

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, January 25, 2018
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

PUBLIC COMMENTS Guests/Members of the Public

ANNOUNCEMENTS All

ROLL CALL Nathaniel Hendley

APPROVAL OF DECEMBER 21, 2017 MINUTES Kendall Guthrie

LEAD AGENCY – PART B REPORT Sandra Ellis

ADMINISTRATIVE AGENCY – PART A REPORT Sandy Arts

COMMITTEE REPORTS

Women, Adolescents, and Children Page 7 Linda Williams
• Requesting sponsorship of Girls' Day Out Event

Comprehensive Plan Page 11 Michael Bennett

Community Connections Page 25 Debbi Carter

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.

Membership *Page 29* Nathaniel Hendley

- Recruitment and Retention Action Plan
- Request Planning Council members to complete and turn in their Notice of Proxy form
- Introduction of 2018 candidates – campaign speeches

ELECTION OF OFFICERS Nathaniel Hendley

UNFINISHED BUSINESS Kendall Guthrie

NEW BUSINESS Kendall Guthrie

ANNOUNCEMENTS All

ADJOURNMENT Kendall Guthrie

MEET and GREET Guests and Members

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, January 25, 2018

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

Council Members Absent: None

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

Guests: Carly Barnes, Elinor Holmes, Dan Merkan, Foxy Moody, Johnnetta Moore, Katrina Odell, Sam Reese, Herb Smith, Terri Smith, Vicki Truman, and Barrett Tyson

Call to Order

The Jacksonville Planning Council was called to order at 3:00 p.m. by Chair Kendall Guthrie. Following a moment of silence, Linda Williams read the NHAS Goals.

Public Comments:

None.

Announcements

- Dan announced that last year there was a survey done for the LGBT community of Northeast Florida through the LGBT Fund and through the Williams Institute. That survey has closed and they are presenting some of the preliminary data which includes several questions around HIV. There will be four different sessions coming up. Dan will send the dates and information to Sandy Sikes who will distribute on to Council members. There will be one session on elders, one on African-Americans, one on transgenders, and one general session. There is a lot of health data included in the survey, and this might be an opportunity to learn more about what's going on in Northeast Florida.
- Kendall said there is an open position at UF CARES for a HIV tester, either full or part time.
- Heather announced the Peer Navigator training beginning Monday, January 29.

Roll Call

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

Approval of Minutes

An error was noted in the minutes under the Part B Report. The name of Damon Gross was left off in the third line of the first paragraph. Motion was made and seconded to accept the December 21, 2017 Minutes as corrected.

Lead Agency Report

Sandra Ellis presented the Part B Lead Agency Report. She reported that earlier this month the Area 4 AIDS Program Office relocated to the Central Health Plaza at 515 West 6th Street. Ryan White Patient Care, HIV Surveillance, and Prevention are now all located in the same building.

Cherita Jones, Accountant, has transferred to the St. Johns County Health Department. Lorie Johnson has taken over her responsibilities. Yolanda Kellum-Carter has accepted the position of Minority AIDS Coordinator.

Administrative Agency Report

Sandy Arts, Program Manager for Part A, started her report with a safety warning for attendees who use taxi service provided by the Part A Office. She noted that individuals should verify that the taxi they're getting into is the one that was called. Take a moment to verify that the driver has the correct name and the address to the correct destination. All taxi requests go through Mary Martinez, who is our coordinator with the taxi company.

One of the recommendations from our HRSA site visit was to have a copy of previous Planning Council minutes readily available for public view. The Part A Office is now maintaining a complete set of the Planning Council packets, going back to January 2017. This will be kept in a black binder in the Program Support Aide's office, and will be brought to the conference room during Planning Council meetings, should anyone (Council Member or the public) want to review previous actions of the Council.

Planning Council Members were asked to complete the committee sign-up form found in their name plate, and turn it in after the meeting. Election of officers took place during the meeting, however the changeover does not take place until March. Current officers and committee chairs will remain in their positions through February.

Planning Council Training will be an all-day training on Monday, February 12. Location is the Ed Ball Building downtown at the corner of Hogan and Monroe Streets. We will be using the 8th floor large conference room. Parking will be available on the rooftop at the Ed Ball Garage; entrance to the garage is on Monroe Street across from Federal Court House. You will need to take a ticket when you enter the garage; Mary will hand out parking vouchers during the training

class and you'll need to turn in the voucher and the parking ticket to the attendant when leaving the garage. Lunch will be provided.

Sandy distributed copies of the Administrative Agency's responses to the Retention and Recruitment Action Plan. The Administrative Agency had been assigned to five out of the six action items, and Sandy went over each one, outlining what staff had accomplished.

The deadline for submitting RFP Proposals for the 2018-2021 Grant years has passed, and proposals were received from ten agencies. They will be reviewed and scored next week.

Through a joint effort between the Providers, Part B and Part A, we will have approximately 15 individuals who will participate in Peer Navigator Training. Once training has been successfully completed, the peers will begin working with our Providers.

The Pharmacy and Therapeutics committee will meet on Wednesday, January 31, at 10:00 a.m. They will be reviewing the drug utilization to determine if any medications need to be added or deleted to the Ryan White Formulary list.

Committee Reports

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

Linda Williams

The W.A.C. Committee met January 4. The purpose of this committee is to address issues related to women, adolescents, children, and family-oriented HIV care.

During the meeting, members reviewed a supply of brochures, and sorted them out by their target audience. Linda reported that the committee did outreach with a health fair at New Bethel AME Church on October 21, and twenty people were tested for HIV. W.A.C. created a sub-committee to coordinate member involvement with health fairs and senior centers. The committee wants to broaden their outreach for seniors by presenting HIV prevention information. Members will also participate with the Teddy Bear Touchdown later this year. Last year Linda attended the 'Girls Day Out' event, and feels this would be a great outreach opportunity for the committee to participate as a vendor. As details emerge for the 2018 event, she will share them with the Planning Council.

When asked how valuable the Women, Adolescents, & Children's work is to the Planning Council, several members said their work is very important, because they reach out to several groups, women and children particularly, who ordinarily are overlooked as being at risk. Also the Council identified the 13-24 age group as being the focus on a number of the activities listed in the Comp Plan.

Beth Parker facilitated the January 10 committee meeting. The main purpose of ICPC is to oversee the development of an Integrated Comprehensive Plan for the Jacksonville Transitional Grant Area. The Plan was completed in 2016, and the committee is now charged with monitoring the progress of each individual task listed in the Plan.

During the meeting, members went over each activity, looking to see which ones changed to “in progress” or “complete.” There were several new assignments made to sub-committee chairs, and a couple of activities were re-directed to the Peer Navigator group. ICPC is moving up their meeting dates by a month, so going forward, they will meet the second Wednesday in March, June, September, and December.

Community Connections

Debbi Carter

Debbi had facilitated the committee’s January 11 meeting, and presented their report to the Council. The committee’s purpose is to act as a platform within the PLWHA community for the development of treatments and a cure. To support individuals in making informed choices about their HIV health; to advocate for quality health care and promote medical strategies that prevent new infections.

The guest speakers in January were Kiszkie Jones-Lewis and Rachelle Todd of FDOH-Duval, speaking about Ryan White and ADAP eligibility and certification. Rachelle handed out a flyer listing the documents needed for a client’s certification/re-certification appointment, and a copy of that flyer was included in the Planning Council packet.

The Part A Office will begin tracking some of the activities the Community Connections is involved with throughout the year, including HIV community events that members participate in, and problem-solving projects that this committee is asked to help with, such as activities listed in the Integrated Comp Plan.

When asked how valuable Community Connections work is to the Planning Council, several Council members answered that the Council needs the voice of PLWHA’s and that those voices and comments usually come through the Community Connections Committee. Another answered that we (the Council) are tasked to prioritize and allocate funding for the community that we serve. So having that committee as a part of the Council is necessary; the Planning Council needs those voices. It’s unlikely there would be all of the access to individuals who need services without the Community Connections committee. Even though a number of individuals in the room have been working with people living with HIV and providing services,

unless you are someone who is living with HIV, there would not be a complete picture, and Community Connections completes the picture.

Membership Committee

Nathaniel Hendley

The Membership Committee met January 10. The purpose of this committee is to handle the membership needs of the Planning Council, including recruiting new members; verifying that the unaligned ratio is met and that Council's membership reflects the demographics of the PLWHA's in this area; and to conduct the annual nominating process for Planning Council election.

The committee looked at the unaligned ratio, which is still at 20%. Nathaniel thanked the Administrative Agency for completing their part of the Recruitment and Retention Action Plan. The committee looked at developing a training plan for 2018 officers, but due to the limited time left this year, it was decided to defer this back to the Administrative Agency for them to come up with appropriate training. Nathaniel encouraged Council members to complete a Designated Proxy form, naming one or two people outside of the Council or committees, who will serve in their absence during a Planning Council meeting.

In answering how valuable is the Membership Committee's work to the Planning Council, the answer was simply put, "we can't exist without you."

The committee then presented the voting process giving candidates two to three minutes to speak. Ms. Williams and Ms. Parker each spoke regarding their qualifications and their plan to lead the Planning Council in 2018. Ms. Dopson, Mr. Greene, and Ms. Hicks waived the option of speaking. Ballots were distributed and then collected, with CM Sharon Hunter overseeing the ballot count, and the results were announced later in the meeting:

Planning Council Chair	Beth Parker
Planning Council Vice-Chair	Ne'Tosha Dopson
PLWHA Representative	Steven Greene

All new officers will be installed during the February 22 meeting. As mentioned earlier, the terms for the 2017 officers and committee chairs will run through February.

Unfinished Business:

There was no unfinished business.

New Business:

- Beth stated that NFAN was keeping track of the welfare of clients who are no longer under Medicaid PAC Waiver. They have a binder and each time they hear of a problem a client is having because they are no longer managed by PAC Waiver, the case manager documents the problem and makes a copy to insert in the binder. Should someone from one of the state agencies call to see if there are any problems encountered, NFAN will have a fully documented list of specific problems.

Heather said that the Eligibility Sub-committee is still looking at this. DeWeece shared an 800 number where clients or case managers can call in to list complaints. That phone number is 877-254-1055.

Announcements


- Dr. Dana Barnes stated that she will not be able to attend the February meeting. On a personal note, Dr. Barnes wanted to thank everyone on the Planning Council and to say how much she appreciated being a part of this group. Beginning in March, she will be working for CAN Community Health.

Adjournment

The meeting ended at approximately 4:10 p.m.

Approved by:


Kendall Guthrie, Planning Council Chair


(date)

RETENTION AND RECRUITMENT OF MEMBERSHIP ACTION PLAN

#	Action Step	Group Responsible	Completion Date	
			Planned	Actual
1	<p>Review of term limits policy for the City of Jacksonville. See if exemptions can be granted to the Council. <i>"Waiting on approval from Council."</i></p> <ul style="list-style-type: none"> Expand time limit of terms to 3 years instead of 2. 	Administrative Agency / Bylaws Committee	Nov. 2017	
	<p><u>Action taken by the Administrative Agency:</u></p> <p>City of Jacksonville's boards and commissions set their own term lengths. The Planning Council addresses their term length in Bylaws - Article IV Membership, Section 5. The Council can change the term length with a revision to their bylaws. Once approved, the new term length would go into effect for new members being appointed, and current members being re-appointed.</p> <p>Since this change can only be handled by the Planning Council, the Administrative Agency has no further action to take at this time.</p>			Jan. 2018

#	Action Step	Group Responsible	Completion Date	
			Planned	Actual
3	Work towards a realistic ratio. Move the ratio to 29%, if possible. <i>"Waiting on approval from Council."</i>	Administrative Agency / Membership Committee	March 2018	
	<p><u>Action taken by the Administrative Agency:</u></p> <p>The Administrative Agency checked HRSA Guidelines which state the 33% unaligned ratio is mandatory. This is further backed up by Section 2602 of the Public Health Service Act. This requirement is set for every Planning Council and the percentage cannot be changed.</p> <p>The Administrative Agency cannot take any further action to change the unaligned ratio.</p>			Jan. 2018

#	Action Step	Group Responsible	Completion Date	
			Planned	Actual
4	<p>Involve Ryan White funded recipients (ASO and CBO) in the recruitment of members. Focus on quality not quantity of the members.</p> <p>Inform community who we are via flyers, annual luncheons, and at receptions during Council meetings.</p>	Administrative Agency / Membership Committee	Nov. 2017	
	<p><u>Action taken by the Administrative Agency:</u></p> <p>The Admin Agency has been working with ASO/CBOs to recruit consumers to join the Proxy Pool and the Community Connections committee.</p> <ul style="list-style-type: none"> Admin Agency hosted a lunch in May for case managers and eligibility staff to state the urgent need to increase the unaligned ratio and discuss how to recruit consumers for the Proxy Pool. A strategy was developed where eligibility staff would provide information about the Proxy Pool and Community Connections committee to all consumers during their Ryan White recertification appointment. In a follow-up with UF CARES a couple of months later, management stated that the eligibility staff was doing this task. A banner was posted on CAREWare several times during the year, announcing an upcoming meeting. This banner was seen by case managers and eligibility staff every time they opened CAREWare, and it served as a reminder to them to mention the upcoming meetings and encourage their client to attend. The Part A Program Manager hosts a monthly meeting for providers, and recruitment for the Planning Council/Proxy Pool is stressed at many of those meetings. 			Dec. 2017

<ul style="list-style-type: none"> • Almost every agency has referred at least one PLWHA to Community Connections or the Proxy Pool. Sometimes the individual only attends one or two meetings; sometimes they continue and join. Sometimes the PLWHA convinces the case manager that they are interested and promise to attend, but never follow through. • Administrative Agency staff have manned a table at the AIDS Walk several times in the past; have participated in health fairs for HIV Awareness Days, talking to potential applicants; and this year they distributed a number of Planning Council brochures to people attending the W.A.D. Luncheon. • Planning Council members regularly attend C.A.B. meetings, support groups, and NFAN monthly luncheons and announce upcoming meetings and the need for people to apply for an appointment to the Proxy Pool. • The Admin Agency provides flyers to each of the local agencies, listing the meeting dates and time for Community Connections. • During Public Hearings held at other sites, there is always a statement about the Planning Council and its importance to the area. • FCCAPP lists upcoming Community Connections and Planning Council meeting dates on their agendas. <p>The Administrative Agency, ASOs, CBOs, Planning Council members, and FCCAPP have all had a hand in recruitment over the past year. If the Membership Committee or Planning Council have more ideas on how we can further help, we would be glad to listen.</p>			
--	--	--	--

#	Action Step	Group Responsible	Completion Date	
			Planned	Actual
5	<p>Advertise to the community our Mission and Goals of the Council.</p> <p>Provided the community with our informative infomercials.</p> <p>Give out small gift bags for new members and our monthly guests.</p>	Administrative Agency / Planning Council	ASAP	09/28/17
	<p>Administrative Agency had requested the City of Jacksonville's Public Affairs Department to video tape several Council members on why they joined the Planning Council and what benefits they receive from their contributions. This request was denied 1/9/18. Staff emailed Guthrie/Hendley/Vaughan to see if they wanted to pursue this project or assign it to someone else on the Planning Council.</p> <p>The Admin Agency usually furnishes light snacks at the end of Planning Council meetings to go along with the <i>Meet and Greet</i> after the meetings.</p> <p>The Admin Agency copies and distributes the Planning Council brochure which outlines what the Council does and why it is so important in the Jacksonville area.</p>			<p>01/09/18</p> <p>On-going</p> <p>On-going</p>

#	Action Step	Group Responsible	Completion Date	
			Planned	Actual
6	Identify benefits for joining the Council. Have council members to share their experience with the Planning Council and what convinced them to join. Ask them 'why did you join?'	Administrative Agency / Bylaws Committee	ASAP	09/28/17
	During the September Planning Council meeting, three members shared with the group how they became involved with the Council. The Administrative Agency's part with this step was the same as in step #5; we were seeking approval for the City's Public Affairs Department to video tape several Planning Council members. This request was denied. The Part A Office has no video recording equipment or personnel to do the filming.			Sept. 2017 01/09/18

Ryan
White

**Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL**

WOMEN, ADOLESCENTS, & CHILDREN'S COMMITTEE

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

Thursday, January 4, 2018
Summary of Meeting

Committee Members Present: Linda Williams (Chair), Steven Greene, (Co-Chair), Audrey Green, Chris Williams (Shavers), Sherda Pierre, and Alfreda Telfair

Support Staff Present: Mary Martinez

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Linda Williams, Chair.

MOMENT OF SILENCE OBSERVED

Steven Green led everyone in a moment of silence.

SELF-INTRODUCTIONS BY MEMBERS AND STAFF

COMMITTEE GOAL: *The Jacksonville Women, Adolescents and Children's Committee (WAC) envisions a community of women, adolescents and children leading lives free of encumbrances that limit purposive, self-directed, fulfilled and productive lives.*

APPROVAL OF MINUTES: The committee reviewed the minutes from their October 2017 meeting. There were no corrections or discussions and the minutes were approved.

UNFINISHED BUSINESS

The committee reviewed the brochures that were ordered and asked if *HIV & STD Prevention after 50 (#051)* from the ETR brochure catalog could be ordered. Brochures

that were newly purchased were reviewed and discussed. Brochures best suited at certain events were named, for example:

Youth Block Party (Teens)

- Puberty Facts
- Teen Stress
- Safer Sex
- Drugs

Condom Blitz & Testing

- HIV Test
- Women and Safer Sex
- HIV & STD Prevention after 50

Health Fairs

- All brochures

Audrey Green and Chris Shavers participated in the semi-annual health fair at New Bethel AME Church, 1231 Tyler Street, on October 21 at 10am. Audrey stated that it was well attended, twenty people were tested, and they were able to do some community outreach about HIV & STD.

A subcommittee, consisting of Audrey Green, Ella Russell, and Chris Shavers, was formed to handle the details for a health fair event at Mt. Carmel Senior Apartments in 2018. It was suggested that other possible senior communities will be sought out but will have to check on permission.

There were discussions regarding existing give-a-away items. It was agreed upon that all the remaining items will be used before any new purchases could be made. Committee wants staff to look into ordering brochures for seniors to pass out when visiting and planning events for seniors.

NEW BUSINESS

WAC will ask the Planning Council for sponsorship to attend the “Girls Day Out” event in 2018 and Steven Greene will research when this event is scheduled and cost to participate.

New sites were discussed to target outreach for adolescents and children, the committee would like to volunteer at the next Teddy Bear Touchdown event.

WRAP UP

Staff will look into ordering the brochure for seniors: *I Never Asked---I Wish I Did*.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

- The meeting adjourned at approximately 10:00 a.m.

COMMITTEE RECOMMENDATION TO THE PLANNING COUNCIL:

Requesting sponsorship to participate at the next City-wide “Girls Day Out” event (an uplifting day of health and wellness, sponsored by WJCT, Baptist Health, Vystar and many others).

The next meeting will be held on April 5, 2018 @ 9 a.m.

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

INTEGRATED COMP PLAN COMMITTEE
(I P C P)

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

2:00 p.m. Wednesday, January 10, 2018

Summary of Meeting

Committee Members Present: Beth Parker (*Co-Chair*), Debbi Carter, Nathaniel Hendley, Frances Lynch, Dan Merkan, Joseph Mims, Katrina Odell, Herb Smith, Max Wilson (*Telephone*), and Lauri Wright. Heather Vaughan (A-I-S).

Guest: Jisell Sobalvarro

Support Staff Present: Megan Graham, Sandra Sikes, and Graham Watts

CALL TO ORDER

The meeting was called to order at 2:00 p.m. by Co-chair Beth Parker. Following a moment of silence, members did self-introductions.

ACTION ITEMS

- **ICPC Quarterly Data Request:** Committee members reviewed a form that will capture CAREWare numbers on a quarterly basis. Members were asked if there was any additional information they needed to see, and a couple of slight changes were offered. Beginning in April, Brian will pull the quarterly numbers and submit this form to the ICPC Committee for review during their next meeting. The committee will advise the Planning Council if they note any troubling trends in the numbers.
- **Meeting Dates:** The meeting dates for the committee have moved up one month. Instead of meeting in April, July, and October, ICPC will now meet in March, June, September, and December, on the second Wednesday of the month. Members talked about changing the start time from 2:00 p.m., but decided to leave that time in place for a while longer.
- **Activities List:** Members reviewed the Activities List line by line and changed the activity status on a number of them. The updated Activities List is attached to these minutes.

- **The committee made several changes to the Work Group Chairs:**

Sub-committee # 2 Dan Merkan
 Sub-committee # 5 Joseph Mims
 Sub-committee #11 Peer Navigator Group

The statuses on the following activities were updated:

GOAL 1

Strategy	Activity	Old Status	Updated Status
1.1.2	Conduct routine testing follow-ups during HIV surveillance site visits	IP	Completed
1.2.1	(3) Support HIV testing events and info dissemination in Area 4 outside Duval	NS	In Progress
1.4.1	Develop a local guidance from statewide PrEP/nPEP plan	NS	In Progress

GOAL 2

Strategy	Activity	Old Status	Updated Status
2.1.3	(1) Provide TA to promote Client-Centered Approach to Services (CCAS) training	IP	Completed
2.1.3	(3) Evaluate client feedback and share with all stakeholders Note: The following are changes to this activity --- <ul style="list-style-type: none"> ♦ Was formerly numbered 2.2.3 (2) ♦ Was formerly assigned to Sub-committee #12 Beth Parker ♦ Is now assigned to Sub-committee #11 Peer Navigator Group ♦ Start and End dates are both moved forward one year <ul style="list-style-type: none"> ○ Start 08/01/18 ○ End 12/31/18 	NS	Not Started

2.2.2	(1) Relink clients lost to care by utilizing barrier's profile	NS	In Progress
2.2.2	(2) Conduct barrier reduction case conferencing	IP	Completed
2.3.2	(1) Assess pregnancy expectations of HIV+ women of childbearing age	IP	Completed
2.3.3	(1) Distribute TOPWA program referral materials to all prenatal service providers	IP	Completed
2.4.1	(2) Evaluate protocol – staffing and cost	NS	In Progress
2.4.1	(3) Determine sustainability of protocol	NS	In Progress
2.6.2	(2) Offer TA to interested Jail Link stakeholders in outlying counties	NS	In Progress

- **Date Change:** The committee agreed to move 2017 End Dates back one year for all activities that are currently in progress, and to move 2017 Start and End Dates back one year for all activities that are currently not started. As an example, if the status of an activity was not started, and the Start Date was 10/01/17 and the End Date was 11/20/17, then their new dates would be 10/01/18 and 11/20/18.
- **Screening v. Assessment:** Lauri Wright brought up a point that UNF has a distinction between screening and assessment. When labeling our forms or tools, please be mindful of its purpose.

WRAP UP

Public Comments: There were no public comments.

Announcements: This week is the soft opening of C.A.N.'s office. Pharmacy and dental will open in a few weeks.

Adjournment: The meeting was adjourned at 3:52 p.m.

Committee Recommendations To The Planning Council:

None

Table 1: Objective CAREWare Data Request for ICPC Goals 2 & 3

ICPC Activity Objectives	First Qtr, Jan- Mar 2018	Second Qtr, Apr - Jun 2018	Third Qtr, Jul - Sep 2018	Fourth Qtr, Oct - Dec 2018
2.1: # & % of CAREWare clients with at least one OAMC & barriers of access to care ever assessed as of				
2.2: # & % of clients in CAREWare with [electronic] ISPs that address barriers of access to care as of				
2.3: # & % of HIV + pregnant women, in CAREWare, with one OAMC appointment completed during any trimester as of				
2.4: # & % of Duval County, HIV+ Jail inmates referred to OAMC, upon release, as of				
3.1: # & % of CAREWare clients with a completed health disparities assessment				
3.3a: # & % of CAREWare clients with a completed food insecurity and nutrition screening				
3.3b: # & % of CAREWare clients with a completed food insecurity and nutrition assessment				
3.3c: # & % of CAREWare clients with documented ISP referrals to Ryan White food pantry services				

Objective ICPC Tracking Data:

Note 1. Table created from CompPlan-IHPCP-Monitoring 2. Comp-Plan-Goals-2&3-Dashboard-Mar28-2017.xlsx

Definitions

1. Address Barriers of Access to Care—This means the ISP labeled barriers and listed/specified barrier reduction strategies
2. Denominator for CAPRICE—Consortia Advocacy Program Relinking Inmates to Care Early, a.k.a., Jail Link—This is the number of HIV positive inmates who received an offer to enroll in CAPRICE.

Instruction

1. Repeat data extraction annually through 2021 and submit quarterly reports to the ICPC committee during each quarter the year.

Sub-Committee #	Sub-Committee Chair	Committee Composition
1	Irfan Kakezai	MAC (Minority AIDS Coordinator); EIC (Early Intervention Coordinator); APO; FCCAPP; Prevention Team
2	Dan Merkan	FCCAPP; APO; DOH
3	Rod Brown	FCCAPP; APO; Planning Council; ICPC
4	Rod Brown	MAC; EIS; Planning Council
5	Joe Mims	APO Contract Manager
6	Bonita Drayton	TOPWA Grantee; MCM (Medical Case Managers) Committee
7	Bonita Drayton	TOPWA Grantee
8	Beth Parker	MCM Committee
9	Graham Watts	Parts A and B; LSS; JSO Jail Link Team
10	Heather Vaughan	Part A; MCM Committee; JSO Jail Link Team
11	Peer Navigator Group	Parts A and B; Peer Navigators; PLWHAs
12	Beth Parker	Ryan White Providers; MCM Committee
13	Heather Vaughan	LSS; DOH; JSO Jail Link Team
14	Justin Bell	MCM Committee; CHEQR (Center for Health Equality & Quality Research); FCCAPP; Peer Navigators
15	(Open)	CHEQR; ICPC Task Force
16	Lauri Wright	UNF; Part A; PLWHAs
17	Debbi Carter	FCCAPP; Parts A, B, and C; Other Partners
18	Planning Council Chair	Planning Council; FCCAPP

INTEGRATED HIV PREVENTION & CARE PLAN ACTIVITIES FOR GOAL 1 (Revised January 10, 2018)

ACTIVITIES MAPPED TO IHPCP GOAL 1 OBJECTIVES & STRATEGIES	Sub-Comm	Strategy	Activity	Work Group Chair	Start Date	End Date	Activity Status
Develop list of potential health care providers offering routine HIV testing	3	1.1.1	1	Brown	12/01/16	05/31/17	Completed
Distribute routine testing guidance & related marketing materials, incl. EIIHA testing packet	3	1.1.1	2	Brown	06/01/17	06/30/17	Completed
Conduct routine testing follow-up during HIV surveillance site visits to providers	3	1.1.2		Brown	07/01/17	07/31/17	Completed
Identify list of existing HIV test sites in outlying counties	4	1.2.1	1	Brown	08/01/17	10/31/17	Completed
Identify list of potential HIV test sites in outlying counties	4	1.2.1	2	Brown	08/01/17	10/31/18	In Progress
Support HIV testing events & info dissemination in Area 4 o/s Duval, incl. Awareness Days	4	1.2.1	3	Brown	11/01/17	11/30/18	In Progress
Develop plan to ID agencies capable of HIV testing in outlying counties	5	1.2.2	1	Mims	12/01/16	03/31/18	In Progress
Enter into High Impact Prevention (HIP) contract with eligible testing agencies	5	1.2.2	2	Mims	12/01/16	03/31/17	Completed
Develop youth-centric HIV prevention & care messages & mobile testing materials	3	1.3.1	1	Brown	06/01/17	07/31/18	In Progress
Pilot test youth-centric HIV prev/n & care msgs in venues where high risk youth assemble	3	1.3.1	2	Brown	08/01/17	09/30/18	In Progress
Compile list of prevention messages from state and national sources	2	1.3.2	1	Merkan	06/17/17	07/17/18	In Progress
Provide examples of prevention messages to local HIV providers	2	1.3.2	2	Merkan	08/17/18	09/17/18	Not Started
Facilitate provider forums to share social marketing content	2	1.3.2	3	Merkan	08/17/18	09/17/18	Not Started
Develop a local guidance from statewide PrEP/nPEP plan	3	1.4.1		Brown	10/01/17	11/30/18	In Progress
Distribute the local PrEP/nPEP guidance to providers	3	1.4.2		Brown	12/01/18	12/31/18	Not Started
Conduct PrEP/nPEP follow-up during HIV surveillance site visits to providers	3	1.4.3		Brown	12/01/18	12/30/18	Not Started
Map existing distribution of condoms by publically funded HIV & other service providers	1	1.5.1	1	Kakezai	06/17/16	01/31/17	Completed
Disseminate condom distribution maps to FCCAPP	1	1.5.1	2	Kakezai	08/17/16	09/17/16	Completed
Conduct site visits or other activities to provide capacity bldg for condom distribution	1	1.5.2		Kakezai	12/13/16	01/30/17	Completed
Conduct gap analysis for evidence based interventions (EBIs)	2	1.6.1		Merkan	03/01/17	03/28/18	In Progress
Develop inventory of funding opportunities for evidence based interventions (EBIs)	2	1.6.2		Merkan	04/01/17	05/31/17	Completed
Identify local training resources for EBIs	2	1.6.3	1	Merkan	06/01/17	09/30/18	In Progress
Identify national training resources for EBIs	2	1.6.3	2	Merkan	06/01/17	09/30/18	In Progress
Provide EBI training to HIV prevention providers	2	1.6.3	3	Merkan	08/01/17	09/30/18	In Progress

INTEGRATED HIV PREVENTION & CARE PLAN ACTIVITIES FOR GOAL 2 (Revised January 10, 2018)

ACTIVITIES MAPPED TO IHPCP GOAL 2 OBJECTIVES & STRATEGIES	Sub-Comm	Strategy	Activity	Work Group Chair	Start Date	End Date	Activity Status
Develop barriers-to-care tool for client care, including traumatized youth	12	2.1.1	1	Parker	03/01/17	05/31/17	Completed
Use barriers-to-care tool in barrier reduction activities & ISP development	12	2.1.1	2	Parker	06/01/17	12/31/17	Completed
ID positive activities in lives of clients & offer positive praise / encouragement	12	2.1.2	1	Parker	03/01/17	12/31/17	Completed
Co-create with clients a care journey (map) for reliable access to care	12	2.1.2	2	Parker	03/01/17	12/31/17	Completed
Provide TA to promote Client-Centered Approach to Services (CCAS) training	11	2.1.3	1	Peer Nav.	07/01/17	08/03/17	Completed
Assess clients feeling valued by provider communication modalities	11	2.1.3	2	Peer Nav.	10/01/18	11/20/18	Not Started
Evaluate client feedback & share with all stakeholders	11	2.1.3	3	Peer Nav.	08/01/18	12/31/18	Not Started
Determine indicators of lost-to-care (LTC) and include in ISP	12	2.2.1	1	Parker	01/01/17	04/11/17	Completed
Conduct review of client's barriers profile in CAREWare	8	2.2.1	2	Parker	06/01/17	10/28/17	Completed
Relink clients lost to care by utilizing barrier's profile	12	2.2.2	1	Parker	04/17/17	08/17/18	In Progress
Conduct barrier reduction case conferencing	12	2.2.2	2	Parker	04/17/17	08/17/17	Completed
Create standard evaluation form for client's feedback to assess barriers program	12	2.2.3		Parker	08/01/17	12/31/17	Completed
Identify & enroll pregnant HIV+ women to TOPWA	7	2.3.1	1	Drayton	01/04/17	12/17/17	Completed
Conduct targeted outreach to ID previously undiagnosed HIV+ pregnant women	7	2.3.1	2	Drayton	06/01/17	12/17/17	Completed
Assess pregnancy expectations of HIV+ women of childbearing age	7	2.3.2	1	Drayton	03/01/17	12/17/17	Completed
Assess housing status, residential mobility, & co-occurring cond. that pose barriers	6	2.3.2	2	Drayton	03/01/17	08/31/17	Completed

ACTIVITIES MAPPED TO IHPCP GOAL 2 OBJECTIVES & STRATEGIES

01/10/2018

	Sub-Comm	Strategy	Activity	Work Group Chair	Start Date	End Date	Activity Status
Distribute TOPWA program referral materials to all prenatal svcs providers	7	2.3.3	1	Drayton	03/01/17	04/17/17	Completed
Do medication adherence counseling to prevent perinatal HIV transmission	12	2.3.3	2	Parker	03/01/17	12/31/17	Completed
Implement & monitor protocol, including staffing & cost	9	2.4.1	1	Watts	09/01/17	12/30/18	In Progress
Evaluate protocol - staffing & cost	9	2.4.1	2	Watts	01/01/18	02/28/18	In Progress
Determine sustainability of protocol	9	2.4.1	3	Watts	03/01/18	05/01/18	In Progress
Review rapid linkage protocols, such as Early Referral & Linkage Initiative	10	2.5.1	1	Vaughan	01/13/17	02/28/17	Completed
Develop & implement rapid linkage protocol to meet PLWHA needs in the TGA	10	2.5.1	2	Vaughan	01/13/17	02/28/17	Completed
Create online survey for provider & client comments on fast track linkage	5	2.5.2	1	Mims	03/10/17	07/01/18	In Progress
Review & share comments quarterly on fast track linkage at Providers' mtgs	5	2.5.2	2	Mims	03/10/17	07/01/18	In Progress
ID avg time & staff needed for preparing HIV+ inmate for connectivity to care/svcs	13	2.6.1	1	Vaughan	04/01/18	05/31/18	Not Started
ID health system infrastructure needed to transition inmates to 1st OAMC appt	13	2.6.1	2	Vaughan	06/01/18	07/31/18	Not Started
Disseminate a linkage to care manuscript on the formerly incarcerated	13	2.6.2	1	Vaughan	09/01/17	12/10/17	Completed
Offer TA to interested Jail Link stakeholders in outlying counties	13	2.6.2	2	Vaughan	10/01/18	12/31/18	In Progress
Disseminate a Jail Link 'How-To' package to stakeholders in outlying counties	13	2.6.2	3	Vaughan	08/01/18	09/30/18	Not Started

INTEGRATED HIV PREVENTION & CARE PLAN ACTIVITIES FOR GOAL 3 (Revised January 10, 2018)

ACTIVITIES MAPPED TO IHPCP GOAL 3 OBJECTIVES & STRATEGIES	Sub-Comm	Strategy	Activity	Work Group Chair	Start Date	End Date	Activity Status
Publish dashboard of clients, including youth, perceptions of their health disparities	14	3.1.1	1	Bell	03/01/17	05/31/18	In Progress
Publish dashboard of provider's perceptions of client health disparities	14	3.1.1	2	Bell	06/01/17	08/31/18	In Progress
Analyze data & report trends in HIV health disparities & strategies to promote retention	14	3.1.1	3	Bell	09/01/17	09/30/18	In Progress
Develop & promote use of health literacy assessment (HLA) tool in health care	14	3.2.1	1	Bell	01/15/18	12/15/18	Not Started
Develop training modules to help staff ID & remove barriers & ID cultural differences	14	3.2.1	2	Bell	11/15/18	12/15/18	Not Started
Utilize HLA findings to involve clients in making choices re their health care	14	3.2.1	3	Bell	11/15/18	12/15/18	Not Started
ID best practices for enhancing client's perceived self-esteem (PSE)	15	3.2.2	1	TBA	08/01/18	12/15/18	Not Started
Train providers in the implementation of client confidence building	15	3.2.2	2	TBA	01/20/18	04/20/18	Not Started
Implement services & activities that promote client self-worth	15	3.2.2	3	TBA	08/01/18	07/31/20	Not Started
ID cultural & linguistic competency (CLC) skills of service providers relating to PLWHA	15	3.2.3	1	TBA	11/01/18	01/31/19	In Progress
Develop & disseminate CLC training modules clients & providers can access electronically	15	3.2.3	2	TBA	07/01/19	10/31/19	In Progress
Assess impact of CLC training on providers & clients	15	3.2.3	3	TBA	04/01/20	08/31/20	In Progress
ID/develop tool to assess nutritional needs & food services access	16	3.3.1	1	Wright	02/01/17	04/12/17	Completed
Conduct client-centered nutritional needs assessment, incl. food insecurity & co-morbidities	16	3.3.1	2	Wright	07/01/17	09/30/18	In Progress
Disseminate to stakeholders a food insecurity & nutrition needs assessment of PLWHA	16	3.3.2	1	Wright	11/01/17	12/10/18	In Progress
Implement the FINNA findings when stocking Part A food pantries (address client needs)	16	3.3.2	2	Wright	01/10/18	04/10/18	Not Started
Assemble coalition & assess equity of treatment to Jax TGA PLWHAs	17	3.4.1	1	Carter	03/01/20	04/25/20	Not Started
Design & disseminate a digital storyboard showing the equity of treatment findings	17	3.4.1	2	Carter	08/01/20	09/30/20	Not Started
Make a plan & recruit opinion leaders to help educate other leaders on disparities	18	3.4.2	1	PC Chair	07/01/20	08/25/20	Not Started
Share critical information & messages with opinion leaders	18	3.4.2	2	PC Chair	09/01/20	12/20/20	Not Started
Start periodic communication w/ comm leaders at outside events re HIV health disparities	18	3.4.2	3	PC Chair	10/25/20	02/23/21	Not Started

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

Thursday, January 11, 2018
Summary of Meeting

Committee Members Present: Debbi Carter (Facilitator), Nathaniel Hendley, Veronica Hicks (phone), Elinor Holmes, Sharon Hunter, S. Cat King, Brian Law, Kristin Maranville, Dan Merkan, Foxxie Moody, Rikki Stubbs, Antoinette Turner, Laurie Ann Turner, Zane Urbanski, Linda Williams

Guests: Sandy Sikes, Kizzie Jones-Lewis, Rachelle Todd, Stephon Collins, Laurie, Samuel Reese, Tyson Barrett, Teresa Rudolph

Support Staff Present: Rona Revels

CALL TO ORDER

The meeting was called to order at 11:55 am by Facilitator Debi Carter.

MISSION STATEMENT

After a moment of silence was observed, the mission statement was read by Sharon Hunter. Debbi Carter discussed the 7 points that members of this committee should consider.

Attendance was taken. All guests introduced themselves.

ANNOUNCEMENTS

Sharon Hunter announced that her support group would be meeting at the library on Lem Turner this month only. It is usually held at NFAN.

GUEST SPEAKERS

Kizzie Jones-Lewis and Rachelle Todd from the Florida Department of Health in Duval presented the items that are necessary for patients to have when they are coming in for their Eligibility appointment. A list of the items needed was distributed to everyone present.

They fielded questions for about 15 minutes. The most important item was that the patient must show some sort of financial support during the interview. If they do not have a job or other income, they must have a letter of support from the person(s) who is supporting them. Kizzie and Rachelle handed out business cards to all those present stating that if anyone has any questions they should call Kizzie or Rachelle.

UNFINISHED BUSINESS

Laurie Turner is handling auctions this year. She has been speaking with donors to try and get prizes or sponsorships to the Positive Living Conference.

NEW BUSINESS

National Black HIV/AIDS Awareness Day is February 7th. Sandy has asked everyone to notify her if they know of any events in the area.

Sandy Sikes made a presentation of the data the City will need for the Part A grant application, and for HRSA's follow-up reports on what the committee is doing during the current year. The following data will be needed:

- Number of people who join the committee
- Number of community outreach events the committee attended and their dates and locations
- Number of committee members invited to social events related to HIV/AIDS, i.e. AIDS Walk, World AIDS Day committee, etc.
- Number of HIV related Planning Council problem-solving projects that were completed by Community Connections. If a committee member sees a problem, it should be brought to the attention of this committee so it may be resolved and then pass it on to the Planning Council.

UPCOMING EVENTS

PFLAG meets the third Thursday of every month at 7:00 pm at the Prince of Peace Church. Everyone is invited.

The committee thanked the Ryan White Part A office for providing lunch to us.

The next meeting will be February 8th.

The meeting was adjourned at approximately 1:15 pm.

Committee Recommendations to the Planning Council:

None

ADAP/RYAN WHITE CERTIFICATION

YOU MUST HAVE THE FOLLOWING INFORMATION TO COMPLETE YOUR FINANCIAL DETERMINATION FOR RYAN WHITE AND ADAP SERVICES:

1. **PROOF OF INCOME:** Check stubs for the last three months, if employed. SSA/SSI award letter, retirement, unemployment compensation, or letter support, if unemployed.
2. **SPOUSE'S INCOME:** if married
3. **PROOF OF INSURANCE COVERAGE:** Insurance card, summary of benefits.
4. **STATEMENT FROM EMPLOYER STATING WHETHER INSURANCE IS OFFERED (Next enrollment period) OR NOT OFFERED ON BUSINESS LETTERHEAD.**
5. **COPY OF CURRENT PRESCRIPTIONS AND LABS (CD4 AND VIRAL LOAD):** Less than six months old.
6. **PROOF OF FLORIDA RESIDENCY:** mail receipt, utility bill, bank statement, rent/lease agreement, picture ID, etc.
7. **PROOF OF POSITIVITY:** In the form of a Western Blot or Elisa Lab Test or a detectable viral load.

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

MEMBERSHIP COMMITTEE

Ryan White Part A and B Programs
515 West 6th Street, Suite 201B • Jacksonville, FL 32206

Wednesday, January 10, 2018
Summary of Meeting

Committee Members Present: Nathaniel Hendley (*Chair*), Steven Greene, and Ne'Tosha Dopson

Absent: Sharon Hunter and Veronica Hicks (Sick)

Staff Present: None

CALL TO ORDER

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

The Committee reviewed the unaligned ratio and the Planning Council representation.

The chair presented the members with the table below: There are current open seats available and seats that will open March 2018. The Proxy Pool is empty. Proxy member designation from active PC members should be identified ASAP.

REVIEW UNALIGNED RATIO AND PC REPRESENTATION

		<i>Epi Data for the TGA</i>		<i>Planning Council Representation</i>	
Total Membership:	15	White:	27%	47%	White
Total Unaligned:	3	Black:	64%	47%	Black
		Hispanic:	05%	00%	Hispanic
		Other:	03%	06%	Other
Unaligned Ratio:	20.0%	Male:	65%	33%	Male
		Female:	35%	67%	Female

UNFINISHED BUSINESS

- Recruitment and Retention Plan: The committee reviewed this plan and is waiting on feedback from the Council for approval.
- The Committee recommends the Administrative Agency develop a training tool for 2018 Officers: A Retreat is being planned for March 2018 by the Administrative staff.
- Review of the Nominations ballot for 2018 and recommend that Ne'Tosha Dopson's name be added to the ballot for Planning Council Vice-Chair.
- Review of the application log. 8 active applicants are on the log. 3 are aligned. 1 unaligned applicant is at the threshold of being interviewed for possible Proxy representation.

NEW BUSINESS

- None

WRAP-UP

- Announcements: Department of Health Support Group - Positive Sobriety – meets on the 3rd Wednesday, 11:30 am – 12:30 pm
- The meeting adjourned at 11:10 a.m.

COMMITTEE RECOMMENDATIONS TO THE PLANNING COUNCIL:

- Review of Membership Recruitment and Retention Action Plan
- Administrative Agency develop a training tool for 2018 Officers
- Include Ne'Tosha Dopson's name on the ballot for Planning Council Vice-Chair 2018
- PC members should identify Proxy Members ASAP

Act Plan

Metropolitan Jacksonville Area HIV Health Services Retention and Recruitment of Membership

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. <i>*Waiting on approval from Council.</i> <ul style="list-style-type: none"> Expand time limits of terms to 3 years instead of 2. 	Admin Agency/Bi-Laws Committee	Nov 2017	
2. Identify barriers to membership i.e. Job duties, illness, area move, and transportation. <i>*In progress</i>	Membership	Ongoing	09/28/17
3. Work towards a realistic ratio. Move the ratio to 29% if possible. <i>*Waiting on approval from Council.</i>	Admin Agency, Membership	Mar 2018	
4. Involve R/W funded recipients' (ASO and CBO) in the recruitment of members. Focus on <i>Quality</i> not <i>Quantity</i> of the members. Inform community who we are via flyers, annual luncheons, and at receptions during council meetings.	Admin Agency, Membership	Nov 2017	
5. Advertise to the community our Mission and Goals of the Council. Provided the community with our informative infomercials. Give out small gift bags for new members and our monthly guest.	Admin Agency, Planning Body	ASAP	09/28/17
6. Identity benefits for joining the Council. Have council members to share their experience with the council and what convinced them to join. Ask them, why did they join?	Admin Agency, Planning Body	ASAP	09/28/17

NOTICE OF PROXY

Planning Council Member: _____

- ☐ As a member of the Metropolitan Jacksonville Area HIV Health Services Planning Council, I designate the following as my proxies:

_____ Primary Proxy

_____ Alternate Proxy

- This is to serve notice that in my absence, I designate the above Primary Proxy to act on my behalf during the Jacksonville Planning Council meetings, with all rights and privileges that I would normally have during a meeting, including the right to make motions, enter into discussions, and vote.
- In the event my Primary Proxy is not in attendance, has a conflict of interest, or is otherwise unable to fulfill this duty, then I designate my Alternate Proxy with the same privileges as I extended the Primary.
- The Primary and Alternate Proxies I have selected are **not** members of the Planning Council or its committees.

- ☐ As a member of the Metropolitan Jacksonville Area HIV Health Services Planning Council, I designate any available member of the Proxy Pool as my proxy.

This Notice of Proxy will remain in force for the remainder of my current term on the Council, or until a new Notice of Proxy form is accepted by the Planning Council Vice-Chair.

Member's Signature

Date

Accepted by the Planning Council:

Planning Council Vice-Chair

Date

Metropolitan Jacksonville Area HIV Health Services Planning Council

February 2018

Mon	Tue	Wed	Thu	Fri
		31 10:00 Pharmacy & Therapeutics	1	2
5	6 3:00 Executive Committee	7	8 12:00: Community Connections <i>HB: Ne'Tasha Dapson</i>	9
12 Planning Council Training Class 9:00 to 4:00	13	14	15	16 9:00 Providers Meeting
19	20	21	22 3:00 Planning Council <i>HB: Debbi Carter</i>	23
26	27	28		



Metropolitan Jacksonville Area HIV Health Services

PLANNING COUNCIL

Ryan White Part A and Part B Programs

RESULTS OF THE ELECTION OF OFFICERS

15

Ballots collected

0

Ballots rejected

15

Total ballots counted

The following candidates received the majority of votes:

Planning Council Chair:

Beth Parker

Linda Williams

PLWHA Representative:

Steven Greene

Veronica Hicks

Planning Council Officers duly elected for 2018 are:

Beth Parker

Planning Council Chair

✓ Ne'Tosha Dopson

Planning Council Vice-Chair

Steven Greene

PLWHA Representative

Submitted this 25th day of January, 2018 by the election auditors:

Mary Martinez
Mary Martinez

Megan Graham
Megan Graham

Sharon Hunter
Sharon Hunter