

Ryan
White

Metropolitan Jacksonville Area HIV Health Services PLANNING COUNCIL

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

Thursday, May 25, 2017

3:00 p.m.

A G E N D A

CALL TO ORDER Kendall Guthrie
Moment of Silence

NHAS GOALS Member
Goal 1: To reduce new HIV infections
Goal 2: To increase access to care and improve health outcomes for people living with HIV
Goal 3: To reduce HIV-related disparities and health inequities
Goal 4: To achieve a more coordinated national response to the HIV epidemic

ROLL CALL Nathaniel Hendley

APPROVAL OF APRIL 27, 2017 MINUTES Kendall Guthrie

ADMINISTRATIVE AGENCY – PART A REPORT Sandy Arts

LEAD AGENCY – PART B REPORT Sandra Ellis

COMMITTEE REPORTS:

Membership Page 7 Nathaniel Hendley
• Recommends that the Council recommend Debbi Carter to the Mayor's Office for appointment
• Recommends Council approval on renaming of membership application form
• Recommends Council approval on changes made to the Planning Council's booklet

Community Connections Page 17 Veronica Hicks

Priority & Allocations Page 19 Heather Vaughan
(Members of the public will be given an opportunity to speak regarding the recommended Plan before the Council votes.)

- Recommendation to accept the Process Plan for FY2018

OUR MISSION:

The mission of the Planning Council is to provide a means for planning and implementing a coordinated response to the needs of people living with and affected by HIV.

PUBLIC HEARING Members of the Public

- Blue Cards should be turned in to the Acting Parliamentarian (H. Vaughan) prior to the Hearing
- Speakers are limited to 3 minutes
- This Public Hearing is for the public to state what services they want to see funded next year

UNFINISHED BUSINESS Kendall Guthrie

NEW BUSINESS Kendall Guthrie

PUBLIC COMMENTS Members of the Public

ANNOUNCEMENTS All

COUNCIL TRAINING Sandy Sikes
Membership/Application Forms/Job Descriptions

ADJOURNMENT Kendall Guthrie

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

MINUTES

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

Thursday, May 25, 2017

Council Members Present: Kendall Guthrie (*Chair*), Nathaniel Hendley (*Vice-Chair*), Sharon Hunter (*PLWHA Rep*), Dana Barnes, Michael Bennett, Ne'Tosha Dopson, Veronica Hicks, Christie Mathews, Terri Mims, Beth Parker, and Linda Williams

Council Members Absent: Torrencia Shiloh and Heather Vaughan

Proxy Pool Absent: Steven Greene

Support Staff Present: Sandy Arts, Sandra Ellis, Mary Martinez, and Sandra Sikes

Guests: Teresa Braddy, Debbi Carter, Denise Hicks, Sekeera Hicks, Joe Mims, Katrina Odell, DeWeece Ogden, Ella Russell, Herb Smith, Antoinette Turner, and Zane Urbanski

Call to Order

The Jacksonville Planning Council was called to order at 3:02 p.m. by Chair Kendall Guthrie. Following a moment of silence, Beth Parker read the NHAS (*National HIV/AIDS Strategy*) Goals.

Roll Call

Nathaniel Hendley took the roll, and a quorum was declared.

Approval of Minutes

Motion was made and seconded to accept the April 27, 2017 Minutes as presented.

Administrative Agency Report

Sandy Arts, Program Manager for Part A, presented the Agency Report. She went over the high points from the May 17 luncheon; Veronica Hicks talked about the Planning Council and Community Connections, which generated a lot of questions. Heather Vaughan discussed the Priority and Allocations committee. Earlier that day, a new banner was launched on the CAREWare system, reminding case managers and those accessing CAREWare to mention Community Connections to their clients.

Sandy attended the PCPG (Patient Care Planning Group) meeting in Orlando last week. She also mentioned that there will be four Public Hearings set for the Jacksonville TGA, the first one being later in today's meeting. These Public Hearings are to hear what Ryan White services the public feels are needed in FY2018.

Earlier this week the CDC launched a new ad campaign called "Start Talking. Stop HIV.". The website has several 30-second public service announcements, 2-minute videos, and other information. This site can be found at <https://www.cdc.gov/actagainstaids/campaigns/starttalking/materials/videos.html>.

Lead Agency Report

Sandra Ellis presented the Part B Lead Agency Report. Sandra stated that she, Justin Bell, Joseph Mims, and Herb Smith attended the PCPPG (Patient Care and Prevention Planning Group) meeting in Orlando last week. They received updates from the HIV/AIDS Section in Tallahassee, and from the workgroups.

- Test and treat/routine screening in healthcare setting: there was a discussion on statewide expansion of which there are currently 250 clients in Florida being treated under this protocol.
- PrEP and nPEP initiatives and PrEP materials
- Updates from Patient Care and Prevention standing committees, coordination of efforts, statewide quality management, and needs assessment.
- Linkage, re-engagement and data-to-care, discussing building infrastructure to support these efforts statewide to assess and address barriers to retention in care.
- ADAP participation and viral suppression: April's numbers were 83% for pick-up and 74% for viral suppression. Coming soon will be the ability for ADAP clients to recertify online and the possibility of receiving 90-day supply of a prescription.
- The 2017 HIV Prevention Minority Media Campaign of which Jacksonville is a designated market area has components which include radio, TV, digital, mobile, billboards, social media, and events. On the website www.knowyourstatus.com is the calendar of awareness days and events held around the state. On May 12, the media group hosted a booth at Funk Fest, held at Metropolitan Park.

Committee Reports

Membership

Nathaniel Hendley

The committee met May 9 and interviewed a candidate for Non-Elected Community Leader. Committee recommendation is **that the Planning Council recommends the name of Debbi Carter to the Mayor's Office for appointment to the Council.** There was no discussion; a voice vote was taken and the recommendation was approved unanimously.

The committee is moving away from the phrase '*joining the Planning Council*' to '*being appointed to the Planning Council*,' which more accurately reflects the membership process. The committee recommendation is **that the Planning Council changes the name of the application form from 'Planning Council Membership Application' to 'Application for Appointment to the Jacksonville Planning Council'.** Following some discussion, a voice vote was taken and the recommendation was approved unanimously.

Several revisions were also made to the Planning Council booklet, which is one of the marketing tools the committees uses to advertise the work of the Council and its committees. Committee recommendation is **that the Council accepts changes that were made to the Metropolitan Jacksonville Area HIV Health Services Planning Council booklet.** Staff reviewed what the changes were and why the committee is recommending them. Following a voice vote, the recommendation was approved unanimously.

Nathaniel stated that during the meeting the committee talked about allowing unaligned consumer applicants the option of applying for either the Proxy Pool, or directly to the Planning Council. Membership will continue to carefully review applications, and if the applicant appears to already have the training and experience necessary to be a viable member of the Planning Council, then the committee will recommend they be appointed to the Council rather than the Proxy Pool. The focus will be on quality, rather than quantity.

The committee will also be more vocal in the coming months in letting people know the membership application process. Membership committee members will be announcing during the Community Connections and other committee meetings the application process.

Community Connections

Veronica Hicks

Rebekah Yul from Theratech was the guest speaker and she provided lunch for the group. She spoke on 'vat' which is a condition some PLWHAs experience.

The committee thanked Debbi Carter for purchasing a painting that was being auctioned; her \$100 donation will go toward the Positive Living Scholarship. There are two more auction items: a tool kit valued at \$80, and a Michael Kors purse valued at \$100.

Veronica mentioned the recruiting luncheon she attended May 17; one of the questions asked was whether Part A would provide gas cards or bus passes for guests to attend. Sandy Arts replied that Council and Proxy Pool members do get taxi service, if needed. Sandy has a call out to our HRSA Project Officer to see what the ruling is on providing gas cards and bus passes to guests who want to attend committee meetings.

Priority and Allocations

Linda Williams

Committee had their first meeting for the FY2018 allocation process on May 11. Linda Williams was selected committee co-chair during the meeting. The committee developed the Process Plan and a copy of the plan was included in the Council packet. Committee **recommends the Planning Council accept the FY2018 Process Plan**. Following a short discussion, the Council voted by show of hands with 11 in favor, no nays and no abstentions; the motion passed.

Sandy Arts is collecting the ranking sheets that were distributed at the start of the meeting. If you have not already done so, please rank the core and support service categories, showing how you rank each of the services in terms of need for the TGA.

Public Hearing:

The Planning Council meeting was recessed and the Public Hearing was called to order at 3:40 p.m. The Council Chair received two blue cards for speakers, and their comments are listed on a separate report. The Public Hearing was closed at 3:55 p.m.

Unfinished Business:

Sandy Arts reported that a microphone is being ordered and should arrive in a few days. This is per a request from Council at their April meeting; some attendees were having a hard time hearing all the comments, and it was requested that the Agency purchase a microphone to use as needed.

New Business:

Sandy Arts read the sheet outlining the TGA's contributions to ending the HIV epidemic. The Council, its committees, FCCAPP, Ryan White agencies, and community groups accomplished a lot in 2016. Graham Watts asked the Council Members and guests to please provide any details they can, in order to better document the results. This information will be relayed to our HRSA Project Officer; it is part of a report that is due in the next week or so.

Public Comments:

- Telemedicine may be coming to this area. It would be for established patients of medical facilities that implement telemedicine. The patient would adhere to regular routine check-ups at the office, but would be able to get prescriptions for minor conditions such as a rash, without going to the office.
- Plans for the Youth Block Party in August are still moving ahead. FSCJ is requesting a certificate of insurance and once received, they will be confirmed as the site for the Block Party. Joe Mims mailed out several letters seeking funding sources, and close to 50% of the funding has now been promised. Two youth focus groups met recently to talk about what they want to see at this event. Bonita Drayton contacted Jacksonville Sheriff's Office to try and get JSO officers to provide security on a volunteer basis. FCCAPP is also looking for donations for give-a-ways such as backpacks; Joe will be sending out emails soon with a list of items they could use, so please be on the lookout for his email.

Announcements

- For the past several years, NFAN has been facilitating the pantry for personal hygiene and household items, and the Department of Health has provided the funding to purchase these items. This is the pantry formerly called 'Necessities for Living' or N4L. It is a labor-intensive job and requires storage space, and unfortunately NFAN can no longer accommodate either. The last batch of items are being purchased and stored at NFAN, and when that supply is depleted, probably around early July, NFAN will no longer be doing this. If any other agency has the space and manpower to take over the pantry, please let Donna Fuchs or Beth Parker know.
- There will be a SPADES Tournament soon that is a fundraiser for Positive Living. It will be held at clubhouse on 12th and St. Clair.

- UF Health, River Region, and other agencies are hosting a symposium on homelessness Friday, August 25. The PATH Home project is in its fifth year; although the initial funding is ending, the project is sustainable and will continue.


Training

Sandy Sikes provided training to the Planning Council members. Focus was on the membership applications for Planning Council and Proxy Pool, the membership process, and Conflict of Interest. After comparing the Planning Council and Proxy Pool applications, the Council agreed by consensus to add the question "*Are you a member of a Planning Council committee?*", to the second page of the Planning Council application. During the training several questions were tossed out to generate a round-table discussion, such as what to do if a member always leaves before the end of the meeting, and does a Council Member need to keep their Conflict of Interest form updated, even if they are not on the Priority & Allocations committee?

Adjournment

The meeting ended at approximately 5:05 p.m.

Approved by:


Kendall Guthrie, Planning Council Chair

7-27-2017
(date)

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

MEMBERSHIP COMMITTEE

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

Tuesday, May 9, 2017
Summary of Meeting

Committee Members Present: Nathaniel Hendley (*Chair*), Ne'Tosha Dopson (*Co-Chair*) (*via Phone*), Steven Greene, and Sharon Hunter

Support Staff Present: Mary Martinez

CALL TO ORDER

The meeting was called to order at 9:55 a.m. by Chair Nathaniel Hendley, and was followed by a moment of silence.

INTERVIEW

- Debbi Carter was interviewed by the Membership Committee for a seat on the Planning Council in the category of Non-Elected Community Leader. Interview sheets were tallied and Ms. Carter scored 75% or higher on her interview. Sharon Hunter made a **motion**, seconded by Steven Greene, **to recommend that the Planning Council recommend Debbi Carter to the Mayor's Office for appointment to the Jacksonville Planning Council.** There was no further discussion and the motion passed.

REVIEWED UNALIGNED RATIO AND PC REPRESENTATION

		<u>Epi Data for the TGA</u>	<u>Planning Council Representation</u>	
Total Membership:	13	White: 28%	38%	White
Total Unaligned:	4	Black: 64%	54%	Black
Unaligned Ratio:	30.7%	Hispanic: 05%	00%	Hispanic
		Other: 03%	08%	Other
		Male: 65%	23%	Male
		Female: 35%	77%	Female

MEMBERSHIP APPLICATION LOG

- Committee reviewed the log of seven active applications. One applicant was interviewed today and will roll off this log. Three applicants are being moved to inactive, and three remain on the active list.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

- Committee members agreed to move their next meeting from June 7 to July 19 at 10:00 a.m.
- Steven Greene made a **motion**, seconded by Sharon Hunter to **change the name of the application from *Planning Council Membership Application* to *Application for Appointment to the Jacksonville Planning Council***. Following discussion, a vote was taken and the motion passed.
- A **motion** was made by Sharon Hunter, seconded by Steven Greene, to **accept changes that were made to the Metropolitan Jacksonville Area HIV Health Services Planning Council booklet**. Mary described each of the changes in the booklet. Following a brief discussion, a vote was taken and the motion passed.
- Committee members discussed whether to allow unaligned consumer applicants the option of applying for either the Proxy Pool, or the Planning Council. Steven's opinion was if an unaligned consumer had been actively involved for a while in a committee, then they should be given the option of applying directly to the Planning Council. However, if the applicant is new to both the committee and the Council, then they should apply to the Proxy Pool where they could gain training and experience. In other words, take into account the time they've already spent in committee meetings and their level of knowledge on the responsibilities of the Planning Council and their committee's function. Nathaniel agreed, because this keeps the focus on quality, not quantity.

Ne'Tosha suggested that during the Planning Council meetings, someone from this committee reiterate the application process. There still seems to be confusion about how a person applies for appointment to the Planning Council; some people feel they simply sign a form and become a member. Ne'Tosha said to keep making this announcement at every Council meeting on what the requirements are, and what this process is. Nathaniel will do this during the Membership Committee reports at each Council meeting.

WRAP-UP

- There were no public comments.
- Ne'Tosha reminded everyone that Sulzbacher has an HIV clinic, and she also does a non-HIV clinic on Tuesdays.
- CAG meeting in Tampa at the end of May.
- The meeting adjourned at 11:00 a.m.

COMMITTEE RECOMMENDATIONS TO THE PLANNING COUNCIL:

- That the Planning Council recommend Debbi Carter to the Mayor's Office for appointment
- That the Planning Council approve the new name of the membership application form
- That the Planning Council approve changes made to the Metropolitan Jacksonville Area HIV Health Services Planning Council booklet

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**Metropolitan Jacksonville Area HIV Health Services
Planning Council**
1809 Art Museum Drive, Suite 100 ♦ Jacksonville, FL 32207
Phone: (904) 630-3504 Fax: (904) 630-0361

APPLICATION FOR APPOINTMENT
to the Jacksonville Planning Council

Name: _____

DOB: _____ Sex: Male _____ Female _____ Transgender _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Cell Ph: _____ Personal Email: _____

EMPLOYMENT (if applicable)

Company: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Position: _____

Work Phone: _____ Office Email: _____

Please send correspondence and emails to my: ☐ home ☐ office

COMMUNITY INVOLVEMENT (if applicable)

Please list any EVENTS you have participated in that were connected to HIV awareness, prevention, or activism. Examples are World AIDS Day activities, HIV Testing Day, Condom Blasts, AIDS Walk, HIV Awareness Days, Get Inspired 6K Run, health fairs, etc.

ORGANIZATIONS (if applicable)

Are you a member of any organization or group that promotes HIV awareness, prevention, or activism, such as World AIDS Day Committee, a Consumer Advisory Board (CAB), a support group, League of Legends, the Quilt Chapter, etc.?

ORGANIZATIONS/COMMUNITY INVOLVEMENT – OTHER (if applicable)

Are you involved in any community organizations or volunteer work, not specifically connected to HIV/AIDS, such as a food bank, clothing drive, youth program, neighborhood watch, or any other activity in your area?

Membership on the *Metropolitan Jacksonville Area HIV Health Services Planning Council* is by a **mayoral appointment**. Are you interested in submitting your name for an open seat on the Jacksonville Planning Council?

☐ Yes

☐ No

Race:

☐ Caucasian

☐ African American

☐ Hispanic American

☐ Asian American

☐ Native American

☐ Prefer not to disclose

Are you a member of a Planning Council committee? ☐ No ☐ Yes

Which committee?

Each Planning Council member represents a specific, federally mandated category. Please check the Mandated Membership Category you are applying for. **SELECT ONLY ONE.**

☐ Affected Communities, including PLWHA

(those either Infected or Affected by HIV/AIDS)

☐ Community Based or AIDS Service organizations

☐ Social Service Providers, Housing & Homeless

☐ Mental Health or Substance Abuse Providers

☐ Health Care Providers, FQHC

☐ Hospital or Health Care Planning Agencies

☐ Representative of, or individual who was
formerly a federal, state, or local prisoner

☐ Other Federal HIV Programs, including
HOPWA, CDC, and HIV Prevention

☐ Local Public Health Agencies

☐ Medicaid

☐ Grantee under Part 'B'

☐ Grantee under Part 'C'

☐ Grantee under Part 'D'

☐ Non-Elected Community Leaders

Your HIV Status:

- ☐ HIV+ and will publically disclose status
- ☐ HIV+ and will **not** publically disclose status
- ☐ Affected, but not HIV infected
- ☐ HIV-
- ☐ HIV status is unknown or will not disclose

Regardless of your HIV status, do you consider yourself Aligned or Unaligned?

[Aligned is someone who is employed by, or is an officer or director of an agency that receives Ryan White funding, such as Dept. of Health, Lutheran Social Services, NFAN, AHF, UF CARES, etc.]

- ☐ I consider myself Aligned
- ☐ I consider myself Unaligned
- ☐ I am a Volunteer OR I am not sure if I would be considered Unaligned
- ☐ I do not wish to disclose at this time

Each member brings their unique experience and interest to the Council. Please let us know what three areas of interest or expertise **you can contribute** to the Jacksonville Planning Council.

PLEASE CHECK THREE ITEMS LISTED BELOW:

- | | |
|--|---|
| <input type="checkbox"/> Gay/bisexual men HIV health needs | <input type="checkbox"/> Mental health issues or services |
| <input type="checkbox"/> Women HIV health needs | <input type="checkbox"/> Public health |
| <input type="checkbox"/> Pediatric/child HIV health needs | <input type="checkbox"/> Health and/or social services planning |
| <input type="checkbox"/> Adolescent HIV health needs | <input type="checkbox"/> Other non-medical support issues or services |
| <input type="checkbox"/> Injecting drug users HIV health needs | <input type="checkbox"/> Substance use/abuse issues or services |

Why do you want to be a part of the Jacksonville Planning Council?

List any personal or work experience you have in the HIV field:

The Jacksonville Planning Council requires its members to:

- Attend all Planning Council meetings (two excused meetings per year is allowed)
- Attend training sessions and retreats conducted for the Planning Council
- Participate on at least one Committee
- Review each Planning Council packet for upcoming meetings, and be prepared to participate during the Council meeting
- Devote five to six hours per month on Planning Council business, including attending committee meetings and reviewing information
- Complete a Conflict of Interest form and adhere to the Council's Rules of Conduct

If appointed, will you be able to follow through on these requirements?

☐ Yes ☐ No

Signature

Date

MEMBERSHIP: COMPOSITION/REPRESENTATION

Affected Communities , including people living with HIV/AIDS (PLWHA) who are aligned and who may or may not publically disclose their status; people who are affected by HIV including partners and family members; and historically underserved sub-populations.
Affected Community: people living with HIV/AIDS (PLWHA) who publically disclose their status and who are Unaligned.
Community-Based Organizations (CBO) serving affected populations and AIDS service organizations (ASO). Members must receive financial remuneration from or serve as an officer of a community-based organization or AIDS service organization that provides services to people living with HIV or AIDS.
Social Service Providers (including housing and homeless). Members must receive financial remuneration from or be an officer of an agency that provides social services.
Mental Health Providers. Members must receive financial remuneration from or be an officer of an agency that provides mental health, or the member must be a direct mental health care provider (i.e., counselor, social worker, etc.).
Substance Abuse Providers. Members must receive financial remuneration from or be an officer of an agency that provides substance abuse services, or the member must be a direct substance abuse health care provider (i.e., counselor, social worker, etc.).
Health Care Providers. Members must receive financial remuneration from or serve as an officer of an agency that provides direct health care, or the member must be a direct health care provider (i.e., physician, dentist, nurse, physician's assistant, etc.).
Hospital or Health Care Planning Agencies. Members must receive financial remuneration from or serve as an officer of an agency that is involved in the hospital or health care planning within the TGA.
Other Federal HIV programs , including but not limited to providers of HIV prevention services.
Representative of or formerly incarcerated person living with HIV (PLWHA) released in preceding three years and had HIV disease as of date of release.
Local Public Health Agencies. Members must be employed by the Health Department in the TGA.
State Medicaid Agency
State Part 'B' Agency
Grantee of Part 'C'
Grantee of Part 'D'
Non-Elected Community Leaders

For Official Use Only:

Application received: _____ Interviewed on: _____ Member of Committee? _____	Attended PC Meeting _____ Attended PC Meeting _____ Attended Planning Council Orientation _____
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Ryan
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**Metropolitan Jacksonville Area HIV Health Services
Planning Council**
1809 Art Museum Drive, Suite 100 • Jacksonville, FL 32207
Phone: (904) 630-3504 Fax: (904) 630-0361

**APPLICATION for APPOINTMENT
to the PROXY POOL**

The Role of the Proxy Pool

Members of the Proxy Pool serve in the absence of mayoral appointed Planning Council members during Planning Council meetings.

Proxy Pool members are appointed by the Planning Council, not the Mayor. However, when called to the Table to fill in for a Council member at a Planning Council meeting, they have the same rights and privileges as the Council member during the course of that meeting.

Name: _____

DOB: _____ Sex: Male _____ Female _____ Transgender _____

Race: ☐ Caucasian ☐ Hispanic American ☐ Native American
☐ African American ☐ Asian American ☐ Prefer not to disclose

Home Address: _____

City: _____ State: _____ Zip Code: _____

Cell Ph: _____ Personal Email: _____

EMPLOYMENT (if applicable)

Company: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Position: _____

Work Phone: _____ Office Email: _____

Please send correspondence and emails to my: ☐ home ☐ office

Ryan White agencies provide the following services for:

medical
dental
mental health
substance abuse

eligibility
medical case management
pharmaceutical assistance
bus passes for doctor's appointments

legal services
assistance w/ health ins. premiums
outreach services
medical nutrition therapy

Did you receive two or more Ryan White services during the past year? ☐ Yes ☐ No

COMMUNITY INVOLVEMENT (if applicable)

Please list any EVENTS you have participated in that were connected to HIV awareness, prevention, or activism. Examples are World AIDS Day activities, Condom Blasts, AIDS Walk, HIV Awareness Days, health fairs, etc.

ORGANIZATIONS (if applicable)

Are you a member of any organization or group that promotes HIV awareness, prevention, or activism, such as World AIDS Day Committee, a Consumer Advisory Board (CAB), a support group, Women on a Mission, etc.?

Are you a member of the Community Connections
or any other Planning Council committee?

☐ Yes☐ No

Why do you want to serve on the Proxy Pool?

The Jacksonville Planning Council requires PROXY POOL members to:

- Attend all Planning Council meetings (two excused meetings per year is allowed)
- Attend training sessions and retreats conducted for the Planning Council
- Participate on at least one Committee
- Review each Planning Council packet for upcoming meetings, and be prepared to participate during the Council meeting if called to the Table
- Devote five to six hours per month on Planning Council business, including attending committee meetings and reviewing information
- Complete a Conflict of Interest form and adhere to the Council's Rules of Conduct

If appointed to the Proxy Pool, will you be able to follow through on these requirements?

☐ Yes☐ No

Signature

Date

For Official Use Only:

Application received: _____

Attended PC Meeting _____

Interviewed on: _____

Attended PC Meeting _____

Member of Committee? _____

Attended Planning Council
Orientation _____

If you would like to apply for an open seat on the Planning Council, or for a seat on the Proxy Pool – or if you just want more information about the Council and its committees – please contact:

The Metropolitan Jacksonville Area HIV Health
Services Planning Council
1809 Art Museum Drive, Suite 100
Jacksonville, FL 32207
(904) 630-3504
SSikes@coj.net

Or visit our website at www.coj.net/ryanwhite

For general information about local Ryan White services, support groups, and upcoming events, visit the Northeast Florida World AIDS Day website at:
<http://neflworldaidsday.org>

THE METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

*.... and its role in
the HIV community*



THE RYAN WHITE HIV/AIDS TREATMENT EXTENSION ACT OF 2009

Commonly referred to as 'Ryan White'

- Is the 3rd largest Federal program serving people living with HIV/AIDS. Only Medicare and Medicaid programs are larger.
- Ryan White is the payer of last resort. In other words, after your insurance has paid, and after your Medicaid or Medicare has paid, THEN Ryan White will be in line to pay, within the pre-defined limits.

Every Ryan White Planning Council
MUST MAINTAIN A 33% UNALIGNED RATIO

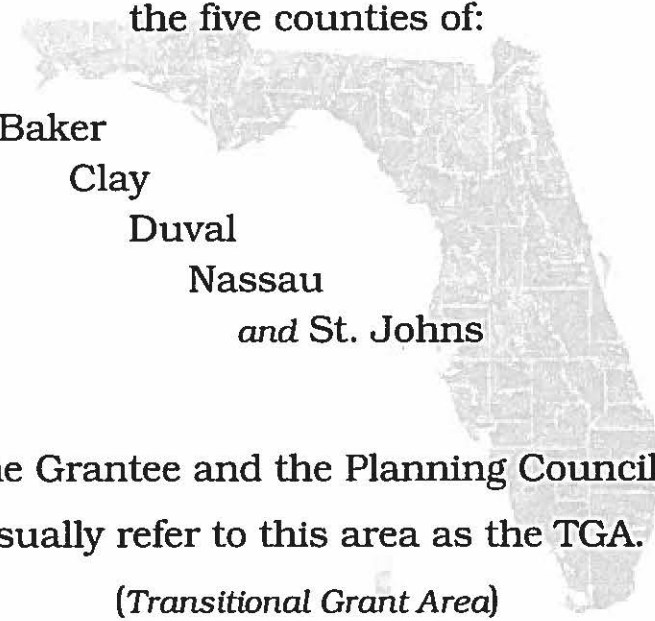
of its members. Regardless of how many members a Planning Council has, at least **33%** of that number must be PLWHA's who are **Unaligned**. A Planning Council can have other PLWHA members who are aligned, but their 'aligned' members and Proxy Pool do not count toward the 33% ratio.

This requirement is mandated by the Federal Government and overseen by HRSA
(Health Resources and Services Administration).

An **A**ligned PLWHA then is a person who IS employed by, or serves as a trustee or board member of an organization that receives funding under Ryan White. So if you are getting a paycheck, then you are aligned.

While we are still on the subject of Aligned and Unaligned, let's take a moment to explain how these categories affect life on the Planning Council.

The Metropolitan Jacksonville Area HIV Health Services Planning Council includes the five counties of:



Baker
Clay
Duval
Nassau
and St. Johns

The Grantee and the Planning Council usually refer to this area as the TGA.
(Transitional Grant Area)

The Florida Department of Health usually refers to this as Area 4.

In 2015, this area received

\$5,833,018

In Federal Grant money.



An **Unaligned** PLWHA is an individual who is NOT employed by, or serves as a trustee or board member of an organization that receives funding under Part 'A' or Part 'B' of the Ryan White Program.

Here in Jacksonville, those organizations include: UF CARES, NFAN, LSS, AHF, JALA, River Region, Gateway, CRC, and Northwest Behavioral

You CAN be a volunteer with one of these agencies, and as long as you are not getting a paycheck from them, then you are considered 'Unaligned'.



What is this word

“Unaligned”

that you speak of ?

In 2016, this area received

\$5,940,391

In Federal Grant money.

This money comes from the Federal government and is deposited with the City of Jacksonville.

The City acts like a bank, holding this money and paying it out as directed by the Administrative Agency.



So, what are the benefits to being part of a Ryan White Planning Council?

- It means I have a voice
- It helps me understand where the funding comes from, and where it goes
- It means I'm part of the decision making
- It gives me a sense of goodwill, self-esteem, and pride
- It means I can speak on behalf of others in the Jacksonville area who aren't able to speak for themselves.

Although having Internet access and an email account is not required, it is very helpful to have this, since almost all correspondence from the Ryan White office is sent to Council and Proxy Pool members via email.



If you do not have email, then this information will be mailed to you.



The Administrative Agency pays the bills that come in for Ryan White services. These are services that clients use, such as outpatient medical care, pharmacy, case management, dental, mental health and substance abuse treatments, and so on.

A screenshot of a complex medical or administrative form. It includes various fields for patient information, dates, and a table with multiple columns and rows. The form is titled "Form 100" and "Form 100-1".

The client uses the services, and then the provider or agency, such as UF CARES, LSS, CRC, or AHF will bill the Administrative Agency to get reimbursed.

The Administrative Agency tells the City of Jacksonville to write a check to reimburse the provider, and the City pulls that money out of the funds that the Federal government gave them for Ryan White.

Average amount of time a member can expect to spend on Council business during a month when there IS a Planning Council meeting, will be about **6 hours**.

Average amount of time when there is not a Council meeting is generally 3 hours.



Planning Council and Proxy Pool members need to attend 10 Planning Council meetings each year, along with attending meetings of at least one committee.

Planning Council and Proxy Pool members need to read through the entire Council packet that is sent to them **before** each Planning Council meeting. Members must be fully informed in order to conduct the business of the Council. They are responsible for reading all other correspondence and announcements sent to them, as well.

But the Administrative Agency can't pay for just any service.

And the Administrative Agency can't pay just any amount.

Someone else has to decide what services will be paid for with this Federal Grant money, and how much per service or per unit will be paid.

And that 'someone'

Is the

Planning Council.

An applicant should carefully consider
the amount of time they will need to spend
on Planning Council activities before
applying for a seat on the Council.



The appointment process for Planning Council members is:

- Submit an application for appointment
- Attend 1 Planning Council and 2 committee meetings OR 1 committee and 2 Planning Council meetings over the next 3 months
- Be interviewed by the Membership Committee
- Be recommended to the Mayor by the Planning Council
- Be appointed to an open seat on the Planning Council by the Mayor
- Attend a 2-hour *Planning Council Orientation Class* before being seated
- Must actively participate in at least one committee and regularly attend Council meetings, and
- Must adhere to the Rules of Conduct and the Sunshine Law, and complete a Conflict of Interest form

The Planning Council decides through its Priority & Allocations process what services they want to provide and pay for during the upcoming year.

The Planning Council also sets the amount they will assist clients with on such things as co-pays for their doctor visits, or what a client's cap will be each year for dental services.

By the way, did you know that Ryan White can now assist clients with up to \$65.00 on their co-payments for doctor visits? And that it was the Planning Council who increased that amount during one of their meetings?



After roll call at the Planning Council meetings, a Proxy Pool member can be **“called to the table”** to sit in for an absent Council member.

During this meeting, that Proxy Pool member has all rights and privileges as regular members. In other words, the Proxy Pool member can vote, make or second motions, ask questions, and enter into debate on a motion.

When the Planning Council meeting is over, then those rights and privileges for the Proxy Pool member will stop.

The Jacksonville Planning Council has another level of membership; it is the **Proxy Pool**.

The Proxy Pool is open to persons living with HIV/AIDS. Members of the Proxy Pool fill in for Planning Council members who are absent from Council meetings.

Proxy Pool members are **not** mayoral appointees. They are voted into the Proxy Pool by the Planning Council.



The Planning Council has the legislative authority to make these types of changes – not the doctor's office, not the Ryan White agency, and not the case manager – only the Planning Council!

The Council also decides if more money should be put in one area, such as mental health or pharmacy assistance, and if so, then from what other areas will that money come out of in order to make up the difference.

Jacksonville's Planning Council represents people from different agencies and different backgrounds, but everyone brings their own knowledge and perspective to the table.

That's why it works!!



Every Ryan White Planning Council has mandated categories. To be appointed to the Planning Council, you must represent one of the following mandated categories:

- Affected Community – Aligned
- Affected Community – Unaligned
- State Part 'B' Agency
- Grantee of Part 'C'
- Grantee of Part 'D'
- State Medicaid Agency
- HIV Prevention
- Local Public Health Agency (in one of the 5 counties)
- Mental Health Providers
- Substances Abuse Providers
- Social Service Providers
- Community Based (CBO) or AIDS Service (ASO) Organization
- Representative of formerly incarcerated PLWHA
- Health Care Providers, including FQHC
- Hospital or Health Care Planning Agency
- Non-Elected Community Leader

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

Thursday, May 11, 2017
Summary of Meeting

Committee Members Present: Veronica Hicks (*Chair*), Debbi Carter, Gloria Coon, Toni Gibbs, Steven Green, Nathaniel Hendley, Elinor Holmes, Sharon Hunter, Terri Mims, Eric Peeples, Torrencia Shiloh, Rikki Stubbs, Zane Urbanski and Linda Williams

Guests: Rebekah Yul, Chontell Cue

Support Staff Present: Rona Revels, Lorie Johnson, Sandra Ellis

CALL TO ORDER

The meeting was called to order at 12 noon by Chair Veronica Hicks.

MOMENT OF SILENCE OBSERVED

MISSION STATEMENT

The mission statement was read.

Attendance was taken.

Rikki Stubbs is back from hip surgery.

Nathaniel Hendley will be attending the Consumer Advisory Group in Tampa.

Veronica Hicks asked Sandy Sikes for a list of the acronyms commonly used.

Torrencia Shiloh presented the 3 auction items, a Michael Kors handbag with starting bid of \$100, a car tool kit with minimum bid of \$65 and a piece of art for \$100. Debi Carter bought the artwork for Nathaniel Hendley's birthday gift.

Rebekah Yul, representing Theratech presented information about a new drug used for reducing the fat caused by HIV. Very informative and useful. Many members will be speaking with their doctors about it.

Nathaniel Hendley announced that the third Thursday of every month the CCC Consumer Advisory Board is held at 6th Street; food and gas cards will be available.

Sharon Hunter announced a fish fry sponsored by Healing Women and Men on every Saturday at 33rd and Moncrief.

Nathaniel Hendley announced a new support group at DOH. It is called Positive Long-term Recovery. This is for HIV+ and substance abusers. The DOH has a behavioral health representative at the group. It is held every third Wednesday from 11:30 to 12:30 at 515 W. 6th Street, 3rd floor. Food will be available.

Positively You which is a non-profit is having a masquerade gala on December 2nd at Kapela's located at 1st and Laura. Tickets are \$45 for a couple or \$25 for an individual.

Nathaniel Hendley is the membership chairman for the Jacksonville Planning Council and is looking for new proxy pool members.

The Planning Council is having a public hearing about priorities and allocations on May 25, 2017 at 3:00 pm at Art Museum Dr.

Sharon Hunter again volunteered to do the call list.

The meeting was adjourned at 1:45 pm.

COMMITTEE RECOMMENDATION TO THE PLANNING COUNCIL: None

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

PRIORITY and ALLOCATIONS COMMITTEE

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

Thursday, May 11, 2017

Summary of Meeting

Committee Members Present: Heather Vaughan (*Chair*), Linda Williams (*Co-Chair*), Dana Barnes, Michael Bennett, Teresa Braddy, Jo Bryan, Debbi Carter, Gloria Coon, Sandra Ellis, Erakal Goodman, Veronica Hicks, Heather Kilpatrick, Joe Mims, Terri Mims, Aleida Nelson, Katrina Odell, Beth Parker, E Russell, Pat Sampson, Torrencia Shiloh, and Zane Urbanski

Committee Members Absent: Justin Bell, Bonita Drayton, Steven Greene, Jerry Murray, Verlon Murray, and Eric Peeples

Support Staff Present: Sandy Arts and Sandra Sikes

CALL TO ORDER

The meeting was called to order at 1:50 p.m. by Chair Heather Vaughan. After observing a moment of silence, members and guests introduced themselves, and included in their introductions whether and how they were conflicted via a Ryan White service.

SELECTION OF CO-CHAIR

Committee's next order of business was to select a Co-Chair, and Linda Williams was nominated. **Motion** made by Mike Bennett, seconded by Beth Parker, **that nominations be closed**. Motion was then voted on and approved. There being no other nominees, Linda Williams was accepted by acclamation.

PRIORITY and ALLOCATIONS OVERVIEW

Sandy Arts gave a slide presentation on *Prioritizing Services and Allocating Funds*. This presentation went over the steps of priority setting and resource allocation; the rule of 75/25% for core and support services; the responsibilities of the Planning Council in determining the needs of the TGA; description of conflict of interest as it applies to the PSRA process; and how decisions should be made.

Sandy next gave a short training class on Ethics and the Government-in-the Sunshine laws.

2018 PROCESS PLAN

Copies of the 2017 Process Plan were distributed along with the Agenda packet. As part of the review Heather Vaughan read the Plan, paragraph by paragraph, and questioned the committee members after each paragraph on whether they had anything to add, change, or remove. Obvious changes of dates and the year were noted. Changes were made to the committee membership section; any person who was approved by the May meeting will be a member, even if that person was unable to attend the May meeting. Paragraph on voting was also changed to clarify the majority vote being those 'eligible' voting members present. This takes into account that some agencies have more than one employee on the committee, but only one employee can vote.

A **motion** was made by Heather Kilpatrick, seconded by Sandra Ellis, **to accept the FY2018 Process Plan**. There being no further discussion, the motion was voted on and approved.

D. Barnes	Yea	E. Goodman	Yea	K. Odell	Yea
M. Bennett	Yea	H. Kilpatrick	Yea	E. Russell	Yea
J. Bryan	Yea	J. Mims	Yea	Z. Urbanski	Yea
D. Carter	Yea	T. Mims	Yea	H. Vaughan	Yea
S. Ellis	Yea	A. Nelson	Yea	L. Williams	Yea

PRIORITY and ALLOCATIONS WORKSHEET

Sandy Arts distributed a Priority and Allocations worksheet, separated by core and support services, along with the definitions of the services. She asked that committee members please fill out the worksheet, ranking the services, and send them back to her prior to the next meeting.

WRAP-UP

- There were no public comments.
- Jo Bryan announced that Northwest Behavioral now has a part-time mental health therapist.
- This meeting was adjourned at 3:25 p.m.

COMMITTEE RECOMMENDATION TO THE PLANNING COUNCIL:

To accept the FY2018 Process Plan

**Metropolitan Jacksonville Area
HIV Health Services Planning Council
Priority and Allocations Committee Process Plan for FY2018**

Purpose

Ryan White Planning Councils are required to establish service priorities for the allocation of funds within the Transitional Grant Area (TGA) which are consistent with locally identified needs. The Jacksonville TGA and Area 4 include Duval, Baker, Clay, Nassau, and St. Johns Counties.

Committee Membership

Committee membership may be any individual approved for Committee membership by the first meeting in May 2017.

Mission and Values

The Committee will review the Planning Council mission statement and values on which decisions will be made. Each Committee member will be provided with a copy of the mission statement and values.

Principles and Criteria

The Committee will review principles and criteria to guide the decision making process. Committee members will be expected to consider whether proposed priorities and allocations are consistent with the principles and criteria agreed upon.

The Committee will also consider the four ways NOT to allocate resources. The ways NOT to allocate are:

1. DO NOT allocate by an identifiable need of a specific individual.
2. DO NOT allocate resources to those persons who are similar to you (look like you or have the same problem as you).
3. DO NOT allocate based on emotions, rather than factual information.
4. DO NOT allocate based on an appeal by an authority/expert not backed up by facts.

Conflict of Interest

A discussion of Conflict of Interest and Government in the Sunshine will be held by the Committee at the start of the process. The full Council will conduct additional review if necessary. All members will review their Conflict of Interest statements to insure that they are current. Conflict of Interest forms will be completed by all Committee members and made available at Committee meetings for review if a question of propriety arises. Although all members should place the needs of the entire HIV population above any specific concerns, no more than one member from any agency may vote on the Committee. Agency representatives will decide before the scheduled meeting who will be the voting member. For area health departments, one member of each health department may vote. Providers may not vote on their own service categories, and are expected to treat all categories fairly. The committee chair will enforce the conflict of interest policy with the assistance of the members. Any member who believes a conflict of interest exists should raise his/her concern immediately so that it may be resolved. Consumers do not incur a conflict of interest merely by receiving services from an agency, but DO have a conflict if they are employed

by, or a member of the board of directors of, an agency. If a tie vote is cast and the chair cannot vote as a result of his/her affiliation with a particular provider or as a result of a conflict of interest, the motion fails.

Voting

Committee members must be physically present to participate in Committee discussions and to vote. An effort will be made, when possible, to reach consensus on each issue but recommendations of the Committee will be made by majority vote (50% plus 1) of those eligible voting members present. Voting Committee members are those who have attended two of the most recent three meetings, including the current meeting. For the purposes of approving the Process Plan, every member in attendance at the first meeting (May 11, 2017) is eligible to vote.

Prioritization of Needs

The Committee will review materials including but not limited to:

- Comprehensive Plan Goals and Objectives
- Statewide Coordinated Statement of Need
- Needs assessment and updates
- Estimates of unmet need
- Public hearing responses
- Epidemiological profiles and updates
- Consumer utilization data by service category
- Consumer demographic data
- Unit costs by service category
- 2016 Projections vs. Expenditures
- Part C and Part D Grants, if any
- Other Funding streams and their uses
- Other appropriate data

Allocations of funding to categories

Utilizing the information provided, the Committee will allocate funds to service categories by establishing the percentage of dollars for each category. This allocation will include funds to be received through the Ryan White Part A and Part B and Minority AIDS Initiative (MAI). Percentages will be based on the assumption that the same amount of funds will be awarded in FY 2018 as in FY 2017.

Legislative Requirements

At least 75% of funds will be allocated to core medical services and not more than 25% to approved support service categories. Final allocations will be approved by the Planning Council.

A certain amount of funding will be used for care and support services to women, infants, children, and youth with HIV disease. The percentage of each Ryan White award spent on such services must be equal to or greater than the percentage of the total number of people with AIDS in the TGA who are women, infants, children, and youth.

Ryan White Part A funds may be used for Early Intervention Services (EIS) if Federal, state, or local funds are otherwise inadequate.

Allocations to Area 4 Counties

Although no specific allocation to a geographical area is required, the Part A administrative agency and Part B lead agency have agreed that Part B funds will be awarded to the health departments located in Baker, Clay, Nassau, and St. Johns Counties. They have also agreed that General Revenue Patient Care Network and Part A funds will be awarded to all other eligible service providers in Duval County including the Florida Department of Health in Duval County.

Public Participation

- Public input has previously been accepted through the Needs Assessment and Comprehensive Planning process, as well as each meeting of the Planning Council, and all of their committees.
- Public hearings will be held by the Planning Council in which all citizens of the Transitional Grant Area (TGA) and Area 4 will be given an opportunity to speak for up to three minutes. Written public comments will also be considered.
- A public comment period will be held at each Priority and Allocations Committee meeting. The structure of the comment period at the Committee meeting will be determined by the chair at each meeting based on the number of citizens wishing to speak. At the discretion of the chair, any citizen wishing to speak during the discussion phase of the meeting may submit a note indicating the subject to be discussed to the chair. Planning Council members who are not members of the Priority and Allocations Committee may also give input at this time.
- A public comment period is now incorporated into all committee meetings. Members of the public may make comments regarding the Council's priority and allocations process, or about the needs of the local HIV community, and those comments would be relayed to the Priority and Allocations Committee.
- All recommendations will be forwarded to the full Planning Council for final action or Executive Committee if the Planning Council is not scheduled to meet in a particular month.

Schedule

It should be noted that this is very intensive work frequently requiring additional meetings called on short notice. All members and interested citizens should verify meeting arrangements with the chair or staff.

Current Process for 2017 w/ Meetings & Dates	
5/11/17...Thursday, Priority and Allocations Committee, 1809 Art Museum Drive, 1:45 p.m.	<ul style="list-style-type: none"> • <i>Review information and develop process plan.</i>
5/25/17...Thursday, Planning Council Meeting, 1809 Art Museum Drive, 3:00 p.m.	<ul style="list-style-type: none"> • <i>Review and approve process plan;</i> • <i>Hold first Public Hearing</i>
6/08/17...Thursday, Community Connections (Formerly PLWHA) Committee Meeting, 1809 Art Museum Drive, 12:00 p.m.	<ul style="list-style-type: none"> • <i>Public Hearing</i>
6/08/17...Thursday, Priority and Allocations Committee, 1809 Art Museum Drive, 1:45 p.m.	<ul style="list-style-type: none"> • <i>Review information and prioritize services.</i>
6/16/17...Friday, Department of Health & Janssen Pharmaceuticals, 515 West 6th Street, East Building, 3rd Floor conference Room 2:00 – 4:00 p.m.	<ul style="list-style-type: none"> • <i>Public Hearing</i>
6/22/17...Thursday, Executive Committee Meeting, 1809 Art Museum Drive, Suite 100, 3:30 p.m.	<ul style="list-style-type: none"> • <i>Approve the service priorities.</i>
6/30/17... Friday, NFAN Luncheon, Trinity Lutheran Church, 1415 S. McDuff Avenue, 12:00 p.m.	<ul style="list-style-type: none"> • <i>Public Hearing</i>
7/13/17...Thursday, Priority and Allocations Committee, 1809 Art Museum Drive, 1:45 p.m.	<ul style="list-style-type: none"> • <i>Review information and allocate funding.</i>
7/27/17...Thursday, Planning Council, 1809 Art Museum Drive, Suite 100, 3:00 p.m.	<ul style="list-style-type: none"> • <i>Approve recommended funding allocations.</i>
8/24/17 ...Thursday, Planning Council, 1809 Art Museum Drive, 3:00 p.m.	<ul style="list-style-type: none"> ▪ <i>Approve breakout of Part A/MAI and B/GRPC funding between service categories.</i>

FY2018 Process Plan approved by Metropolitan Jacksonville Area HIV Health Services Planning Council

on May 25, 2017

Signed by:

Kendall Guthrie, Planning Council Chair

2017 PUBLIC COMMENTS
for the Priority and Allocations Committee of the
Metropolitan Jacksonville Area HIV Health Services Planning Council

May 25, 2017 Planning Council Meeting

Teresa Braddy
Address on file

Subject: HIPAP – Client has expressed how important this program is to him. He has received medical care from a specialist.

Health Insurance Premium Assistance Program (HIPAP) is for Ryan White clients who can get private insurance through the Affordable Care Act (ACA or Obama Care) and can have a portion of their insurance premiums paid with a subsidy (health insurance premium assistance).

Teresa went on to ask if the Planning Council could look at including co-pays for mental health office visits, such as counseling? This is not currently covered.

CM Veronica Hicks
Address on file

Subject: Gas Cards

Some people are eligible and some are not. Those who have Medicaid are not eligible, and she does not understand why they aren't eligible. Ryan White clients who are on Medicaid and need transportation to medical appointments are assigned to use the taxi service, and many report a very long wait for pick-up. In some cases, clients have been dropped from a doctor's practice because they were chronically late for their appointments, all due to the taxi service. Why can't gas cards be given to everyone who needs them?

Questions/comments from Planning Council members and guests:

Teresa Braddy: Would bus passes be included?

Veronica Hicks: Yes, that would help, too.

Linda Williams: I would like to attest to what she's saying. I personally have been a victim of relying on transportation that my insurance provides, because I do have Medicare and Medicaid. I literally had to drive myself to surgery because they were a no-show. A couple of days after my surgery, I had complications and ended up in the ER, using the taxi service to get me there. Upon my release from the ER, I waited over six hours for the taxi to pick me up to return home.

2017 PUBLIC COMMENTS
for the Priority and Allocations Committee of the
Metropolitan Jacksonville Area HIV Health Services Planning Council

Sandy Arts: The Public Hearing is not a time for questions and answers, but I would just like to answer that question. We can pay for transportation and cover the services; the problem is Ryan White is the payer of last resort. If you have transportation provided by another funding source such as Medicare or Medicaid, it's not going to happen until the federal regulations change.

Nathaniel Hendley: Under Medicaid, I used to use taxi transportation to medical appointments, and it is horrible; it is a big barrier to care for many people.

Beth Parker: I don't know if this is the appropriate time but is this something that the Planning Council can address any way at all, since we are a Ryan White Council? Do we have to accept poor taxi transportation as it is, or is there anything that this Council can do to promote an answer to this problem?

Kendall Guthrie: I don't know about the advocacy aspect of advocating to the state, to Medicaid, about the process, or what steps could be taken to address this with the state Medicaid program, but short of that, because we are the payer of last resort, there is really no action that this committee can take that will change that.

DeWeece Ogden: In other cases where there were barriers to care because of transportation issues, I invited major transportation brokers to the particular meeting so that clients could let them know what the issues are, and in some cases these issues have been resolved. If this is something the Planning Council would like me to do, then I could set something up for the next Planning Council or Community Connections meeting.

Graham Watts: Suggested that people write down their stories of what happened to them regarding the poor service, so that the transportation representatives can have documentation to take back to their office.

Antoinette Turner: Anytime you receive poor service from the taxi company, you should call the insurance carrier and complain to them.

This ended the Public Hearing for May 25, 2017.

Table 1: Jacksonville TGA Contributions to Ending the HIV Epidemic in the United States	
A. Goal: Reducing New HIV Infections	
Accomplishments	Challenges
1. Shared <u>Testing Packages</u> with private practice MDs	Relies on provider's goodwill for implementation
2. No vertical transmission of HIV	The work with at-risk mothers is labor intensive
3. Area-wide annual Condom Blitz	Guard against being perceived as uninteresting
4. HIV prevention partnership with one local trucking company – Include brochure with paycheck	No guarantees that prevention brochures will be read or not discarded upon discovery
5. PrEP& PEP toolkits distribution	Barebacking groups requires multiple prevention methods
B. Increasing Access to Care	
Accomplishments	Challenges
1. Focus on clients lost to care after linkage	Need more funding for client tracking and tracing
2. Health Insurance Premium Assistance Program	Need more funding to support HIPAP waiting list
3. Implemented acuity-based Medical Case Management for retention in care	Need diagnostic tool for early identification of PLWHAs at risk for care attrition
4. Implemented barriers to care objects, (controls), in CAREWare to support service plan development	First iteration is over simplistic and may require modification in the future
5. Peer Navigation services for the newly diagnosed	New, undeveloped, unfunded service category
C. Reducing HIV-Related Disparities	
Accomplishments	Challenges
1. Assembled a Jail-to-Care Relinkage Coalition	Maintaining in-kind contributions is difficult
2. Developed and Piloted Relinkage to Care Program	Need to build persuasive case for more funding
3. Reaching half of newly released PLWHAs from jail	Missing half of newly released PLWHAs from jail
4. Referring SMI inmates to psychiatric services	Tracking post-referral care is difficult
5. Ongoing, field-based TOPWA Outreach initiative	Labor intensive

Priority and Allocations Worksheet 2016

Directions: Please rank the following services **1 - 12 for Core Services**, and **1 - 8 for Support Services**. Please rank in the order of importance, whether actual or perceived with 1 being the most important.

Core Medical Services	Rank 1 - 12			
Ambulatory/Outpatient Medical Care				
AIDS Pharmaceutical Assistance				
Early Intervention Services (EIS)				
Health Insurance Premiums & Cost Sharing Assistance				
Home & Community Based Health				
Home Health Care				
Hospice Services				
Medical Case Management				
Medical Nutrition Therapy				
Mental Health Services				
Oral Health				
Substance Abuse - Outpatient				
Subtotal:				

Support Services	Rank 1 - 18			
Case Management (Eligibility/Non-Medical)				
Child Care				
Emergency Financial Assistance				
Food				
Health Education/Risk Reduction				
Housing Services - Transitional				
Legal Services				
Linguistics Services				
Medical Transportation				
Outreach				
Pediatric Developmental Assessment & Early Intervention Services				
Permanency Planning				
Psychosocial Support Services				
Referral for Health Care/Supportive Services				
Rehabilitation Services				
Respite Care				
Substance Abuse - Residential				
Treatment Adherence Counseling				
Subtotal:				



Metropolitan Jacksonville Area HIV Health Services Planning Council

CONFLICT OF INTEREST DISCLOSURE FORM

The Metropolitan Jacksonville Area HIV Health Services Planning Council has members who are professionally or personally affiliated with organizations that have, or may request or receive funds authorized under Part A and/or Part B of the Ryan White Treatment Extension Act of 2009. Because of the potential for conflict of interest, this Disclosure Form has been adopted by the Metropolitan Jacksonville Area HIV Health Services Planning Council and must be completed annually by all members of the Planning Council and its committees.

Please mark the statement that applies to you and sign below:

☐ **I ACKNOWLEDGE A CONFLICT OF INTEREST.**

I am a salaried employee, officer, director, trustee, board member, or otherwise materially benefit from my association with the following organization(s) which has/have received, may seek or is/are eligible for funding under Part A or Part B of the Ryan White Treatment Extension Act of 2009.

Agency/Organization	Title/Position	Period of affiliation

☐ **I DO NOT HAVE a conflict of interest.**

I am not a salaried employee, officer, director, trustee, board member, or otherwise materially benefit from my association with any organization(s) which has/have received, may seek or is/are eligible for funding under Part A or Part B of the Ryan White Treatment Extension Act of 2009. If I am a volunteer with an organization described above, then I am doing so without pay or compensation.

By my signature below, I certify that I have read, understand, and support *Article XIII Conflict of Interest* of the Planning Council's Bylaws.

Name: _____
(please print)

Signature: _____

Date Signed: _____



GOVERNMENT-IN-THE-SUNSHINE LAW ACKNOWLEDGEMENT FORM

The Metropolitan Jacksonville Area HIV Health Services Planning Council is a public governmental advisory body appointed by the Mayor of the City of Jacksonville. Members of this Council and its subordinate committees are bound by the rules of Florida Statute 286.011 a/k/a "Government-in-the-Sunshine Law."

1. What is the Sunshine Law?

- The Florida Government-in-the-Sunshine Law is a requirement that provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action. There is also a constitutionally guaranteed right of access. The Florida Government in the Sunshine Law is set forth at Florida Statute 286.011.
- http://archive.flsenate.gov/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0286/Sections/0286.011.html

2. Does the Sunshine Law apply to the Ryan White Planning Council?

- Yes, the law applies to all state and local public agencies or boards. Since Ryan White Planning Council members are appointed by the Mayor to act on behalf of the Grantee, they are required to comply with the Florida Sunshine Law.

3. What types of meetings or discussions are covered by the Sunshine Law?

- Planning Council, committee, and sub-committee meetings;
- Face-to-face meetings, including casual gatherings, chance gatherings, workshops and informal discussions;
- Telephone calls between or among members.
- Written communications between or among members
- Use of computer mail.
- NOTE: Planning Council or Part A staff may not be used as liaisons between or among members to communicate in matters where direct communication is prohibited.

4. When does the Sunshine Law not apply?

- Meetings between a single Planning Council member and members of the public.
- NOTE: If you aren't sure about your actions, then ask for an opinion from counsel.

5. What are the requirements of the Sunshine Law?

- Planning Council and Committee meetings must be open and accessible to the public
- Reasonable advance notice of the meeting must be given
- Written minutes must be taken and open for inspection
- NOTE: There is no requirement that a meeting be tape recorded, but if it is tape recorded, then the tape becomes a public record.

6. What are the consequences of violating the Sunshine Law?

- A "knowing" violation is a misdemeanor of the 2nd degree, punishable by a criminal fine of up to \$500.00 or imprisonment not to exceed 60 days.
- All other violations are considered non-criminal, with fines not to exceed \$500.00.
- Any action taken at a non-public meeting considered void.
- Civil actions for injunctive or declaratory relief may be filed, the result being a court order and the payment of attorney's fees.

This acknowledges that I have read, understand and will abide by Florida Statute 286.011 – the Florida Government-in-the-Sunshine Law.

_____ Date Signed: _____

RULES OF CONDUCT

As a voting member of the
Metropolitan Jacksonville Area HIV Health Services Planning Council,
I understand that I am now a member of a governmental advisory body which operates under the
principles of Florida's local advisory boards.

I am aware that the Planning Council has its own Bylaws and that the Council operates under these Bylaws and under Robert's Rules of Order when conducting Council, Committee, and sub-committee meetings.

I will abide by the procedures for discussions at all meetings, as established by the Chair, and will honor decisions made in the agreed-upon manner.

I will treat fellow Planning Council and committee members with respect, and I will behave in a manner that reflects my responsibility to represent the Planning Council during business meetings and when I am representing the Council or committee in public.

I will not speak or act on behalf of the Jacksonville Planning Council without proper authorization from the Executive Committee or Planning Council body.

I will accept shared responsibility for determining the highest priority needs for services by using data and the agreed upon process for determining priorities and resource allocations.

I will ensure that every matter is dealt with in a fair, equitable, impartial, and just manner based on what is in the best interest of the PLWHA community.

I will prepare for, attend, and participate in the meetings of the Planning Council and the committee(s) I selected.

I will refrain from engaging in individual or group conduct that is violent, abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others, or disturbs the peace or the orderly process of meetings.

I further promise to never:

- Take improper advantage of my position as a member of the Planning Council,
- Make improper use of information I obtain while in a meeting,
- Disclose confidential information, or to
- Behave in a manner that would reflect poorly on the Jacksonville Planning Council.

I agree to follow these Rules of Conduct, and will also speak out to assure that all fellow members follow them as well.

Should I ever feel that I cannot support and adhere to the Planning Council's mission, then I will give serious consideration on maintaining my membership with the Council.

Name (*print*): _____

Signature: _____

Form received by Planning Council: _____

HELPING HANDS SUPPORT

GROUP



You don't have to be HIV+ to need support

Do you have a loved one or friend living with HIV/AIDS?

Do you have questions about HIV/AIDS?

Do you need support in coping with their status or your own?

We would like to help educate & support you about HIV

Infected/Affected community Support Group

2nd Wednesday of Every Month

6:00 pm

Location:

Community Rehabilitation Center (CRC)

623 Beechwood St, Jacksonville FL 32206

**** Light refreshments will be provided ****

Contact Gloria Coon: 904-412-4290 if any questions

June 14

July 12

Aug. 9

THE JACKSONVILLE PLANNING COUNCIL



JUNE 2017



Mon

Tue

Wed

Thu

Fri

<p>Events in bold are Planning Council / committee meetings held at Art Museum Dr.</p> <p>MEETINGS ARE SUBJECT TO CHANGE. To verify a meeting's start time, or to see if a meeting is still scheduled, contact Planning Council Support at 630-3504.</p>			1	2 9:00 AHF Monitoring Visit
5	6	7 1:00 DOH Dental Monitoring Visit	8 12:00 Community Conn. (Public Hearing) 1:45 Priority & Alloc. Nat'l Caribbean American HIV/AIDS Awareness Day	9
12	13	14	15	16 9:00 Providers Mtg 2:00—4:00 at DOH— Public Hearing & Info
19	20	21	22 3:00 Executive Committee	23
26	27 Nat'l HIV Testing Day (NHTD)	28	29	30 12:00 NFAN Luncheon— will include Public Hearing