

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Ryan White Part A and B Programs ♦ Meeting Location: UF Health 580 West 8th Street, Jacksonville, Florida 32209 (Charter room – 2nd floor)

Planning Council MINUTES on Thursday, June 24, 2021 – 3:00 p.m. - 5:00 p.m.

Call to Order: Katrina Williams, (Planning Council Chair)

Called to order at 3:03 p.m. – Meeting Location: UF Health 580 West 8th Street – 2nd floor Charter room. Introductions of Planning Council Members and guests were conducted. NHAS Goals were read by Frances Lynch.

Roll Call: Dawna Cornelissen, (Vice-Chair)

Members Present: Katrina Williams (Chair), Dawna Cornelissen (Vice-Chair), Mary Glenn (via Zoom), Timm Purcell, Dewayne Robinson, Michael Acker, Frances Lynch, Justin Bell, Dan Merkan, DeWeece Ogden (via Zoom).

Members Absent: Paula Burns, Dr. Justin Oring, Glen Edwards.

Associate Member Present (in person): Heather Kilpatrick (via zoom), Jonathan Harris.

Associate Member Absent: None

Support Staff: Chief Johnnetta Moore, Karen Andrade, Krystle Cherry, Lisa Holley.

Guests (via Zoom): Chrissy Edmonds, Donna Sabatino, J’Marr Brown, Johanne Belizaire.

Guests (in person): Johanne Belizaire, Charles Flaherty, Alan Bautista Muriera, Earvin James, Jupiter Adams, Lynnette Cuebas, Michael Kyger, Randall Lucero.

Dawna Cornelissen stated, “Madam Chair we do have a quorum.”

- Katrina stated that Gloria Coon resigned from the Planning Council as of 6/10/2021.
- Katrina stated that based on the memorandum from the Ethics office it is a requirement that we have a quorum in person and once a quorum is established the Council can proceed on a case-by-case basis to see if we can allow Planning Council members to be able to vote and be marked as present while participating via Zoom. According to the memorandum, it states that the City’s Boards may at their discretion determine that other extraordinary circumstances such as: illness, health related issues, out of town trip or an employer is not allowing you to come out and meet in person. These are some of the reasons that a person can get an extraordinary circumstance that will allow a person to vote and be present via Zoom. Katrina stated that the Council will need to vote whether the Council members via Zoom will be marked as present based upon the reason that they gave for not being present in the meeting today.

- Katrina stated that Mary Glen is sick and unable to attend the meeting today in person. A motion was made by Justin Bell to allow Mary Glenn to be counted present and counted for, for this meeting. It was seconded by Timm Purcell. Katrina stated that Mary will be counted as present with full voting rights. Voting results: 8 – yeas, 0 – nays, 0 – abstentions. The motion passes.
- Katrina stated that DeWeece Ogden’s employer has a travel ban and her employer is not allowing her to attend any in person meetings. Her travel ban will be lifted as of July 2021. A motion was made by Justin Bell that we accept DeWeece Ogden as being marked present with full voting rights, it was seconded by Timm Purell. Katrina stated that DeWeece will be counted as present and have full voting rights. Voting results: 9 yeas, 0 nays. There were 0 abstentions. The motion passes.

Approval of May Meeting Minutes

- The May 27, 2021 minutes were reviewed. A motion was made by Deweyne Robinson to accept the minutes as presented and it was seconded by Frances Lynch. There was discussion. Gloria Coon was present via Zoom on May 27th, however; she was marked as absent by the Council because of the reason for her absence. Gloria Coon’s name should be moved in the minutes “under members absent” and on via Zoom. Timm Purcell made a motion to amend the original motion to correct Gloria Coon’s attendance that she was absent for the May 27th meeting, but on the call via Zoom. The motion was seconded by Michael Acker. Voting results: 10-yeas, 0-nays, 0-abstention. The motion passes. A motion was made by Dan Merkan to accept the amended minutes from the May 27th meeting, it was seconded by Frances Lynch. Voting results: 10-yeas, 0-nays, 0-abstention. The motion passes to accept the amended minutes for May 27, 2021.

Public Comments

- None

Planning Council Chair: (Katrina Williams):

- Katrina Williams acknowledged Planning Council members who have a birthday in the month of June.

AGENCY REPORTS:

Lead Agency – Part B: (Johanne Belizaire):

- Staff changes:
 - Alan Bautista Muriera as the new Regional HAP-C.
 - Eiman Eltinay as the new Quality Improvement Manager.
- Clinic updates:
 - CCC is vaccinating clients on Tuesdays and Fridays.
- Pharmacy updates:
 - Delivery program (encourage clients to sign up if interested).
 - CHP pharmacy will be closed on Wednesday June 30, for inventory and reopens on Thursday July 1st.
- Client Services:
 - May 2021
 - Test and Treat: 8 clients
 - PrEP: 6
 - nPEP: 3

- ADAP pick up rate – 76.98%
- Area 4 Viral load suppression – 88.38% (YTD – Jan-Dec 2021)
- Ryan White enrollment - 118
- HIV testing numbers for Area 4:
 - # of persons tested 1st quarter
 - Positive 58
 - Negative 4822
 - Undetermined 9
 - Missing data 16
 - Total 4893
- Outreach
 - AIDS Program Office Mobile Unit:
 - Total clients seen in 2021: 43
 - Total new Test and Treat: 1
 - Total: Prep: 0
 - Total F/U T &T: 0
 - Total new STD: 20
 - Total F/U STD: 22
- DOH-Duval is partnering with local businesses and community partners for a Week of Prevention leading up to National HIV Testing Day. A different event is planned for each day during the week of June 21-26. On June 22, “Cupcakes and Conversation” from 10am – 2pm at the CHP breezeway
- For more information on HIV, STD and COVID-19 testing events, visit the Florida Department of Health in Duval County website at <http://duval.floridahealth.gov/index.html>
- Community Connection - 2nd Thursday of the month
- Community Connections Newsletter
- Visit the HIVCARENOW webpage at <http://hivcarenow.com/> or call (904) 253 1HIV (1448) for updated related information in Area 4

Women, Adolescent and Children (W.A.C.): (Damon Gross):

- No report

Administrative Report: (Sandy Arts – Part A office):

- No report.

Department of Health (Duval) C.A.B. Report: (Earvin James):

- Last CAB meeting was on June 17, 2021.
- Quality Circle numbers (May 2021):
 - Viral Load Suppression: 91.26%
 - ADAP Pick-up Rate: 76.98%
 - ADAP No-show Rate: 30.15%
 - CCC No-show Rate: 37.73%
- Next meeting will be on July 15th at 12:00pm at the Florida Department of Health in the 3rd floor conference room 515 West 6th Street.

UF CARES C.A.B. Report: (Michael Kyger):

- Last meeting was on 6/15/2021.

Executive Report

- Part A, C & D grants have been completed and submitted.

Case Management

- No report.

Clinic

- We are still looking for a RN, MA and Psychiatry APRN.
- Mental Health Services are Monday and Wednesday afternoon.
- We are encouraging everyone to be vaccinated.
- COVID vaccine is available for the patients and their families. They must be registered people if they have no MRN in Epic.
- Ethan Bower – Health Support Technician (Outreach Services) started Monday, June 14, 2021.

Research

- ACTIV - treatment for COVID positive participants 18 and older is ongoing.
- Moderna vaccine for children less than 12 years of age will be starting soon.
- New study CoVPN 3006 for 18-29 years of age who have not taken the vaccine and for those who do not want the vaccine. Starting next week.

PRESENTATION

- No presentation this month.

ANNOUNCEMENTS

- UF Cares National HIV Testing Day Event on Monday, June 28, 2021 in the UF Health Jacksonville LRC “Elm Room” from 10:00am – 4:00pm.
- UF Cares 25th Annual Symposium – Everyone is welcomed including patients
 - Friday, September 17, 2021 from 8:00am- 5:00pm/In Person & via Zoom
 - \$10 Registration Fee
 - Lunch will be provided
 - For any and all questions you may contact Charlyn Buford or Dr. Ana Alvarez.
- Next CAB Meeting is on Tuesday July 20, 2021.

The Florida Statewide Community HIV Advisory Group Report (Jonathan Harris):

- Jonathan reported that the advisory group did not have their regular meeting instead the committee members attended the Florida Comprehensive Plan Network (FCPN) meeting.
- Next meeting is on next Tuesday on June 29th at 3:00pm.

COMMITTEE REPORTS

Executive Committee: (Katrina Williams):

- The last meeting was held on Tuesday 6/15/2021.
- Katrina mentioned that the Executive committee consists of: the Chair, Vice Chair, Community Representative and then the Chair of each committee.
- Katrina mentioned that the committee discussed the Planning Council timeline to see where we are at on the timeline.
- According to the FY 2019 HRSA site visit, HRSA wants us to develop Policies and Procedures for our Planning Council by using the Primer as a resource. Our current Policies and Procedures are geared towards our bylaws. The committee is going to work on this in the month of June.
- We took 8 different sections that HRSA recommended that the Council work on creating policies and procedures for the Planning Council. The Chair of the Planning Council gave each of the Executive member a section to work on to create and write one policy or two. We will bring it back to the Executive committee on next month to review and make any edits to possibly present to the Planning Council to vote on it in July and have it added to our Planning Council red book.
- We discussed a Stakeholder survey that Dawna is working on creating. Guests and committee members can complete after our meetings and let us know on this survey if we are doing a good job and how we can do better as a Council.
- The Planning Council E-newsletter was tabled until our next meeting.
- The letter to be sent to the Office of General Counsel will be sent once the minutes are finalized.
- Next Executive meeting will be on July 20, 2021 at 2:00pm.

Community Connections: (Michael Acker):

- Last in person meeting was on June 10, 2021, at the Florida Department of Health. We combined our meeting with a Community Forum.
- Justin Bell will give more information about the Community Forum later in his presentation today.
- Michael mentioned that we had a total of 26 participants at this meeting.
- Michael Acker, Justin Bell and Jonathan Harris (co-chair) will be attending the National HIV Testing day event at the Overflow Health Alliance on Saturday 6/26 from 12:00pm - 4:00pm at 3416 Moncrief Road, Jacksonville, Florida 32209. We will be distributing Planning Council postcards and booklets.
- Next meeting will be on July 8, 2021 Zoom meeting from 12:00pm – 1:00pm.

Membership Committee (Deweyne Robinson):

- The last in person committee meeting was held on June 9, 2021.
- Our current representation on the Council is as follows:
 - Total membership: 14
 - Total unaligned: 4
 - Unaligned ratio is 28.57%
 - 42.86% - Black
 - 57.14% - White
 - 0% - Hispanic

- 0% - Other
- 50% - Male
- 50% Female
- We reviewed the attendance for all Council members and will be review quarterly.
- Gloria Coon resigned from the Planning Council as of 6/10/2021.
- We are working on our training for New Member Orientation tentatively for next month. We have at least two potential Council members who are ready to attend Orientation. Once these individuals pass their interview with the Membership committee then they will be voted on by the Planning Council. If approved, their names will be forwarded to the mayor's office to be interviewed and considered for final approval.
- We are working on a Mentorship Policy for new members who join the Council to be assigned a mentor.
- Katrina clarified that once someone is accepted and appointed by the mayor's office as a new Council member, then that individual has 6 months after their appointment date to attend an Ethics training through the City of Jacksonville.
- Next Meeting will be on 7/14/2021 at 2:00pm.

Continuum of Care Coordination Committee (CCCC)- (Dan Merkan):

- Last meeting was held on 6/10/2021.
- Florida Comprehensive Patient Care and Prevention Planning Group (FCPCPPG) had a 2-day conference via Zoom that did not end until 3:00 pm on June 10th.
- We received updates from the FCPCPPG conference, they had a presentation from our area about the Ending the HIV Epidemic (EHE).
- We were informed that the Federal guidance still has not come out yet for our Integrated Comp Plan.
- There was discussion that the Ending the HIV Epidemic (EHE) plan will be integrated in the CCCC committee, we will not have a separate work group. We will handle the EHE updates through the CCCC committee. EHE will be integrated into our Integrated Comp Plan.
- Resource Inventory Survey with the link was sent out to all our providers, Part A, Part B, testing site coordinators, FCCAPP chairs and co-chairs to please send out the survey link in order to have agencies complete the survey. So far only 3 agencies have completed the survey.
- There will be no meeting for the month of July.

Bylaws Committee (Dawna Cornelissen, Temporary Chair):

- There was no Bylaws meeting these past two months. No meeting planned for July.
- We are waiting for a new member to be appointed to the Council as the new Bylaws chair.
- Dawna also mentioned that she is the Chair of the Needs Assessment Ad-Hoc committee which is part of the Integrated Comprehensive Plan. The first meeting will be on July 6th from 2:00pm-3:00pm. This committee will conduct a Needs Assessment of our area and that will turn into a portion of the Integrated Comprehensive Plan.
- Dawna mentioned that she is also the Chair of the Assessment of the Efficiency of the Administrative Mechanism Ad-Hoc committee. The first meeting will be on July 6th from 3:00pm-4:00pm. This committee is responsible for creating a survey, which goes out to providers, who then assess the Efficiency of the Administrative Agency (Part A office). Also, part of the Efficiency of the Administrative Mechanism also surveys the Planning Council members on the Administrative Agency (Part A office).

Priority and Allocations (Justin Bell, *Cornelissen, Chair*):

- Justin stated that Priorities and Allocations committee is an important committee for consumers to be involved in, for the prioritization of services that we as consumers receive and for consumer participation and for consumers to have a voice in allocating the funds for those services.
- Justin mentioned that at the June 7th meeting we began the process of prioritization and reconfirming who the voting members will be from each organization on the committee. One person per agency will be allowed to be a voting member.
- We are working on some Directives and they will be finalized and presented at the next Planning Council meeting.
- Justin mentioned that in the June 7th minutes the committee completed activity (break out session) to come up with the prioritization of the services.
- Justin mentioned at the June 14th meeting we had another break-out session and discussion (please see Planning Council packet).
- Justin stated that the June 7th and June 14th minutes are in a draft form and will be presented back to the Priority and Allocations committee for final approval.
- Justin mentioned that on June 14th we completed the Allocations process.
- Justin also mentioned that on June 14th we had an open Community Forum at the Community Connections meeting. It was the most engaged forum that he ever attended. The Community Forum minutes are located in the Planning Council packet.
- Next Meeting will be on Monday, 7/12/2021 at 2:00pm.

OLD BUSINESS

Ending the HIV Epidemic (EHE) Report (*Krystle Cherry*):

- Krystle Cherry is the Program Coordinator for the Ending the HIV Epidemic (EHE) for the City of Jacksonville.
- Krystle stated that the Ending the HIV Epidemic (EHE) is a 10 year initiative, it came about in 2019. For our initial grant award we received \$850,000. Our planning started in 2019 for Ending the HIV Epidemic in Duval County.
- Our Ending the HIV Epidemic (EHE) consist of the two mobile medical units, provided to us by CAN Community Health and Department of Health Duval County.
- We are working on getting our contracts finalized with the Department of Health and CAN Community Health.
- We have been working with technical assistance provider (CAI) on ways to track and report EHE progress.
- We are also working with (ATC) on bringing training to our providers in our community. We are hoping to have a face-to-face training in November. Surveys were sent out to the providers with several training topics to choose from such as:
 - Cultural competencies
 - Trauma Informed Care
 - Stigma Reduction
- We are planning for an EHE Town Hall update in the month of July, to update the community on EHE progress so far. This will be a virtual event (date TBA).

- EHE is continuing to evaluate priority zip codes to deploy our mobile medical units. We continue to build partnerships and relationships with the community, especially in our outlying County's (Clay, Saint John and Nassau).

Timeline (Katrina Williams):

- Our Planning Council timeline is something we created and gives us a goal to accomplish each month. It helps to keep us on track and we make adjustments as necessary.
- Continuum of Care Coordination Committee (CCCC) will not be meeting in July. The committee will review the GAP analysis in August. The CCCC committee is waiting on the State Needs Assessment in order to start working on the current local plan.
- Quarterly New Member Orientation training will be in July.
- Bylaws review was moved from July to August since Bylaws has not been meeting.
- We are on task with everything else on our Planning Council timeline.

NEW BUSINESS

Community Forum – (Justin Bell):

- Justin announced that Timm Purcell is the new co-chair for the Priorities and Allocations committee.
- Justin thanked Dawna Cornelissen for all her assistance during the PSRA process.
- Justin mentioned there is a Community Forum summary (with a table of contents) in the Planning Council packet that was emailed out to Council members.
- Justin stated that one of the strategies that made this Community Forum so successful was by having: Non-Negotiables, Rules of Engagement, open and honest dialogue.
- We developed five questions and asked attendees at the Community Forum:
 - Question 1: Tell us about a Ryan White service or services that you or a community member needed but didn't receive?
 - Question 2: Tell us about a Ryan White service or services that you or a community member received but didn't really need?
 - Question 3: What Ryan White service or services have you or a community member received that you feel were most necessary for you to remain in HIV medical care and why?
 - Question 4: If there were no restrictions, what one HIV/AIDS care related service would you fund in the Jacksonville area and why?
 - Question 5: What question would you ask of HRSA? What question would you have of the Ryan White Part A office? What question might you have that we didn't address here?
- Justin stated that we heard more about Peer services than we have ever heard about before at this Forum. Justin mentioned that we will be reviewing the input that we received at the Forum.
- There was discussion about Aging and HIV at a long term facility.

Priorities and Allocations Results (Open Conversation) – (Justin Bell):

- Justin mentioned that in the Planning Council packet everyone will see a document that says Service Categories for the fiscal year 2022 -2023. This Service Categories document shows the prioritization process and how the Priority and Allocations committee prioritized our services.

- We will need to vote on the Allocations as a separate process. Justin stated that there are 27 service categories. Justin read the services categories out loud to everyone in the meeting.
- Justin stated that all of the services have been prioritized and none of the service categories were eliminated. Justin also mentioned that if we find that we did not allocate any funding to a particular category, because we have prioritized it, we can go back at a later time and fund a particular service category.
- Justin requested a motion to approve the prioritization as presented to the Planning Council by the Priority and Allocations committee. Justin stated that the Priority and Allocations committee made the first motion and that we need a second motion. The motion was seconded by Frances Lynch. There was discussion.
- Dan Merkan commented that he noticed that one of the five groups did not prioritize all of the 27 services categories only the top 10 service categories and leaving zeros for service categories 11-27, Dan asked if there was a reason for that.
- Dan Merkan made motion to amend the ranking sheet to divide by four participants instead of five participants in the areas where group one did not complete the ranking sheet in order to have a correct average. The motion was seconded by Timm Purcell. Voting results: 10–yeas, 0–nays, 1 - abstention. The motion passes.
- Frances stated that she would like to rescind her motion of the 2022-2023 service rankings as approved by the Priority and Allocations committee on June 7th. This will need to go back to the Priorities and Allocations committee to be recalculated and be voted on to be presented back to the Planning Council in July.
- Frances made a motion for the Priority and Allocations results to be sent back and tabled for the July meeting. The motion was seconded by Timm Purcell.
- Dawna commented that the Priority Setting and the Resource Allocation process are two separate things and do not necessarily depend on each other.
- Dawna stated that based on technical assistance that we received from the Houston Planning Council office, the services are prioritized and then the allocations are made. The Allocations are not based on the prioritization of the services.
- Dewayne made a motion to table the 2022-2023 Resource Allocations sheet until the July Planning Council meeting. The motion was seconded by Timm Purcell. Voting results: 7-yeas, 1-nay, 0- abstention. The motion passes.

2021 Part A & MAI Planned Allocations Table (Justin Bell):

- Justin mentioned that included in our Planning Council packet there is a fiscal year 2021 Part A & MAI Planned Allocations Table. This is the allocations of the 2021 grant award. All of the allocations that were done in the 2021 Priority and Allocations committee and approved by the Planning Council has been properly allocated by funding category and separated in the MAI as well.
- This is a motion from Priority and Allocations and Justin is looking for a second. Timm Purcell seconded the motion to accept the MAI 2021 Allocation table as presented. Voting results: 7-yeas, 0-nays, 2- abstentions. The motion passes.
- Dawna commented that this Allocations table states how funds were allocated last year, for this year and funds will be spent as they were allocated. The Planning Council chair will sign off on the 2021 Part A & MAI Planned Allocations Table.

WRAP UP

Announcements

- Dawna mentioned that on July 6th from 2:00pm- 3:00pm we will have our first Needs Assessment Ad-Hoc meeting. We have flyers, please let myself or Lisa Holley know if you would like to attend.
- Justin mentioned that at the next Planning Council meeting he will have the Red Ribbon report which is the final FCPN report.
- Chief Johnnetta Moore mentioned that at our July Planning Council meeting we will be following the City Council guidelines, which means you will need to be present to vote. There is no more voting through Zoom.
- As of July 1st, DeWeece Ogden will be off her travel ban per her employer and will be able to attend meetings in person moving forward.

Adjournment

- Meeting adjourned at 5:05 pm.

Minutes have been emailed to all Planning Council members and will be approved at the next Planning Council meeting.

Minutes approved by:

A handwritten signature in dark ink, appearing to read 'Katrina Williams', written over a horizontal line.

Katrina Williams, Planning Council Chair