herb Smith has been taking the lead on. The committee had questions and there were corrections that Herb will be making and bringing back to the committee on May 8.

AEAM  
(Smith)

**Assessment of the Efficiency of the Administrative Mechanism -**  
The assessment will probably be done by survey; one survey geared to providers, and another survey for Planning Council members. Herb is working on setting up a meeting with Michael Bennett and Sandy Arts to go over recommendations.

Bylaws  
(Cornelissen)

Dawna Cornelissen, Chair, stated that this is the first reading of the proposed changes to Article IV, Section 8 of the Bylaws, and on Policies and Procedures 2001-01. The following changes are being presented to the Planning Council:

Dawna read the first reading of the recommended changes to Article IV, Section 8 bylaws as approved at the April 9, 2019 Bylaws Committee meeting and then asked for discussion. Christie proposed that ***"C" be changed to "Attend two Planning Council meetings and one committee meeting in three (3) consecutive months after submitting application."*** Zane agreed with the proposed change. The council also discussed switching ***"C" to "A" and "A" to "C"***. Zane made a motion to refer proposed changes back to the Membership Committee for revision. Herb seconded. Motion passed.

Dawna read the first reading of the recommended changes to Article X, Section 3 bylaws as approved at the April 9, 2019

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Bylaws Committee meeting and then asked for discussion. Discussion followed. Christy made a motion to refer proposed changes back to the Bylaws Committee for revision. Herb seconded. Motion passed.

Priority & Allocations  
(K. Williams)

Katrina gave a recap of the training that was held Tuesday, April 16; and it was well attended. The first committee meeting for Priority and Allocations will be Thursday, May 9 at 2:00 p.m. at the Part A Office.

Unfinished Business

There was no unfinished business.

New Business

Discussion on the assessment of the efficiency of the administrative mechanism is deferred to the Executive Committee.

Wrap-up  
(Greene)

Announcements

Beth Parker reminded everyone of “Dining Out for Life” and distributed cards of restaurants participating.

Dan Merkan invited everyone to JASMYN’s Strides for Pride 5K Run-Walk, Saturday, April 27, Run/Walk for people of all ages! More than 2,000 folks will fill the park to show their pride and support for LGBTQ young people.

Linda Williams reminded members about CAEAR Coalition and HRSA’s conference call on Tuesday, April 30.

Herb Smith stated that FCAAP will be meeting on May 7, Wells Fargo Building, 2-4 p.m.

River Region Human Services is having an Open House on May 1 at noon. The location is at their office, 3901 Carmichael Avenue.

Meeting adjourned at 4:30 p.m.

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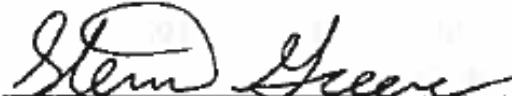
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Approved by the  
Planning Council on:

5/23/2019

(date)

A handwritten signature in black ink that reads "Steven Greene". The signature is written in a cursive style with a large, looped initial "S".

Steven Greene, Planning Council Vice-Chair