

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 on Thursday, October 22, 2020 – 3:00 p.m.

Call to Order

*Zane Urbanski,
Planning Council Vice
Chair*

Called to order at 3:01 p.m. – Virtual Zoom Meeting

Introductions of Planning Council Members and guests were conducted.

NHAS Goals were read by Zane Urbanski.

Roll Call

(Dawna Cornelissen)

Members Present: Zane Urbanski (Vice-Chair), Debbi Carter, Michael Acker, Dan Merkan, DeWeece Ogden, Herb Smith, Christie Matthews, Dawna Cornelissen, Mark Cleveland, Joseph Mims, Ne'Tosha Dopson-Woodall, Glen Edwards

Members Absent: Katrina Williams (Chair)

Associate Member Present: Heather Kilpatrick

Associate Member Absent: Wade Davis

Staff: Chief Johnnetta Moore, Sandy Arts, Megan Graham, Lisa Holley, Mary Martinez, Krystle Cherry

Guests: Dr. Justin Oring, Donna Sabatino, Francis Lynch, Tyree Williams, Johanne Belizaire, Sharon Hunter, Justin Bell, Vincent Brown, Randal Lucero, Timm Purcell, Gloria Coon, Demetries Coletti Brown

Dawna Cornelissen stated, "Vice Chair we do have a quorum".

Public Comments

- No public comments.

Approval of September Meeting Minutes

- The September 24, 2020 minutes were reviewed. Zane Urbanski asked if there are any changes, is there anything that needs to be brought to our attention at this time. Herb Smith stated that in several reports FCCAPP is spelled wrong. Zane Urbanski asked for a motion to approve the minutes from September 24, 2020. Herb Smith made a motion to approve the minutes with said corrections, it was seconded by Debbi Carter. The Planning Council meeting minutes were approved with no oppositions or abstentions.

Planning Council Vice Chair

(Zane Urbanski)

- Zane Urbanski acknowledged Planning Council members who have a birthday in the month of October.

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AGENCY REPORTS

**Lead Agency –
Part B**
(*Johanne Belizaire*)

- Financial: Part B Reported quarterly
- Operations
- **Staff changes:**
 - Early Intervention Coordinator position: interviews completed – Selection is routed to HR
 - Paula Burns is appointed as the Interim HIV-AIDS Program Administrator since 09/24/2020
- **Clinic updates:**
 - Telehealth is available for OAHS, MCM, NMCM and PrEP services
 - Mobile testing for COVID-19 at CHP Mon-Fri (9:00 am – 3:00 pm)
- **Walk Up Testing Site COVID-19**
DOH-Duval Central Health Plaza
515 West 6th Street Jacksonville, FL 32206
 - DOH-Duval COVID-19 Call Center 904-253-1850
Monday - Friday 8:00 a.m. – 7:00 p.m.
Saturday and Sunday 9:00 a.m. – 5:00 p.m.
- **Pharmacy updates**
 - As of August 3, 2020, ADAP now offers the SAME DAY program. Uninsured ADAP clients can use SAME DAY to access prescription medications and vaccines that they need immediately.
 - SAME DAY drugs must be on the ADAP formulary.
 - Providers must send prescriptions to a CVS pharmacy or participating pharmacy.
 - Clients must present their SAME DAY ID card at the pharmacy (cards are mailed from CVS or printed from a client's provide file)
 - The program does not cover HIV antiretroviral or hepatitis drugs.
 - Vaccines may not be available at all locations. Clients should call the pharmacy to confirm they can administer the vaccine.
 - New medication added to the ADAP formulary: Rukobia (Fostemsavir). Please direct any medical questions to Jeannette Iriye, RN, BSN, MSN, HIV/AIDS nurse consultant, at Jeannette.Iriye@flhealth.gov or 850-901-6858 or Dr. Jeffrey Beal, HIV/AIDS Medical Director, at Jeff.Beal@flhealth.gov or 850-519-3734.
- **Contracts/grant updates**
 - HRSA Part C COVID-19 response grant for FY 2020-2021 (April 1st, 2020- March 31, 2021).

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- HRSA EtHE 2020 Mobile Medical Unit implementation and support funds of \$320,100 for the GY 03/01/2020 – 02/28/2021.
- EtHE meeting on 10/03/2020 with 35 decision making stakeholders regarding the strategic EtHE plan with community engagement. This plan will be presented on Friday 10/23/2020 @ 1:00pm.
- HRSA one-year extension for the Part C HIV EIS grant. Submission deadline November 16, 2020.

• **Clients services**

Clients services	September 2020	Comments Based on August 2020 data	YTD (Jan-Dec 2020)
Test and Treat	9	↓ by 4 clients	102
PrEP	8	↑ by 3 client	70
nPEP	2	↓ by 1 client	17
ADAP pick up rate	79.42%	↑ by 1.56 %	
Area 4 viral load suppression	Baker: 100% Clay: 76.92% Duval: 76.40% Nassau % and St. Johns 85.49%	No change ↓ by 0.86% ↓ by 2.3% No change by ↑1.23 %	Average for Area 4: 84.70% ↓ by 0.47%
Ryan White enrollment	76	↓ by 46 clients	595

- HIV Testing numbers for area 4 (reported quarterly)
- Outreach
- National Latinx AIDS Awareness Day (NLAAD) event was on October 15th
- AIDS Program Office Mobile Unit Providing HIV, STD and COVID-19 Testing for PLWHA and close family in household. Hepatitis A vaccines available on Wednesdays. Mobile unit calendar available online at HIVCARENOW.com

Testing Criteria – All ages, regardless of symptoms

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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>

1. Community Connection – 2nd Thursday of the month
2. Community Connections Newsletter If you would like to be on the mailing list or have content to be added please submit your email to Denise Jackson at Denise.Jackson@flhealth.gov
3. Visit the HIVcarenow webpage at <http://hivcarenow.com/> or call (904) 253-1448 for updated related information in Area 4.

Community Connections

(Michael Acker)

- Michael stated that on the upcoming Zoom meeting on Thursday Dr. Justin Oring would give a 20-minute presentation on Covid-19 and HIV patients; there will be questions and answers at the end.
- Michael stated he is working on calling people on the contact list to make sure they are still interested in attending the Zoom meetings and making sure we have the correct email addresses for them. Once he gets it all together Michael will send it to Lisa Holley.

Women, Adolescent and Children (W.A.C.)

(Audrey Green)

- Audrey stated that we will meet again on November 10, 2020 and I should have a report at the next Planning Council meeting.

Administrative Report

(Part A office)

- Sandy Arts introduced Krystle Cherry as our new EHE Project Coordinator. Krystle will be working with CAN and DOH who have the mobile medical units.
- Sandy mentioned that Christie Matthews and Dawna Cornelissen played a big part as to why we received this money and the purpose of it because we wanted to get into Nassau and St. Johns County to bring services to your clients and make things easier for them.
- Sandy mentioned that we are going to set up a call with DOH, CAN and Krystle Cherry to do some brain storming.
- We will be giving our RFP (Request For Proposal) to Chief Moore on tomorrow and then it will be forwarded to the Procurement Office and then get it out on the streets by the next few weeks.
- Sandy mentioned that we are currently as of the end of August we are at 43% of spending for the year, we have a ways to go. COVID has made it difficult for us. We still have about \$400,000 projected that is unspent right now.

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AHF C.A.B.

- No report

Report

(Wade Davis)

Dept. of Health (Duval)

C.A.B. Report

(Tyree Williams)

- Tyree Williams reported that the C.A.B. met on October 15, 2020: ADAP viral load suppression: 84.5%, ADAP pick up rate: 79.42%, No show rate: 38.4 %.
- There was a CAB Roundtable- Members talk about quality initiatives and our quality numbers that we track monthly. Members participated in roundtable discussion on ways that we can increase retention and care and viral load suppression rates.
- Brianna Bell informed members about the National Latin X awareness day.
- We discussed having a social distancing event at the end of the year, participating in Worlds Aids Day condom blast on Dec. 3rd.
- We discussed CAB ideas such as: fundraisers and guest speakers.
- We encouraged members to attend the Planning Council meeting.
- We announced the following events:
- NFAN luncheon on October 30, 2020
- FCCAPP virtual Sex Ed trivia on October 21, 2020
- Worlds Aids Day Community Awards Virtual Voting Ballots ends 10/31/2020

UF CARES

C.A.B. Report

(Gloria Coon)

- Gloria Coon stated that 11 people attended. The committee was called to order by Kendall Guthrie.
- They are looking to hire full time physicians and a Psychiatrist.
- Due to the Coronavirus, there will be no staff or CAB holiday parties.
- Staff is using PPE to stay safe
- Holiday closures are: Veterans Day, Thanksgiving, Christmas and New Years.
- Next Cab meeting will be the 3rd Tuesday of next month (11/17).

COMMITTEE REPORTS

Executive

Committee

(Dawna

Cornelissen)

- Dawna stated that the committee met twice this past month. A special meeting was called to discuss some issues on how the Planning Council and the Part A office work together.
- Dawna mentioned that we did also talk about on our HRSA report we did get dinged for the Assessment of the Administrative Mechanism. It is being reviewed and Dan and Herb will get with Sandy about this.
- Herb and Dan are working together on the Needs Assessment and the Assessment of the Administrative Mechanism survey.
- Katrina and Executive Committee is still working on the Planning Council timeline. She is still waiting on some information from EHE and Epi information.
- Katrina will be out of work for a month due to surgery.

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- We discussed term limits and changing it from (2) consecutive two year terms to (3) consecutive two year terms, to help out with continuity on the Planning Council. Legal Counsel is looking into this.
- Katrina Williams and Lisa Holley had a meeting with Steven Vargas from the Houston Planning Council to discuss ideas. One idea discussed is that their Chair person assigns people to different committees. We did talk about maybe doing a Skills Assessment Inventory to make some suggestions as to where people should go.

Membership

Committee

(Debbi Carter)

- Debbi stated the committee has been working pretty hard and there is a lot more interest in the membership this year.
- Debbi mentioned that COVID-19 has caused some issues, we are trying to get back in the rhythm of things.
- Debbi recognized that Gloria Coon joined the Zoom meeting.
- Debbi stated that she has delivered some Planning Council postcards and booklets. Debbi is still calling other doctor's offices to set up appointments to drop off more Planning Council postcards and booklets.
- Debbi Carter mentioned that we received (4) new Planning Council applications and these individuals will be required to go attend the New Member Orientation in January and be interviewed with the Membership Committee and the Mayor's Office.
- Debbi made a motion for Sharon Hunter be recommended to the Mayor's Office to become a member of the Planning Council of Jacksonville, it was seconded by Mark Cleveland. The motion passed.
- Debbi made a motion for Vincent Brown be recommended to the Mayor's Office to become a member of the Planning Council of Jacksonville, it was seconded by Herb Smith. The motion passed.
- Dan asked a question: Since several of us are scheduled to roll off the Planning Council, but we are eligible for new terms, what do we need to do to make sure that we are reapplied for a 2nd term?
- Sandy Arts stated that as a Planning Council you would need to make a recommendation that the individuals are reappointed for a 2nd term. This can be done in January 2021.
- Dan asked if we can add the "Reappointment Process" to New Business on the agenda for the January 2021 Planning Council meeting.
- Next Meeting will be on November 9, 2020 from 2:00pm – 4:00pm.

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

- The last meeting was on October 8, 2020.
- Dan stated we did elect a co-chair for the committee. Congratulations to Dawna Cornelissen.
- We spent time reviewing the (EHE) Ending the HIV Epidemic and the four pillars (Diagnose, Treat, Prevent, Respond) suggested by the EHE work group.
- We spent time reviewing goals 1,2,3 and the different activities and strategies.
- We discussed surveys that we did on Cultural Competency.
- CCCC – it was mentioned that there might be an opportunity to use some of the roll over dollars may be able to be fund things in year 5 of our plan that still has not been fully funded to use those dollars to fund (Cultural Competency and Anti Stigma work).
- We will meet in November, we will not be meeting in December.

Bylaws Committee (Dawna Cornelissen)

- Dawna stated that the committee met on last Thursday 10/1/2020.
- Dawna we spent most of the time discussing the new Education and Training section. Dawna sent Lisa Holley the wrong version. Today was supposed to be the first reading today; however, the first reading will not be today. We do have some other first and second readings for today.
- Dawna shared her screen with everyone to view the document. (please see document attached).
- **Second Reading:**
- Dawna made a motion to delete the following from Article XII, Section 4 (Voting): “Only Planning Council members may vote” and add the following to end of each sentence in Article X, Sections 3.A, 3.B, and 3.E: “Only Planning Council members may vote.” It was seconded by Mark Cleveland. Dawna asked all those in favor of the change to please raise their hands via zoom. The motion passes.
- Dawna made a motion to delete the following from Article IV, section 8 (D) (Membership): “Join and commit to a committee” and add “Attend and commit to joining a committee upon becoming a Planning Council member.” It was seconded by Mark Cleveland. The motion passes.
- **First Reading:**
- Create Article IV, section 10 (D) (Membership) – “Failure to attend required training sessions may result in the Executive Committee recommending to the Mayor that the member be removed from the Planning Council.”
- Dawna stated that we are trying to implement additional training and making sure that people are attending them. Right now there is nothing in the Bylaws on training.

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- Create Article VI, section 2 (I) Officer Duties and Responsibilities - “Collaborating with the Administrative Agency to develop and conduct all required educational and training sessions.”
- Article VII, section 2 (H) Responsibilities of Planning Council Staff – change from “Tracking attendance of members at Planning Council and all committee meetings,” to “Tracking attendance of members at Planning Council meetings, committee meetings and training sessions”.
- Article VII, section 2 (K) Responsibilities of Planning Council Staff – Move Letter K to J and make Letter K “Collaborating with the Chair to develop and conduct all required educational and training sessions, and.”
- The second reading will be next Planning Council meeting.
- Next Meeting is November 5, 2020 from 2:00pm - 4:00pm.

\Priorities and Allocations

(Zane Urbanski)

- Next Zoom Meeting will be on 10/26/2020 at 10:00am, we did not meet last month.
- In our meeting on 10/26 we will be reviewing the expenditures for year to date and to discuss allocations of funds at year to date mark.
- Zane has a point of interest and since the committee is not meeting until Monday. Zane is asking for an emergency vote from the Planning Council today. We need to discuss and vote on dental insurance premiums and co-pays which is not allowed to be covered under the HIPAP program. Open Enrollment starts the first week in November.
- Mark Cleveland made a motion to accept the dental premiums and co pay coverage under HIPAP. It was seconded by Ne’Tosha Dopson-Woodall.
- Dawna did a roll call vote and these are the results:
 - Acker - yea
 - Carter -yea
 - Cornelissen -yea
 - Cleveland - yea
 - Dopson-Woodall - yea
 - Matthews - yea
 - Merkan - yea
 - Mims - yea
 - Ogden - yea
 - Smith -yea
 - Urbanski – yea
- There was a unanimous vote, the motion passes.
- Dawna noticed that Glenn Edwards came in late via Zoom; however, he will be unable to vote today because he was not present when we established the quorum.

Old Busines

- End the HIV Epidemic (EHE) Report and Training):

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Old Business

- Dan Merkan stated he is putting a link in the chat box in order to download the Duval slide set. This presentation is going to be given by Paula Burns to the FCPN.
- Dan shared his screen via zoom and displayed the EHE power point presentations.
- Dan explained what EHE does, he stated that we work together to gain understanding of locally approved activities that we want to engage in what helps us to align with the Florida EHE plan and help us provide a unified approach with the EHE pillars.
- Dan mentioned that there are social determinants that influence why people in our area have trouble with staying in care, accessing care or getting diagnose.
- Dan shared some 2019 statistics with the attendees:
- 12.7% no access to health insurance, unemployment or uninsured 15.7%, 15.5 % those below the poverty level.
- New person(s) living with HIV:
- Total # of people living with HIV 6,489 very high rate
- Linkage to HIV Medical care within 30 days 75%
- Number of new HIV cases in 2019: 284
- Dan shared the slide that shows trends in HIV/AIDS cases between 2018 and 2019
- 6,489 of the 7,565 HIV/AIDS cases are in Duval County.
- Number of cases over all - African Americans are disproportionately impacted by HIV/AIDS.
- Dan mentioned some of the partners that worked on the EHE planning committee: UNF Health, University of Florida, UF Cares, NFAN, City of Jacksonville. Florida Department of Health Duval County. These partners were really engaged in the work group.
- We did a Providers survey to 30+ agencies. Joseph Mims did the faith based workshops.
- We need to do a better job reaching out to the Community by marketing and advertising and getting the word out.
- Dan shared action items that were listed on the power point presentation describing what we are going to do in EHE that goes above and beyond what we have in our Integrated Comp Plan. Discussion on pillar 1,2,3.
- Discussion on implementing At Home Testing Program.
- There was discussion on minimizing stigma
- We need MOU's with Hispanic based community organizations.
- 10% of our population in Duval County are Hispanic.
- Increase marketing to improve Community Engagement.
- Figure out a way to get our presence out there on Social Media.
- We need to streamline funding opportunities.

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Old Business

- Dan shared another power point presentation and discussed what the Continuum of Care Coordination Committee does:
- A) One of the major things that this committee is responsible for is to create the local Integrated Comprehensive Plan for Area 4.
- B) Monitor progress on that plan and the State plan. We update the plan as needed.
- C) We inform the community about our plan.
- D) We want to identify and address the most significant HIV needs.
- E) It is important for us to have the community and partners in creating, participating, monitoring, implementation and the evaluation of the plan.
- What goes into an Integrated Plan? A lot of data.
- Dan mentioned that we look at goals, objective and strategies and how we measure if what we are doing is effective.
- As far as feedback and comments everyone needs to be involved.
- Dan shared timeline for the (CCCC) committee.

Community Representative Officer:

- Position is still vacant and asked if anyone is interested in filing this position.

New Business

- Assessment of the Administrative Mechanism:
- Herb speaking this is done every year, using the same tools that we used last year. Once submitted HRSA had some concerns and stated the survey did not capture the data they required for the assessment.
- Herb and Dan will meet with HRSA representatives next week so we can tweak our survey so we can get it going. COVID-19 has slowed the process down.


Announcements

- Next Planning Council meeting is on November 19, 2020.

Adjournment

- Meeting Adjourned at 4:46 p.m.

Approved by: 11/19/2020
(Date)


Zane Urbanski, Planning Council Vice - Chair