

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, August 24, 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 JULY 27, 2017 MINUTES Kendall Guthrie

ADMINISTRATIVE AGENCY – PART A REPORT Sandy Arts

LEAD AGENCY – PART B REPORT Sandra Ellis

COMMITTEE REPORTS

Community Connections *Page 9* Veronica Hicks

ICPC Joe Mims / Katrina Odell
A recap of the Youth Block Party held August 4, at A. Philip Randolph Park

Membership *Page 11* Nathaniel Hendley

Executive *Page 13* Nathaniel Hendley

Bylaws *Page 17* Heather Vaughan

UNFINISHED BUSINESS Kendall Guthrie

NEW BUSINESS Kendall Guthrie

PUBLIC COMMENTS Guests/Members of the Public

ANNOUNCEMENTS All

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, August 24, 2017

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

Council Members Absent: Michael Bennett, Terri Mims, and Torrencia Shiloh

Proxy Pool Present: Steven Greene

Support Staff Present: Sue Andrews, Sandy Arts, Lourdes Diaz, Sandra Ellis, Mary Martinez, Sandra Sikes, and Graham Watts

Guests: Maeshe Gulley, Elinor Holmes, Lorie Johnson, Deborah Lincoln, Gwendolyn Lloyd, Foxxie Moody, Walter Morrison, Katrina Odell, DeWeece Ogden, Ella Russell, Rikki Stubbs, and Antoinette Turner

Call to Order

The Jacksonville Planning Council was called to order at 3:01 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 July 27, 2017 Minutes as presented.

Administrative Agency Report

Sandy Arts, Program Manager for Part A, presented the Agency Report. HRSA and the CDC reviewed Jacksonville TGA's Comprehensive Plan, and stated that the epidemiologic and HIV continuum of care descriptions were comprehensive and excellent at the aggregate levels. They would like to see the subpopulations represented in the epi profile show better data stratification

at the HCC level of analysis. In assessing workforce capacity relating the results of the capacity assessment to the steps of the continuum of care, and understanding components of JTGA, HIV prevention programming are directions for the future. The area should follow more closely the changing healthcare landscape to be proactive about addressing emerging threats to access to HIV care.

The Part A Office has completed their corrective action plan, or C.A.P., in response to the HRSA site visit report. This will be submitted to our Project Office at the beginning of next week. We will be working on those corrective actions over the next 12 months. Sandy Arts will also be submitting today the Unobligated Funds report to HRSA.

In closing, Sandy announced the retirement of Sue Andrews, the Part A Contract Manager, effective September 8, 2017.

Lead Agency Report

Sandra Ellis presented the Part B Lead Agency Report. The monitoring visits to outlying counties (Baker, Clay, Nassau, and St. Johns) are currently being scheduled and should be completed by October 1, in preparation of their own monitoring visit by the HIV/AIDS Section in Tallahassee.

A Lead Agency meeting has been scheduled for the 14 Ryan White Part B Lead Agencies, contract managers, and HAPC's to discuss important topics such as changes to AIMS (Automated Information Management Systems), updated from the Program Office, fiscal/budget, contract management, and more.

EPI profiles have been updated and released for sharing. There are still missing data elements which are STD, TB, HEP-C, HIV CT and co-morbidity tables. Staff are currently working to update them along with the state and partnership slide sets. Data group is also developing a quarterly report by area.

Committee Reports

Community Connections

Steven Greene

Committee met August 10 and was given a financial report of the money that had been raised this year through the auction items. Currently there is \$253.00, and Rikki Stubbs and Steven Greene were selected to each receive a \$100.00 scholarship to the Positive Living Conference next month in Ft. Walton Beach.

Steven and Rikki will continue to make reminder phone calls to members regarding the committee meeting.

Laurie Turner spoke briefly about her company, First Coast Health & Rehabilitation Center, and said they provide services to help people stay healthy and independent. They provide skilled nursing, rehabilitation, case management, and dietary services.

Integrated Comp Plan

Katrina Odell

Katrina reported on the Youth Block Party held August 4 at A. Philip Randolph Park. This was one of the activities outlined in the Jacksonville TGA's Integrated Comp Plan, and had also been on the EIIHA Work Plan and coordinated closely with FCCAPP. Katrina thanked everyone who volunteered, the agencies and the 47 volunteers. 64 People were tested with no reactives, and 120 surveys were completed and turned in. Graham has the surveys and is preparing a final report. 350 School bags were collected; several were left over and donated to local agencies. She stated that just over \$11,000 was raised to have the Block Party; funds were used to purchase book bags, school supplies, food, etc., and there is some seed money for the 2018 Youth Block Party. A committee will be formed soon to begin planning next year's party.

Membership

Nathaniel Hendley

The committee met August 22 and interviewed a candidate for Medicaid Representative. Committee recommendation is **that the Planning Council recommends the name of DeWeece Ogden 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 reviewed the Retention and Recruitment (R&R) Plan that Nathaniel has been working on. The R&R Plan will go to the Executive Committee next for their approval, and will then be forwarded to the Administrative Agency before going back to the Planning Council. Some of the items in this plan are to set up an advertising campaign and identify some of the benefits of being on the Planning Council and serving PLWHA's.

On a final note, Nathaniel received a resignation letter from Torrencia Shiloh. She is stepping down, effective today, due to her job schedule. Council members voted with regret to accept Torrencia's resignation.

The committee met August 9 and looked at the Assessment for the Administrative Agency tool. Committee is now in the process of making some changes to this tool, which will be used at next month's meeting. A sub-committee will be formed next year to develop a new tool, more in line with what HRSA is recommending for a more complete assessment of the Administrative Agency (Part A Office).

The Committee met August 9, following the Executive meeting. The committee is recommending several changes to the bylaws; the first reading of these changes are as follows:

Article IV Membership

Section 11 ~~Ex-Officio members and former Officers of the Planning Council who are former members selected and approved by the Planning Council shall to advise the Planning Council as needed, but have no voting rights. A term and role of service must be specified by the Planning Council Chair at the time of appointment. An Ex-Officio member can be appointed as a committee chair or co-chair, but shall have no voting rights on the Planning Council.~~

Article VI Officers – Duties and Responsibilities

Section 4 The Person Living with HIV/AIDS (PLWHA) Representative shall serve for one-year. No PLWHA Representative shall hold office for more than two (2) consecutive one-year terms. The PLWHA Representative's duties and responsibilities include, but are not limited to:

- A. Bringing consumer perspectives to the table and communicate a broad range of prevention and treatment issues to persons affected and infected by HIV,
- B. In the absence of the Planning Council Chair and Vice-Chair, preside at the Planning Council meeting.
- ~~B.C.~~ Mentoring newly appointed Planning Council members, and
- C. D. Serving as a committee chair.

Article X Standing Committees

Section 1 The Chair of the Planning Council shall appoint the chairs of each of the committees. Committee co-chairs will be selected by their committees during their ~~February~~ March meeting, or at their next regular committee meeting. Committee chairs must be members of the Planning Council. A committee co-chair may be a member of the Planning

Council or the Proxy Pool. Both chairs and co-chairs will be limited to two (2) consecutive terms per committee. At the discretion of the Executive Committee, the Council Chair may extend a Committee Chair for a third term. Upon the approval of the committee chair, persons who are not members of the Planning Council may be included as members of the committees.

- Section 3
- C. Priority and Allocations – establishes service priorities and allocates/reallocates funds to service categories. A 60% quorum of voting members is required.
 - D. Continuum of Care Coordination Committee – serves as a communication link to the ~~three (3)~~ two (2) subcommittees described below:
 - ~~1) Eligibility – reviews and makes recommendations regarding eligibility for Ryan White services in Area 4 (Baker, Clay, Duval, Nassau and St. Johns Counties),~~
 - ~~2) Needs Assessment – identifies needs and barriers to care for individuals affected by HIV, and~~
 - 1) Integrated Comprehensive Planning – oversees the development and implementation of an Integrated Comprehensive Plan for the Jacksonville Transitional Grant Area (TGA).
 - 2) EIHA (Early Identification of Individuals with HIV/AIDS) – focuses on facilitating rapid case identification and barrier-free linkage to ambulatory HIV/AIDS care for individuals living in the Jacksonville TGA. This committee looks at providing tools that can assist in the identification of persons who do not know their HIV status or who are out of care and provide the means to link them to health and support services.
 - ~~I. EIHA (Early Identification of Individuals with HIV/AIDS) – focuses on facilitating rapid case identification and barrier free linkage to ambulatory HIV/AIDS care for individuals living in the Jacksonville TGA. This committee looks at providing tools that can assist in the identification of persons who do not know their HIV status or who are out of care and provide the means to link them to health and support services.~~

Section 4 Ad Hoc Committees

- A. Grievance Committee – resolves complaints relating to matters within the Planning Council’s jurisdiction in accordance with Article XIV.
- B. Eligibility – reviews and makes recommendations regarding eligibility for Ryan White services in Area 4 (Baker, Clay, Duval, Nassau and St. Johns Counties).
- C. Needs Assessment – identifies needs and barriers to care for individuals affected by HIV.

The Bylaws Committee is also recommending the following changes to Policies and Procedures No. 2006-02, last amended October 3, 2014:

- A. Qualifications to run for office – the Membership Committee will examine each member's Reassessment Tool to determine who would be eligible to run for office. Eligible nominees:
 - 1) Must have a minimum combined attendance of 75% for Planning Council and committee meetings, and
 - 2) Be a Planning Council member who has ~~Have~~ served as a committee chair or co-chair or ~~Planning Council Officer~~ for at least one year prior to taking office.
- D. Election – Planning Council members will vote by a written, signed ballot at the ~~December~~ January meeting; write-in candidates will not be allowed on the ballot. For offices uncontested, the consensus of the group will be used to elect the officer. The newly elected officers will be announced at this meeting, and will be installed during the ~~January~~ February meeting. Terms of service become effective March 1.

During the Planning Council meeting, there was discussion from the floor to change A.2 above to:

- 2) Be a Planning Council member who has served as a committee chair or co-chair ~~or Planning Council Officer~~ for at least one year prior to taking office.

Discussion centered on the fact that members must serve as a chair or co-chair before running for office, so including the phrase 'or Planning Council Officer' is not needed. Staff explained that at the time this was originally put in the bylaws sometime back, there were a couple of officers on the board who were elected to office, but who had not served as a committee co-chair. Members reached a consensus to allow this change during the first reading on item A.2.

The second reading will be September 28, at which time the Council will vote on the bylaws and policies and procedures changes.

Unfinished Business:

The Ad-Hoc Review Board will meet soon to review applications for the taxi pilot program for committee members.

New Business:

There was no new business.

Public Comments:

- There were no public comments

Announcements

- The Women, Adolescents, and Children's Committee (W.A.C.) will meet September 21 at 9:00 a.m.
- UF Health is hosting a symposium tomorrow on homelessness.
- Nathaniel shared an email from Dan Merkan of JASMYN, saying how much Dan enjoyed speaking to the Planning Council last month. Dan also inquired about membership on the Planning Council.

Adjournment

The meeting ended at approximately 4:05 p.m.

Approved by:



Kendall Guthrie, Planning Council Chair

9-28-2017

(date)

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

COMMUNITY CONNECTIONS

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

Thursday, August 10, 2017
Summary of Meeting

Committee Members Present: Nathaniel Hendley (Acting Chair), Steven Greene, Rikki Stubbs, Zane Urbanski, Torrencia Shiloh, Sharon Hunter, Linda Williams, and Kristin Maranville

Guest: S. Cat King, Laurie Turner, and John C. Padgett

Support Staff Present: Lorie S. Johnson

CALL TO ORDER

The Meeting was called to order at 12:10 by Acting Chair, Nathaniel Hendley.

MOMENT OF SILENCE OBSERVED

MISSION STATEMENT

- Read by Zane Urbanski

Unfinished Business

- Torrencia announced that PLWHA budget was at \$253.00. This year the conference will be able to fund 2 individuals.
- **Congratulations to Rikki Stubbs & Steven Greene.** Each will receive a \$100.00 dollar scholarship award.
- Meeting reminders, and follow-up calls will be handled by Steven Greene & Rikki Stubbs

Auction Items

- No new items were added.
- The request was made for new items and to remember the items that are still there.

New Business

- Nathaniel announced that he is in the process of creating an HIV Resource Book, which will coincide the information given on the HIV care Hot Line.
- Torrencia announced that John Padgett is the newest member of the PLWHAA
- Laurie Turner, Business Development Director from the First Coast Health & Rehabilitation Center stated they are in the business of helping you stay Healthy and Independent by offering the following services:
 - o Skilled Nursing Services
 - o Rehabilitation Services
 - o Case Management
 - o Dietary Services

- General Nursing and Restorative Care
 - Respite Care
- Laurie also stated that the facility is self-contained with their own physicians, and pharmacy. First Coast Health & Rehab uses all forms of insurance and is contracted through hospice, and will except all FDOH requests.

Transportation

- Zane stated that several committee members cannot get to these meetings because transportation has been suspended due to the expiration of their 1 year membership.
- Other members volunteered to give rides to those in need.

Up Coming Events

- Positive Living Council, 20th Anniversary Conference:
 - Friday, September 15th – Sunday, September 17th.
- First Coast AIDS Walk
 - Saturday, October 14th @ 10am...

Wrap-Up

- No meeting in September
- Next meeting will be held on Thursday, October 12th starting promptly at 12 noon.

COMMITTEE RECOMMENDATION TO THE PLANNING COUNCIL: None

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, August 22, 2017
Summary of Meeting

Committee Members Present: Nathaniel Hendley (*Chair*), Steven Greene, Veronica Hicks, and Sharon Hunter

CALL TO ORDER

The meeting was called to order at 10:31 a.m. by Chair Nathaniel Hendley, and was followed by a moment of silence.

REVIEW UNALIGNED RATIO AND PC REPRESENTATION

		<u>Epi Data for the TGA</u>	<u>Planning Council Representation</u>	
Total Membership:	15	White: 28%	46%	White
Total Unaligned:	4	Black: 64%	47%	Black
		Hispanic: 05%	00%	Hispanic
Unaligned Ratio:	26.6%	Other: 03%	07%	Other
		Male: 65%	27%	Male
		Female: 35%	73%	Female

UNFINISHED BUSINESS

- Follow-up on Applicants: Nathaniel called and left phone messages for CJ Osburn, and Deidre and Delmar Esannason. He did not hear back from them, however Sharon and Steven both talked to Deidre who stated that the couple is not able to come to meetings now but are hoping to start back up next year. Nathaniel also spoke to Rikki Stubbs who withdrew his application, but who will continue being active with the Community Connections committee.
- Recruitment and Retention Plan: Nathaniel presented the Action Plan for review. Members asked that transportation be added as one of the barriers listed in Item #2. Nathaniel will revise the Action Plan and present it Thursday to the Planning Council.

INTERVIEW

- ♦ DeWeece Ogden was interviewed by the Membership Committee for a seat on the Planning Council in the category of Medicaid Representative. Interview sheets were tallied and Ms. Ogden scored 75% or higher on her interview. Sharon Hunter made a **motion**, seconded by Steven Greene, **to recommend that the Planning Council recommend DeWeece Ogden to the Mayor's Office for appointment to the Jacksonville Planning Council.** There was no further discussion; a vote was taken and the motion passed.

NEW BUSINESS

- There was no new business.

WRAP-UP

- There were no public comments.
- The September 6 committee meeting is cancelled.
- The meeting adjourned at 11:30 a.m.

COMMITTEE RECOMMENDATIONS TO THE PLANNING COUNCIL:

- That the Planning Council recommend DeWeece Ogden to the Mayor's Office for appointment to the Planning Council.

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

EXECUTIVE COMMITTEE

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

Wednesday, August 9, 2017

Summary of Meeting

Committee Members Present: Nathaniel Hendley (*Vice-Chair*), Sharon Hunter (*PLWHA Rep*), Michael Bennett (*Chair Integrated Comp Plan*), Ne'Tosha Dopson (*Chair Pharmacy & Therapeutics*), Veronica Hicks (*Community Connections*), and Heather Vaughan (*Priority & Allocations*)

Support Staff Present: Mary Martinez and Sandra Sikes

CALL TO ORDER

The meeting was called to order at 12:06 p.m. by Vice-Chair Nathaniel Hendley. Following a moment of silence, members did self-introductions.

COMMITTEE REPORTS

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

Mary Martinez

Part A Staff member Mary Martinez reported that W.A.C. met on July 6, and their next meeting will be September 21. The committee has decided that they want to meet on a quarterly basis. A Chair is still needed, and Mary has spoken to Kendall about appointing someone; in the meantime, Mary will facilitate the meetings.

Membership

Nathaniel Hendley

Committee met July 19 and presented Zane Urbanski to the Planning Council for recommendation. They will meet again on August 22 to interview DeWeece Ogden for the Medicaid Representative seat, and hopefully will be able to present her at the August 24 Council meeting. Nathaniel is putting together an action plan for Retention and Recruitment, based on the input he received from members.

Community Connections

Veronica Hicks

Their last meeting was July 13, and August meeting will be tomorrow. Veronica will be attending Ethics Training and Nathaniel will fill in as chair. During previous meetings, members and guests had spoken about transportation, and two representatives from companies providing medical transportation for Medicaid clients attended the July 13 meeting. They gave information on how to apply and get reimbursed for mileage if you are using your own vehicle. A number of Ryan White clients, and some case managers were not aware of this, which included a Public Hearing.

ICPC

(Integrated Comp Plan Committee)

Michael Bennett

Committee met in early July and Michael presented their report during the last Planning Council meeting. There have been no actions taken in the meantime; the next committee meeting is scheduled for October 11.

Pharmacy & Therapeutics

Ne'Tosha Dopson

Committee met July 5 and recommended to the Planning Council that they add Glucerna to the Ryan White Formulary, which they did during the July 27 meeting.

Priority & Allocations

Heather Vaughan

The committee met twice in July. They presented to the Planning Council a list of prioritized services and also proposed funding in each of those service categories. The committee also presented to the Council a proposed allocation on the unobligated funding from the previous year. The Planning Council approved all recommendations from this committee.

Bylaws

Heather Vaughan

The Bylaws Committee will hold its first meeting of the year immediately following the Executive meeting. The committee has a lot of work as they review a number of possible changes to the bylaws and to one of the policies and procedures.

Awareness Days/Events

Nathaniel Hendley

The Vice-Chair reminded the group of the upcoming National HIV & AIDS and Aging Awareness Day on September 18, and the National Gay Men's HIV/AIDS Awareness Day on September 27. Also, UF Health is hosting a Symposium on Homelessness and Health on August 25.

Committee chairs were asked to include a program, or at the least, a short discussion in their agenda for upcoming awareness days. Let's go a step further than simply announcing an Awareness Day at the end of your committee meeting.

UNFINISHED BUSINESS

Youth Block Party

Several Executive Committee members attended the August 4 Youth Block Party and provided very favorable comments. The Block Party was one of the activities listed in our Comp Plan, and several committee members worked hard to pull it off.

Assessment of the Administrative Agency

Members were given assessment forms that the Planning Council had used over the past few years. These forms were a single sheet of approximately 10 or 12 questions, and the member gave a rating of between 1 and 5, where 5 was the highest rating. Executive Committee was also provided with excerpts of the Part A Manual dealing with assessment of the administrative agency, an organization chart and job duties of Part A staff, and assessments done on five other Planning Councils.

The Jacksonville Planning Council usually does their assessment in August, and it is included in the grant application, which is usually submitted around October. The Executive Committee acknowledged that

- (1) they are not able at this time to prepare a detailed assessment similar to the ones provided as examples;
- (2) they would like to start work on a detailed assessment in the early part of 2018 with a goal of finishing it by August 2018; and
- (3) for 2017, they will use a simplified version of possibly two pages, and will seek input
 - ♦ from local Ryan White agencies on how timely the Part A Office pays invoices and answers questions,
 - ♦ from local Ryan White agencies on how they feel the monitoring visits were conducted,

- ♦ from Planning Council members on the level of service they receive from staff, and
- ♦ from Priority & Allocations committee members on whether funding information provided was adequate for that committee's research.

Heather Vaughan volunteered to be the point person on this. She will receive from Graham Watts a copy of the follow-up survey providers were asked to do after monitoring visits and Heather will then forward that on to the Executive Committee. The E-Board should mark-up or revise any questions they wish and return to Heather. Heather will draft and then finalize a list of questions that will be emailed to the Providers (RW Agencies) and ask them to complete and return. These items will need to be accomplished within a very few weeks, as the Planning Council needs to conduct the assessment of the Administrative Agency during their September 28 meeting.

NEW BUSINESS

There was no new business.

WRAP UP

Public Comments

There were no public comments.

Announcements

- Build-out for Community AIDS Network (CAN) is progressing
- The Health Department has an HIV Help Hotline; one of the resources the operator uses is the Resource or 'Green' book.
- The World AIDS Day Committee is asking Community Connections to please share with their committee members a list of all URL's dealing with client satisfaction surveys on the local providers.

Adjournment

The meeting was adjourned at 1:12 p.m.

Committee Recommendation to the Planning Council

None

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

BYLAWS COMMITTEE

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

Wednesday, August 9, 2017
Summary of Meeting

Committee Members Present: Heather Vaughan (*Chair*), Michael Bennett, Ne'Tosha Dopson, Nathaniel Hendley, Veronica Hicks, and Sharon Hunter

Support Staff Present: Sandy Arts and Sandra Sikes

CALL TO ORDER

The meeting was called to order at 1:20 p.m. by Committee Chair Heather Vaughan. Following a moment of silence, members did self-introductions.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

The committee reviewed the bylaws, last updated on July 28, 2016, and are recommending the following changes.

Article IV Membership

Section 11 Ex-Officio members ~~and former Officers~~ of the Planning Council ~~who are former members~~ selected and approved by the Planning Council ~~shall to~~ advise the Planning Council as needed, ~~but have no voting rights.~~ A term and role of service must be specified by the Planning Council Chair at the time of appointment. An Ex-Officio member can be appointed as a committee chair or co-chair, but shall have no voting rights on the Planning Council.

Ex-Officio members of the Planning Council are former members selected and approved by the Planning Council to advise the Council as needed. A term and role of service must be specified by the Planning Council Chair at the time of appointment. An Ex-Officio member can be appointed as a committee chair or co-chair, but shall have no voting rights on the Planning Council.

Article VI Officers – Duties and Responsibilities

Section 4

The Person Living with HIV/AIDS (PLWHA) Representative shall serve for one-year. No PLWHA Representative shall hold office for more than two (2) consecutive one-year terms. The PLWHA Representative's duties and responsibilities include, but are not limited to:

- A. Bringing consumer perspectives to the table and communicate a broad range of prevention and treatment issues to persons affected and infected by HIV,
- B. In the absence of the Planning Council Chair and Vice-Chair, preside at the Planning Council meeting.
- ~~B.C.~~ C. Mentoring newly appointed Planning Council members, and
- ~~C.~~ D. Serving as a committee chair.

Article X Standing Committees

Section 1

The Chair of the Planning Council shall appoint the chairs of each of the committees. Committee co-chairs will be selected by their committees during their ~~February~~ March meeting, or at their next regular committee meeting. Committee chairs must be members of the Planning Council. A committee co-chair may be a member of the Planning Council or the Proxy Pool. Both chairs and co-chairs will be limited to two (2) consecutive terms per committee. At the discretion of the Executive Committee, the Council Chair may extend a Committee Chair for a third term. Upon the approval of the committee chair, persons who are not members of the Planning Council may be included as members of the committees.

Section 3

- C. Priority and Allocations – establishes service priorities and allocates/reallocates funds to service categories. A 60% quorum of voting members is required.

Section 3

- D. Continuum of Care Coordination Committee – serves as a communication link to the ~~three (3)~~ two (2) subcommittees described below:

- ~~1) Eligibility – reviews and makes recommendations regarding eligibility for Ryan White services in Area 4 (Baker, Clay, Duval, Nassau and St. Johns Counties),~~

~~2) Needs Assessment – identifies needs and barriers to care for individuals affected by HIV, and~~

1) Integrated Comprehensive Planning – oversees the development and implementation of an Integrated Comprehensive Plan for the Jacksonville Transitional Grant Area (TGA).

2) EIHA (Early Identification of Individuals with HIV/AIDS) – focuses on facilitating rapid case identification and barrier-free linkage to ambulatory HIV/AIDS care for individuals living in the Jacksonville TGA. This committee looks at providing tools that can assist in the identification of persons who do not know their HIV status or who are out of care and provide the means to link them to health and support services.

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Section 4 Ad Hoc Committees

A. Grievance Committee – resolves complaints relating to matters within the Planning Council’s jurisdiction in accordance with Article XIV.

B. Eligibility – reviews and makes recommendations regarding eligibility for Ryan White services in Area 4 (Baker, Clay, Duval, Nassau and St. Johns Counties).

C. Needs Assessment – identifies needs and barriers to care for individuals affected by HIV.

The committee next reviewed Policies and Procedures No. 2006-02, last amended October 3, 2014. The committee recommends the following changes to this policy.

- A. Qualifications to run for office – the Membership Committee will examine each member’s Reassessment Tool to determine who would be eligible to run for office. Eligible nominees:
- 1) Must have a minimum combined attendance of 75% for Planning Council and committee meetings, and
 - 2) Be a Planning Council member who has ~~Have~~ served as a committee chair or co-chair or Planning Council Officer for at least one year prior to taking office.
- D. Election – Planning Council members will vote by a written, signed ballot at the ~~December~~ January meeting; write-in candidates will not be allowed on the ballot. For offices uncontested, the consensus of the group will be used to elect the officer. The newly elected officers will be announced at this meeting, and will be installed during the ~~January~~ February meeting. Terms of service become effective March 1.

WRAP UP

Public Comments

There were no public comments.

Announcements

- Committee to meet again and discuss who is authorized to call for an ad-hoc committee meeting. This will go under Article X Standing Bylaws, Section 4.

Adjournment

The meeting was adjourned at 2:30 p.m.

Committee Recommendation to the Planning Council:

1st Reading of proposed changes to the Bylaws.

Reading of proposed changes to the Policies and Procedures.

THE JACKSONVILLE PLANNING COUNCIL



SEPTEMBER 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
4 Holiday	5 3:00 Executive	6	7	8
11	12	13	14	15 9:00 Providers Mtg
18 Nat'l HIV/AIDS and Aging Awareness Day—Sept. 18	19	20	21 9:00 WAC	22
25	26	27  Nat'l Gay Men's HIV/AIDS	28 3:00 PLANNING COUNCIL	29 HB: Nathaniel Hendley Sept. 30



**University of Florida Center for HIV/AIDS, Research, Education & Service
(UF CARES)**

Presents

20th Annual Infectious Diseases and HIV Conference of Northeast Florida

“Homelessness and Health” Symposium

Friday, August 25, 2017

8:00 am to 5:00 pm

UF Health Jacksonville

Learning Resource Center (LRC) Auditorium and Atrium

653-1 W. 8th Street

Registration: \$10.00

(Please follow the link below to register)

[https://www.eventbrite.com/e/20th-annual-infectious-diseases-hiv-conference-of-ne-florida-tickets-35976791552\[eventbrite.com\]](https://www.eventbrite.com/e/20th-annual-infectious-diseases-hiv-conference-of-ne-florida-tickets-35976791552[eventbrite.com])

This event will provide education and information regarding the Comprehensive health needs of persons experiencing homelessness. The sessions, led by speakers from University of Florida, Boston University, Vanderbilt University and local organizations, will serve to disseminate evidence-based information on issues related to serving the homeless population. Plenary sessions will be followed by open discussions related to the status of these services in Northeast Florida and potential measures for improvement.

Topics will include:

HIV

Mental Health

Substance Abuse

Dental Health

Cultural Competency

Legal and Re-entry issues

And much more



20th Annual Infectious Diseases and HIV Conference of North Florida Homelessness and Health Symposium

Date: August 25, 2017

**Location: UF Health - Learning Resource Center
653-1 West 8th Street,
Jacksonville, FL 32209**

Agenda

7:30 – 7:55 a.m. Registration – Light Breakfast

8:00 – 8:05 a.m. Introduction

Mobeen H. Rathore, MD, Founding Director, UF CARES

8:05 – 8:50 a.m. Plenary Session I:

Understanding the relationship between substance abuse,
homelessness and HIV infection

TraChella Johnson Foy, MD, President of Duval County Medical
Society

8:50 – 9:00 a.m. Welcome

Leon Haley, MD

Dean, University of Florida College of Medicine Jacksonville

9:00 - 10:00 a.m. Plenary Session II:

State of Homelessness in Jacksonville

Dawn Gilman, CEO, Changing Homelessness

10:00 -10:15 a.m. Break and Exhibits

10:15 -11:15 a.m. Plenary Session III:

Building a Medical Home for HIV-positive Homeless Populations:

Findings from the HRSA/SPNS Multisite Initiative

Serena Rajabiun, MA, MPH, Boston University

11:15-12:00 p.m. Panel Discussion

12:00-1:00 p.m. Lunch and Exhibits

- 1:00 – 2:00 p.m. Plenary Session IV:**
Cultural Competency Panel
Moderator: Rita Nathawad, MD
- 2:00 – 3:00 p.m. Plenary Session V:**
Mental Health/Substance Abuse Services for Homeless
Sheryl Fleisch, MD, Vanderbilt University
- 3:00 - 3:15 p.m. Break and Exhibits**
- 3:15 – 4:15 p.m. Plenary Session VI:**
The Sulzbacher Center: Medical Programs and Services
Kara Russell, Sulzbacher Center
- 4:15 – 5:00 p.m. Panel Discussion: Opportunities for Future Collaboration**



HEALING WOMEN & MEN SUPPORT GROUP

When: First Thursday of Each Month

Time: 12:30 PM – 1:30 PM

Location: NFAN 2715 Oak Street, Jacksonville FL, 32205 (356-161~~2~~)

*This is a confidential support group. We share laughs, have fun, travel, and encourage each-other.
This group is open to anyone seeking a respectful, loving environment of support*

For more information contact: 904-446-7900 or sharonrhunter@yahoo.com



**Metropolitan Jacksonville Area HIV Health Services
Retention and Recruitment of Membership
Action Plan**

Directions: Complete the first three columns to create the action plan. Insert actual completion dates for action items in last column as they are completed. Update the status of the action plan at least monthly.

Action Step (use action verb)	Person Responsible	Completion Date	
		Planned	Actual
1. Review of term limits policy for the City of Jacksonville. See if exemptions can be granted to the council.	Admin Agency	Nov 2017	
2. Identify barriers to membership i.e. Job duties, illness or death, area move, transportation.	Membership	Oct 2017	
3. Work towards a realistic ratio. Move the ratio to 29% if possible.	Admin Agency, Membership	Mar 2018	
4. Involve RW funded recipients' (ASO and CBO) in the recruitment of members. Focus on <i>Quality</i> not <i>Quantity</i> of the members.	Admin Agency, Membership	ASAP	
5. Advertise to the community our Mission and Goals of the Council.	Admin Agency, Planning Body	ASAP	
6. Identity benefits for joining the Council.	Admin Agency, Planning Body	ASAP	

Feedback Synopsis: CDC & HRSA reviewed Florida's Integrated HIV Prevention and Care Plan. Regarding the JTGA Chapter, specific feedback follows. The epidemiologic, (epi), and the HIV continuum of Care, (HCC), descriptions were comprehensive and excellent at the aggregate levels; however, subpopulations represented in the epi profile should inform data stratification at the HCC level of analysis. JTGA provided a good description of the area's financial and human resources; however, assessing workforce capacity, relating the results of the capacity assessment to the steps of the HCC, and understanding components of JTGA HIV prevention programming are directions for the future. Regarding needs, gaps, and barriers to accessing HIV care, the jurisdiction has a good understanding of the data and a potential solution. However, the area should follow more closely the changing healthcare landscape to be proactive about addressing emerging threats to access to HIV care.

Strengths	Weaknesses	Observations	Recommended Directions
Epidemiologic Overview section - Very comprehensive epidemiological, (epi), overview, (p. 3)	Used 3-years of epi data & the most recent data was 2014	Develop five-year trends and include into plan updates	Ask FDOH-Duval for five years of epi data for Jan 2012 through December 2016
HCC Care Continuum section - Excellent description of how HIV Continuum of Care, (HCC) will influence planning to close identified gaps and improve health outcomes of PLWHAs (p.4)	Lack narrative & graph for addressing disparities on HCC by key subgroups, (young MSM, IDUs, female heterosexuals)	Develop HCC for key populations that are disproportionately affected by epi profile	Stratify HCC by key subgroups-MSMs—White & Black, Black females
Financial & Human Resource Inventory section – Overall rating was good (p. 5)	Lack components of JTGA HIV prevention programming	*	**
	Lack narrative about how JHIT—jurisdictional HIV Inventory Table—impacts the steps of the HCC	Develop methodology for assessing workforce capacity	Obtain snapshot of work force, (licensed providers, community health workers, paraprofessionals, etc.) Make JHIT current to 2016
	Lack % of total for each category of funds in the JHIT	Explore comparisons between funded categories	Compute percentages
Assessing Needs, Gaps, & Barriers section - Good understanding of data limitations and potential solution (p. 6)	Lack federal, state, or local legislative/policy barriers [related to access to HIV care] such as the changing health care coverage landscape, health department staff capacity, & funding limits.	Monitor trends in potential Federal, state, or local barriers that are emerging	Identify data sources and relationships that hold promise to yield emerging barriers data regarding access to HIV care

Prepared August 22, 2017, by Graham

Jacksonville, Florida Youth Block Party Survey Results - 2017

From: Graham
To: Katrina Odell kodell@nfanjax.org
Joseph Mims: Joseph.Mims@jax.ufl.edu

Date: 8/15/2017 10:08:46 PM

Race		
Categories	Number	Percentage
White	17	14%
Black	90	75%
Mixed	10	8%
Missing Data	3	3%
Total	120	100%

Age Groups		
Categories	Number	Percentage
Under 13	5	4%
13-15	18	15%
16-20	31	26%
21-24	15	13%
Over 24	49	41%
Missing Data	2	2%
Total	120	100%

Target Audience		
Categories	Number	Percentage
Yes	64	53%
No	56	47%
Total	120	100%

q9. Contact Me		
Categories	Number	Percentage
Yes	70	58%
No	50	42%
Total	120	100%

q8. Interested In Event Planning		
Categories	Number	Percentage
Yes	57	66%
No	30	34%
Total	87	100%

Add notes here for group discussion

Event Description		
Categories	Number	Percentage
Sucks (awful)	0	0%
Okay	7	6%
Good	24	20%
Very Good	40	33%
Great	45	38%
Missing Data	4	3%
Total	120	100%

Prevention Music Description		
Categories	Number	Percentage
Sucks (awful)	3	3%
Okay	11	9%
Good	24	20%
Very Good	32	27%
Great	42	35%
Missing Data	8	7%
Total	120	100%

q3b. Event Learning Themes		
Categories	Number	Percentage
Health Education	32	27%
Healthy Behavior	25	21%
Community Capacity	19	16%
Non-Sequitur	15	13%
Health Protection	14	12%
Missing Data	7	6%
HIV Transmission	4	3%
Cues to Action	2	2%
Total	118	100%

Add notes here for group discussion

q4b. Event Like Themes		
Categories	Number	Percentage
Educational Focus	27	24%
Music	20	18%
Ambiance	18	16%
Everything	8	7%
No Response	6	5%
Diversity	5	4%
Community Resources	4	4%
Set-up	4	4%
School Supplies	3	3%
Give Aways	3	3%
Vendors	3	3%
Assemblage of Youth	3	3%
Food	2	2%
HIV Testing	2	2%
Nothing	1	1%
Understandable	1	1%
Comrade/re	1	1%
Outdoors	1	1%
Activities	1	1%
Games	1	1%
Total	114	100%

q5b. Event Dislike Themes		
Categories	Number	Percentage
Heat	35	30%
Nothing	31	27%
No Response	27	23%
Low turnout	6	5%
Disorganized	3	3%
Age restriction	2	2%
Music	1	1%
Hand Stamp	1	1%
Dirt	1	1%
Few homosexuals	1	1%
Too few kids	1	1%
Insufficient parking	1	1%
Moldy bread	1	1%
Bugs	1	1%
Overcast sky	1	1%
Tall grass	1	1%
Non-Sequitur	1	1%
Token economy	1	1%
Total	116	100%

Add notes here for group discussion

q6b. Make Event Better Themes		
Categories	Number	Percentage
No Response	22	19%
More advertising	14	12%
Lift age restriction	14	12%
Host indoors	13	11%
Non-sequitur	8	7%
More information	5	4%
Dance music	4	3%
More things to do	4	3%
Nothing	4	3%
More booths	3	3%
Host Saturday evening	3	3%
Host annually	2	2%
More vendors	2	2%
Organize differently	2	2%
More seating	1	1%
More tent dialog	1	1%
Bug repellent	1	1%
[Different] music	1	1%
Longer duration	1	1%
Different venue	1	1%
Vendors clustered	1	1%
More people	1	1%
More food trucks	1	1%
Layout	1	1%
Make evening event	1	1%
Have family focus	1	1%
More giveaways	1	1%
Water slides	1	1%
PLWHAs spokepersons	1	1%
Youth centric activities	1	1%
Universal vendor access	1	1%
Attract more youth	1	1%
Total	118	100%

q7. Locations to Host Event		
Categories	Number	Percentage
No-Response	20	18%
APR Park	10	9%
Other Parks	8	8%
A Building	6	6%
Riverside	5	5%
Everbank (Field)	3	3%
High schools	3	3%
Beach	3	3%
Prime Osborn Convention Center	3	3%
Orlando	3	3%
Memorial Park	3	3%
Downtown	3	3%
A school	2	2%
Auditorium	2	2%
Westside	2	2%
The Landing	2	2%
City Hall	2	2%
Metropolitan Park	2	2%
Everywhere & Anywhere	2	2%
Jacksonville Stadium	2	2%
Inside	1	1%
Lonnie Miller Park	1	1%
Dog Park	1	1%
North Area	1	1%
St. John's Town Center	1	1%
College Auditorium	1	1%
Lakawanna	1	1%
45th	1	1%
Hemming Plaza	1	1%
Jesse Ball Dupont	1	1%
Wanzel Brown Center	1	1%
Urban communities	1	1%
Southside of Jacksonville	1	1%
PSCJ	1	1%
Campus	1	1%
West Jacksonville Community Center	1	1%
Pavillion at Jacksonville Beach	1	1%
Palatka	1	1%
Dunn Avenue	1	1%
Legend Center	1	1%
Total	106	100%

Add notes here for group discussion