

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, July 26, 2018
3:00 p.m.

A G E N D A

CALL TO ORDER Beth Parker
Moment of Silence

NHAS GOALS Member
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. The goals of the National HIV/AIDS Strategy are:

- To reduce new HIV infections
- To increase access to care and improve health outcomes for people living with HIV
- To reduce HIV-related disparities and health inequities
- To achieve a more coordinated national response to the HIV epidemic

PUBLIC COMMENTS Guests/Members of the Public
♦ *Please disclose if you have a conflict of interest*

ROLL CALL Ne'Tosha Dopson

APPROVAL OF MAY 24, 2018 MINUTES Beth Parker

LEAD AGENCY – PART B REPORT Sandra Ellis

ADMINISTRATIVE AGENCY – PART A REPORT Megan Graham

PLANNING COUNCIL CHAIR - REPORT Beth Parker

REPORTS FROM Wade Davis, Elinor Holmes,
CONSUMER ADVISORY BOARDS & Jisell Sobalvarro

COMMITTEE REPORTS

Executive Ne'Tosha Dopson
• Assessment of the Efficiency of the Administrative Mechanism

Pharmacy & Therapeutics Ne'Tosha Dopson

Membership	Steven Greene
<ul style="list-style-type: none"> • Recommendation that the Planning Council appoints Katrina Odell as Associate Member • Recommendation that the Planning Council appoints Heather Kilpatrick as Associate Member • Recommendation that the Planning Council appoints Herb Smith as Associate Member 	
Community Connections	Zane Urbanski
Women, Adolescents, & Children	Linda Williams
Integrated Comp Plan	Dan Merkan
Eligibility Ad-Hoc	Beth Parker
<ul style="list-style-type: none"> • Recommendation that the Planning Council increase the dental cap to \$2,400 per year. 	
Priority & Allocations	Mike Bennett
<ul style="list-style-type: none"> • Approve the prioritized services for FY2019 • Approve the allocation of funding for FY2019 	
UNFINISHED BUSINESS	Beth Parker
<ul style="list-style-type: none"> • Approve the Service Standards for the Jacksonville TGA 	
NEW BUSINESS	Beth Parker
ANNOUNCEMENTS	All
ADJOURNMENT	Beth Parker
MEET and GREET	Guests and Members

Service Category Quiz

Which of the following is NOT included under Outpatient/Ambulatory Medical Care?

- a) Medical care provided by a physician
- b) Treatment received in an Emergency Room by a licensed nurse
- c) Diagnostic testing
- d) Medical treatment of an opportunistic infection

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL
M I N U T E S

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

Thursday, July 26, 2018

Council Members Present: Beth Parker (*Chair*), Ne'Tosha Dopson (*Vice-Chair*), Steven Greene (*PLWHA Rep*), Michael Bennett, Veronica Hicks, Elinor Holmes, Jacqueline Johnson, Irfan Kakezai, Christie Mathews (telephone), DeWeece Ogden, Zane Urbanski (telephone), and Linda Williams

Council Members Absent: Debbi Carter and Dan Merkan

Associate Member Present: Barrett Tyson

Absent: Wade Davis

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

Guests: Brianna Bell, Justin Bell, Chrissy Edmonds, Glen Edwards, Cecilia Gibson, Denise Hicks, Heather Kilpatrick, Ranjeet Martin, Monica McCowan, Johnnetta Moore, Katrina Odell, John P. (LSS), Claudia Pidgeon, Beshara Price, Herb Smith, Jisell Sobalvarro, and Charles Wilkerson

Call to Order

The Jacksonville Planning Council was called to order at 3:00 p.m. by Chair Beth Parker. Following a moment of silence, Steven Greene read the NHAS Goals.

Public Comments:

There were no public comments.

Roll Call

Ne'Tosha Dopson took the roll; Barrett Tyson was called to the Table and a quorum was declared.

Approval of Minutes

Motion was made and seconded to accept the May 24, 2018 Minutes as presented.

Lead Agency Report (Irfan Kakezai)

- Retention-in-care contracts have been completed.
- Joseph Mims is currently reviewing the mini-prevention proposal.
- Mobile testing van is down for repairs and the new van is not yet ready.

- 2017 data has been released. Area 4 had 307 new infections diagnosed last year, which is higher than the previous year. Jacksonville now ranks 6th in the state for newly diagnosed cases.

Administrative Agency Report (Megan Graham)

- Requested guidance from HRSA Project Officer on how to track and document telemedicine as a service. Waiting for response from HRSA.
- Sent question to HRSA asking if Ryan White can pay towards a client reaching their insurance deductible. Waiting for their response.
- Per request from Eligibility Ad-Hoc committee, Megan contacted AETC for guidance on covered labs. AETC provided list of resources and these are being reviewed.
- Requested technical assistance from HRSA to do billing and service standards training with our providers.
- All contracts and amendments, except one, have been signed.
- Part A staff is manning the Social Services table at the Youth Block Party August 18. If Planning Council wishes to have their own table, they will need to have volunteers to work the table. Beth moved this to New Business for the Council to discuss later.

Planning Council Chair Report (Beth Parker)

- Those having June or July birthdays were recognized.
- There was a brief quiz on back of the Council agenda regarding a service category. Members discussed the category (OAMC) in more detail.

Consumer Advisory Board Reports

DOH – Duval (Elinor Holmes):

- C.A.B. met July 19; eight people attended.
- No-show rate for appointments was 31%; ADAP pick-up rate was 82%.
- They recruit by placing flyers in the DOH waiting areas, and by contacting potential members from their new client list.

UF CARES C.A.B (Jisell Sobalvarro):

- C.A.B. met July 17 and heard from two members who attended recent training trip in Washington, D.C.
- Glen Edwards provided the Planning Council with details regarding their telemedicine program.

Committee Reports

Executive

Ne'Tosha Dopson

- At June 12 meeting, revised and accepted the surveys for Assessment of the Administrative Agency. Planning Council survey will be done by members during August Council meeting.
- Service Standards: Eliminated the indicator of Associate Degree for MCM and HIPAP staff; the minimum will be a Bachelor's Degree. Revised Service Standards to be approved at August Council meeting.
- Approved the Priority and Allocations Process Plan for FY2019.
- At July 10 meeting, made several recommendations:
 - ♦ requested the Membership Committee to review their interview questions;
 - ♦ requested the ICPC to review the Comp Plan to make sure all strategies and activities are clear; and
 - ♦ requested the Part A Office provide a list of what is covered under Psychosocial Services.
- Surveys were distributed and the Planning Council conducted its Assessment of the Administrative Agency. Beth collected the completed surveys and will forward to the Part A Office and the grant writer.

Pharmacy & Therapeutics

Ne'Tosha Dopson

- During June 8 meeting, decided to combine the ADAP and the local Ryan White formularies into one list for easier reference. Vaccines were also added to the formulary.

Membership

Steven Greene

- Met June 6 and interviewed three applicants for Associate Membership.
- Per committee's recommendation, the Planning Council voted to appoint Katrina Odell as Associate Member. All voted in favor; there were no abstentions, and the motion passed.
- Per committee's recommendation, the Planning Council voted to appoint Heather Kilpatrick as Associate Member. All voted in favor; there were no abstentions, and the motion passed.
- Per committee's recommendation, the Planning Council voted to appoint Herb Smith as Associate Member. All voted in favor; there were no abstentions, and the motion passed.
- The unaligned ratio is 35.7%, due to a member changing jobs to a non-Ryan White agency.
- Committee met again on June 20 for a strategic planning session. Identified Part B and Part C Grantees and Mental Health Providers as the next seats to fill.
- There was no meeting in July.

- June 14 meeting had 41 people in attendance.
- Panel discussion on surviving and remembering the early days of HIV. Dick Niemann, Mary Glenn, and Chief Johnnetta Moore shared stories that showed how things, especially services, have changed over the years.
- July 12 meeting had 32 in attendance.
- Six people received scholarships to attend the Positive Living Conference in September. They were Elinor Holmes, Sharon Hunter, Antoinette Turner, Ranjeet Martin, Jacqueline Johnson, and Rikki Stubbs. Linda Williams and Kristin Maranville donated their scholarships to Johnson and Stubbs.
- Friends of the AIDS Memorial Quilt donated three scholarships, and Wade Davis and Zane Urbanski each donated one scholarship.
- Guest speakers were Lina Skeim with Generations Jacksonville, and Alexis Fisher of Gateway Community Services.

Women, Adolescents, and Children

Linda Williams

- Reported on June 26 event at Madison Manor Senior Community. Twenty-five attended and seven were tested.
- Conducted two outreach events July 24 at Caroline Oaks and Mary Eaves. W.A.C. coordinated this with Department of Health; twenty attended and six were tested.
- Next outreach event is Saturday, August 4 at Unity Baptist Church on the northside; they are hosting a health fair. More W.A.C. members are expected to participate, since this will not be on a workday.

Integrated Comp Plan (ICPC)

Katrina Odell

- Met on June 13; Dan Merkan is committee chair.
- Reviewed the three goals; Dan recommended that the Comp Plan be streamlined. Members should re-read and make sure that the committee is looking at each activity in the correct way. He also reassigned several sub-committee chairs.

- Discussed the \$65.00 mental health co-payment during their July 13 meeting. Heather Vaughan volunteered to draft a written process for handling these co-pays, and committee will review the draft at their August 10 meeting.
- Requested the Part A Office consult with AETC to see what lab work should be covered under a medical visit. Part A has done this, and is currently reviewing the information.
- Requested the Executive Committee to review the role of Pharmacy and Therapeutics and determine what areas P&T are responsible for.
- Committee recommended the Planning Council increase the dental cap to \$2,400 a year. Floor was open for discussion and Cecilia Gibson from the DOH Dental Clinic has since researched further and advised that the increase should be higher in order to make a noticeable difference. There was no amendment to the motion and a roll call vote was taken on the \$2,400 cap, and the motion passed.

M. Bennett Yes
 N. Dopson Yes
 S. Greene Yes
 V. Hicks Yes
 E. Holmes Yes

J. Johnson Yes
 I. Kakezai Yes
 D. Ogden Yes
 B. Parker Yes
 L. Williams Yes

Consensus of the members was that the Planning Council would be willing to look at increasing the dental cap again in the near future, after they have had a chance to look at additional information the DOH Dental Clinic could present.

Priority and Allocations

Mike Bennett

- Committee met three times since the last Council meeting (May 29, July 5, and July 12).
- Committee recommended the Planning Council approve the following prioritized services for FY2019:

CORE MEDICAL			SUPPORT SERVICES		
1.	Medical Case Management		1.	Eligibility (Financial)	
2.	Outpatient/Ambulatory Medical		2.	Legal Services	
3.	Health Ins. Premium Assistance		3.	Outreach Services/Peer Navigator	
4.	Oral Health		4.	Substance Abuse - Residential	
5.	AIDS Pharmaceutical		5.	Food Bank	
6.	Mental Health		6.	Psychosocial Support Svs.	
7.	Medical Nutrition Therapy		7.	Transitional Housing Services	
8.	Home & Community-Based Svs.		8.	Medical Transportation	
			9.	Emergency Financial Assistance	
			10.	Health Education/Risk Reduction	

There was no discussion, a roll call vote was taken and the motion passed.

M. Bennett Yes
N. Dopson Yes
S. Greene Yes
V. Hicks Yes
E. Holmes Yes

J. Johnson Yes
I. Kakezai Yes
D. Ogden Yes
B. Parker Yes
L. Williams Yes

- Committee recommended the Planning Council approve the following allocations for FY2019:

CORE MEDICAL		SUPPORT SERVICES	
Medical Case Management	30.00%	Eligibility (Financial)	3.25%
Outpatient/Ambulatory Medical	15.00%	Legal Services	4.00%
Health Ins. Premium Assistance	12.75%	Outreach Services/Peer Navigator	3.00%
Oral Health	15.00%	Substance Abuse – Residential	4.50%
AIDS Pharmaceutical	5.25%	Food Bank	0.00%
Mental Health	3.00%	Psychosocial Support Svs.	0.25%
Medical Nutrition Therapy	2.00%	Transitional Housing Services	1.00%
Home & Community-Based Svs.	<u>0.00%</u>	Medical Transportation	0.34%
	83.00%	Emergency Financial Assistance	0.30%
		Health Education/Risk Reduction	<u>0.36%</u>
			17.00%

There was no discussion, a roll call vote was taken and the motion passed.

M. Bennett Yes
N. Dopson Yes
S. Greene Yes
V. Hicks Yes
E. Holmes Yes

J. Johnson Yes
I. Kakezai Yes
D. Ogden Yes
B. Parker Yes
L. Williams Yes

Unfinished Business:

- Discussion and quick review of the Service Standards for the Jacksonville TGA. Motion made by Ne'Tosha Dopson, seconded by Steven Greene to approve the Services Standards. A voice vote was conducted and the motion was approved with all in favor, and no abstentions.

New Business:

- Part A Office asked earlier in the meeting if the Planning Council wanted a table at the Youth Block Party, and if so, they would need to staff the table. Beth will email Planning Council members to get their answers and see if anyone wants to volunteer.

Announcements

- Youth Block Party is Saturday, August 18; volunteers are needed. Please see Katrina for more details and to sign up.

- FCCAPP has selected Damon Gross as the Area 4 Prevention Representative, and Lisa Litwhiler as the Alternate.
- Linda Williams thanked everyone for their support as she competed recently in the Ms. Senior Jacksonville pageant. She came in first place this year.

Adjournment

The meeting was adjourned at approximately 4:35 p.m.

Approved by:



Beth Parker, Planning Council Chair

8-30-18

(date)

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

EXECUTIVE COMMITTEE

Ryan White Part A and B Programs
NFAN Office • 2715 Oak Street • Jacksonville, FL 32205

Tuesday, June 12, 2018
Meeting Minutes

Committee Members Present: Beth Parker (*Chair*), Ne'Tosha Dopson (*Vice-Chair*), Steven Greene (*PLWHA Rep*), Michael Bennett (*Priority & Allocations*), Debbi Carter (*Community Connections*), and Linda Williams (*W.A.C.*)

Absent: Dan Merkan (*A-I-S*)

Guest: Zane Urbanski and Nicholas Hudgens

Support Staff Present: Sandra Sikes

CALL TO ORDER

Called at 9:02 a.m. by Chair Beth Parker, and followed with a moment of silence.

COMMITTEE CHAIRS' REPORTS

Pharmacy and Therapeutics
(Zane Urbanski)

Met June 8 and reviewed the local Ryan White and ADAP formularies. Discussion on vaccines; access is still an issue except at AHF. Committee verified that vaccines are on the formulary.

Priority and Allocations
(Michael Bennett)

Met May 29; their second committee meeting in May. Mike still impressed with the dialogue; everyone engaged and working together. Public Hearings are going on in June. Next P&A meeting will be July 5, followed by another meeting on July 12.

Women, Adolescents, and
Children
(Linda Williams)

Four workshops are scheduled, including two today at Peyton Ridge and Madison Woods apartment complexes. Focus will be on the June 27 HIV testing day. Linda working with Yolanda Kellam-Carter and several others from DOH on the workshops; W.A.C. has one volunteer besides Linda. Next meeting is July 5.

Community Connections
(Debbi Carter)

Rod Brown spoke about the 500/501 class during their May 10 meeting. June meeting is Thursday, and there will be a panel of four to talk about the early days of HIV. Attendance is still strong and Debbi attributes that to phone calling and emailing every member a couple of days before the meeting.

Membership
(Steven Greene)

Linda Williams is newest member of the committee. Three applicants were interviewed June 6 for Associate Membership seats and will be recommended at the July Council meeting. Those applicants are Katrina Odell, Heather Kilpatrick, and Herb Smith. There will be another committee meeting on June 20. Unaligned ratio is now at 35.7%.

UNFINISHED BUSINESS

Assessment of the
Administrative Agency

Executive committee members had opportunity to review and offer revisions to the assessment. There are two different surveys, one for Providers and one for the Planning Council. **Motion** made by Debbi Carter, seconded by Linda Williams, **to accept the Assessment Surveys as revised**. All voted in favor of the motion. Surveys will be completed no later than August 23.

Service Standards

No further feedback from other Planning Council members or providers other than Mike Bennett and Donna Fuchs. **Motion** made by Mike Bennett, seconded by Linda Williams, **to eliminate the indicator of an Associate Degree for Medical Case Manager**. Rationale was that MCMs should have at least a four-year degree; this was decided several years ago by the MCM Curriculum Committee. This will also impact the personnel qualifications for the Health Insurance Premium and Cost Sharing Assistance Coordinator. Motion voted and passed with six in favor and one abstention.

NEW BUSINESS
2019 Process Plan

Motion made by Mike Bennett, seconded by Ne'Tosha Dopson, to **approve the Priority and Allocations Process Plan for FY2019**. All voted in favor and motion passed. Ne'Tosha will advise Planning Council at the July meeting.

Handling Public Comments

E-Board discussed the best way to handle a possible conflict of interest that would come up during Public Comments. Going forward, there will be a line under Public Comments on the agenda that states, "*please disclose if you have a conflict of interest.*" This allows those in the audience hearing the comment to know that the speaker has an 'interest' in the view they are expressing. At the same time, it does not impede the speaker from freely offering their comment.

WRAP UP

Public Comments

None

Announcements

Linda: sponsorship ads for the Ms. Senior Jacksonville are due by June 16. Deadline to purchase tickets is July 14.

Beth: NFAN will have HIV testing at their site on June 27 (NHTD) from 10:00 a.m. to 1:00 p.m.

Adjourned

11:25 a.m.

Meeting Minutes distributed via email to committee members on 06/18/18.

Minutes reviewed by



Beth Parker, Planning Council Chair

Meeting Minutes will be approved by the Planning Council on 07/26/18.

**Metropolitan Jacksonville Area
HIV Health Services Planning Council
Priority and Allocations Committee Process Plan for FY2019**

Purpose

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

Committee Membership

Committee membership may be any individual approved for Committee membership by the second meeting in the grant year.

Mission and Values

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

Principles and Criteria

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

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

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

Conflict of Interest

A discussion of Conflict of Interest and Government in the Sunshine will be held by the Committee at the start of the process. The full Council will conduct additional review if necessary. All members will review their Conflict of Interest statements to insure that they are current. Conflict of Interest forms will be completed by all Committee members and made available at Committee meetings for review if a question of propriety arises. Although all members should place the needs of the entire HIV population above any specific concerns, no more than one member from any agency may vote on the Committee. Agency representatives will decide before the scheduled meeting

who will be the voting member. For area health departments, one member of each health department may vote. Providers may not vote on their own service categories, and are expected to treat all categories fairly. The committee chair will enforce the conflict of interest policy with the assistance of the members. Any member who believes a conflict of interest exists should raise his/her concern immediately so that it may be resolved. Consumers do not incur a conflict of interest merely by receiving services from an agency, but DO have a conflict if they are employed by, or a member of the board of directors of, an agency. If a tie vote is cast and the chair cannot vote as a result of his/her affiliation with a particular provider or as a result of a conflict of interest, the motion fails.

Voting

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

Prioritization of Needs

The Committee will review materials including but not limited to:

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

Allocations of funding to categories

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

Legislative Requirements

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

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

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

Allocations to Area 4 Counties

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

Public Participation

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

Schedule

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

Current Process for 2018 with Meetings and Dates	
5/10/18...	Priority and Allocations Committee, 1809 Art Museum Drive, 1:45 p.m. <ul style="list-style-type: none"> • <i>Discuss information and reports that the committee wishes to review before making decisions.</i>
5/29/18...	Priority and Allocations Committee, 1809 Art Museum Drive, 1:30 p.m. <ul style="list-style-type: none"> • <i>Develop the process plan.</i> • <i>Review information and reports that were requested during May 10 meeting.</i>
06/04/18 ...	Helping Hands Support Group Meeting, Community Rehabilitation Center (CRC), 623 Beechwood Street, 6:00 p.m. <ul style="list-style-type: none"> • <i>Public Hearing</i>
06/12/18 ...	Executive Committee, NFAN Office, 2715 Oak Street, 9:00 a.m. <ul style="list-style-type: none"> • <i>Review and Approve the 2019 Process Plan</i>
6/14/18...	Community Connections Committee 1809 Art Museum Drive, 12:00 p.m. <ul style="list-style-type: none"> • <i>Public Hearing</i>
6/29/18...	NFAN Luncheon, Trinity Lutheran Church, 1415 S. McDuff Ave., 12:00 p.m. <ul style="list-style-type: none"> • <i>Public Hearing</i>
7/05/18...	Priority and Allocations Committee, 1809 Art Museum Drive, 1:30 p.m. <ul style="list-style-type: none"> • <i>Review information and prioritize services.</i>
7/12/18...	Priority and Allocations Committee, 1809 Art Museum Drive, 1:45 p.m. <ul style="list-style-type: none"> • <i>Review information and allocate funding for FY2019</i>
7/26/18...	Planning Council, 1809 Art Museum Drive, Suite 100, 3:00 p.m. <ul style="list-style-type: none"> • <i>Approve recommended prioritized services and funding allocations for 2019.</i>
8/23/18 ...	Planning Council, 1809 Art Museum Drive, 3:00 p.m. <ul style="list-style-type: none"> • <i>Approve breakout of Part A/MAI and B/GRPC funding between service categories.</i>

FY2019 Process Plan approved by Metropolitan Jacksonville Area HIV Health Services

Planning Council's Executive Committee on 6/12/18

Signed by:



Beth Parker, Planning Council Chair

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

EXECUTIVE COMMITTEE

Ryan White Part A and B Programs
NFAN Office • 2715 Oak Street • Jacksonville, FL 32205

Tuesday, July 10, 2018
Meeting Minutes

Committee Members Present: Beth Parker (*Chair*), Ne'Tosha Dopson (*Vice-Chair*), Michael Bennett (*Priority & Allocations*), Zane Urbanski (*Co-Chair Community Connections*), and Linda Williams (*W.A.C.*)

Absent: Debbi Carter, Steven Greene, and Dan Merkan

Guest: Nicholas Hudgens

Support Staff Present: Sandra Sikes

CALL TO ORDER

Called at 9:15 a.m. by Chair Beth Parker, and followed with a moment of silence.

COMMITTEE CHAIRS' REPORTS

Integrated Comp Plan

This conversation started as a way to involve the W.A.C. and Community Connections committees in participating with Goals 2 and 3 of the Comp Plan. Conversation evolved into a frank discussion on how much we really knew about the activities and strategies listed in this plan. It was suggested that some members of the ICPC (past and current members) and Executive committees need to meet soon and review the Comp Plan again. The language is not clear, and it would be helpful to have a few former ICPC members who developed this Comp Plan come in and talk about the Plan and what the original vision was. This can be considered a 'Close Out' meeting. From there, the ICPC and the Planning Council should simplify the Comp Plan and make it a document that makes sense.

**Priority and Allocations
(Michael Bennett)**

Met July 5 and will meet again July 12. Mike continues to be impressed with the participation of everyone in attendance. The committee prioritized a list of core and

support services, and during their upcoming meeting Thursday, they will allocate funding by percentage.

Pharmacy and Therapeutics
(Ne'Tosha Dopson)

Ne'Tosha recapped the highlights of their June 8 committee meeting. They will meet again in a couple of months; and will probably start meeting 3 to 4 times a year.

Staff advised that the minutes were not ready yet, but should be available before the Planning Council meeting.

Community Connections
(Zane Urbanski)

June 14 meeting was well attended and several guests did a panel discussion on being diagnosed in the early days of HIV; this was in recognition of Long-Term Survivors Day. The committee also hosted a Public Hearing. The next meeting is Thursday, and several speakers will be on hand to talk about the Youth Block Party, a new program at Gateway, and a job training program by Generations Jacksonville. Scholarship winners for the Positive Living Conference in September will be announced.

Membership
(Ne'Tosha Dopson)

Committee met twice in June; interviewed three applicants for Associate Membership during the first meeting, and conducted strategic planning during the second meeting. The committee is capping Associate Memberships to ten, and they will focus on recruiting for the Parts B, C, and Mental Health Provider seats next. Nominations for 2019 officers will open in early September and close in November.

Women, Adolescents, and
Children
(Linda Williams)

Committee met on July 5. Meeting began with an ice-breaker activity, and a lot was accomplished in an hour. Members will be involved in the August 18 Youth Block Party; most will already be there on behalf of their agencies, and those who are unaligned are welcomed to sit at the Planning Council table or volunteer in one of the other areas. Events are scheduled at Caroline Oaks and Mary Eaves Community Centers. Both events are on July 24, 2018. The event last month at Madison Manor was

very successful. A total of 25 were in attendance, and 7 were tested. W.A.C. was asked to come back every quarter. W.A.C. is also having an event on Saturday, August 4.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

STAFF REPORT

Excused Absences

Just a reminder that there are no excused absences for Planning Council or committee meetings.

Public Relations

Requests for radio or TV interviews where a Council or committee member is asked to talk about the Planning Council or committee should be routed up the chain of command through Chief Johnnetta Moore to the City's Public Relations Office.

Applicants for Planning Council

Committee had a discussion on what makes a good Planning Council applicant. A question came up on whether there is a way to find out if an applicant supports the NHAS goals. The committee would like the Membership Committee to review and perhaps add a question that would cover this during the interview.

Psychosocial Services

Since food and transportation are not covered, the question was asked what does Part A cover for Psychosocial Services? Best source would be to look at the RFP to see what the City was looking to provide for this service category.

WRAP UP

Public Comments

None

Announcements

Linda: Ms. Senior Jacksonville Pageant is July 21.

Beth: Hambingo fundraiser at Hamburger Mary's on July 16 for Youth Block Party.

Hambingo tonight at Hamburger Mary's Riverside location to benefit the AIDS Memorial Project.

Adjourned

11:10 a.m.

**COMMITTEE
RECOMMENDATIONS**

To the Membership Committee:

Review the interview questions and consider including a question on NHAS goals that could open a discussion between the applicant and the committee.

To the Integrated Comp Plan Committee:

Need to schedule a meeting with current and past stakeholders of ICPC who helped author the Plan, and with several members of the Executive Committee. Purpose is to get clarification on some of the activities listed; to close out activities that are completed; and to streamline the Plan.

To the Part A Office:

Please provide a list of expected activities for Psychosocial Services that would be covered by Part A funds.

Meeting Minutes distributed via email to committee members on 07/11/18.

Minutes reviewed by



Beth Parker, Planning Council Chair

Meeting Minutes will be approved by the Planning Council on 07/26/18.

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

PHARMACY & THERAPEUTICS COMMITTEE

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

Friday, June 8, 2018

Summary of Meeting

Committee Members Present: Ne'Tosha Dopson (*Chair*), Sandra Ellis, Frank Emanuel, Carole Faria, Charlene Arnold, Vicki Truman, Zane Urbanski (*Vice-Chair*),

Guests: Mobeen Rathore, Brian Hopkins

Support Staff Present: Sandy Arts and Megan Graham

CALL TO ORDER: The meeting was called to order at 11:03 a.m. by Committee Chair Ne'Tosha Dopson. After observing a moment of silence, members and guests introduced themselves.

NEW BUSINESS: Update Ryan White Formulary: Reviewed the New ADAP Formulary and Local Formulary. Decided to combine them into one list for easier reference. List will be combined and distributed for use.

Discuss Necessary Vaccinations: Vaccinations were added to the Ryan White Formulary to ensure that non-ADAP clients have access to them.

Motion was made by Heather Vaughan, and seconded by Zane Urbanski, to utilize the updated Local Ryan White Formulary and updated ADAP formulary for the Jacksonville TGA.

WRAP-UP: There were no public comments.

There were no announcements.

This meeting was adjourned at 12:20 a.m.

Meeting Minutes distributed via email to committee members on 07/18/18.

Minutes reviewed by



Ne'Tosha Dopson, Committee Chair

Meeting Minutes will be approved by the Planning Council on 07/26/18.

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

Wednesday, June 6, 2018
Meeting Minutes

Committee Members Present: Steven Greene (*Chair*), Debbi Carter (*Co-Chair*), Ne'Tosha Dopson, Veronica Hicks and Linda Williams

Staff Present: Sandra Sikes

CALL TO ORDER

Called 10:00 a.m. by Chair Steven Greene.
Observed moment of silence.

UNALIGNED RATIO AND PC REPRESENTATION

		<u>Epi Data for the TGA</u>	<u>Planning Council Representation</u>	
Total Membership:	14	Black: 64%	50%	Black
Total Unaligned:	5	White: 27%	43%	White
		Hispanic: 06%	00%	Hispanic
Unaligned Ratio:	35.7%	Other: 03%	07%	Other
		Male: 65%	36%	Male
		Female: 35%	64%	Female

Steven Greene recently changed jobs and is now working for a social services provider who does not receive Ryan White funding; therefore he is unaligned.

INTERVIEWS

Katrina Odell
Heather Kilpatrick
Herb Smith

Motion to recommend the Planning Council appoint Katrina Odell as Associate Member. Motion made by Debbi Carter, seconded by Linda Williams; all voted in favor and the motion passed.

Motion to recommend the Planning Council appoint Heather Kilpatrick as Associate Member. Motion made by Veronica Hicks, seconded by Debbi Carter; all voted in favor and the motion passed.

Motion to recommend the Planning Council appoint Herb Smith as Associate Member. Motion made by Ne'Tosha Dopson, seconded by Veronica Hicks; all voted in favor and the motion passed.

Adding the above three individuals to the Planning Council's Associate Membership will not affect the Planning Council's unaligned ratio.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENTS

None.

ANNOUNCEMENTS

Next committee meeting will be 10:00 a.m. Wednesday, June 20, at Art Museum Drive.

ADJOURNMENT

At 11:35 a.m.

**RECOMMENDATIONS TO
THE PLANNING COUNCIL**

That the Planning Council appoints Katrina Odell
as Associate Member.

That the Planning Council appoints Heather Kilpatrick
as Associate Member.

That the Planning Council appoints Herb Smith
as Associate Member.

Meeting Minutes distributed via email to committee members on 06/11/18.

Minutes reviewed by



Steven Greene, Committee Chair

Meeting Minutes will be approved by the Planning Council on 07/24/18.

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

Wednesday, June 20, 2018
Meeting Minutes

Committee Members Present: Steven Greene (*Chair*), Debbi Carter (*Co-Chair*), Ne'Tosha Dopson, Veronica Hicks and Linda Williams

Staff Present: Sandy Arts and Sandra Sikes

CALL TO ORDER

Called 10:02 a.m. by Chair Steven Greene.
Observed moment of silence.

		<u>Epi Data for the TGA</u>	<u>Planning Council Representation</u>	
Total Membership:	14	Black: 64%	50%	Black
Total Unaligned:	5	White: 27%	43%	White
Unaligned Ratio:	35.7%	Hispanic: 06%	00%	Hispanic
		Other: 03%	07%	Other
		Male: 65%	36%	Male
		Female: 35%	64%	Female

STRATEGIC PLANNING

Jeopardy Game

Training session; questions were mostly specific to the Membership Committee. Committee discussed the requirement that Council members must either live or work in the Jacksonville TGA.

Recruitment Focus

Committee identified the next open seats to recruit:
Mental Health Provider,
Part B Grantee, and
Part C Grantee.

Can add two more aligned members and the unaligned ratio will only drop to 31%. If applications are received on all three seats, then one applicant might be routed to Associate until the unaligned ratio increases. Recruitment of unaligned consumers is on-going. Members discussed difficulty in recruiting Hispanic PLWHA.

Cap on Associates	Committee will cap the number of Associate Members at ten (10). Currently there are two Associates, and three more will be presented to Council in July.
Membership Committee	Committee will survey a few of the newer members to see if any are interested in joining Membership Committee.
Time Line	Nominations for 2019 officers will open September 5, and close on November 16. All members will be reviewed for qualifications by September 5, and again each month at Membership committee meetings. Nominations will also be accepted from the floor during the September and October Planning Council meetings. Slate will be announced December 20; election will be January 24, and installation on February 28.
Committee Teambuilding Discussions	<p>Committee was presented with two different scenarios to work through as a group. In both scenarios, members were to decide if the situation was a problem, and if so, how would they deal with it as a committee?</p> <p>No. 1 – Person submitted PC application, and afterwards was heard to state that they were out of care, and advised another PLWHA to stop taking their HIV medication and take vitamins and herbal supplements instead.</p> <p>Committee stated that they would want to talk to the applicant to determine first-hand the applicant's feelings on being adherent to medication and treatment. Committee felt that Planning Council members had an overall duty to support NHAS goals and the Integrated Comp Plan.</p>

Committee Teambuilding
Discussions (cont'd)

No. 2 – Person stated they wanted to 'join' the Planning Council, and wanted to move the start of the Council meetings to a later time, so that meals would be provided.

Committee stated that they would advise the person of the steps to 'apply' for membership; that membership was through appointment by the Mayor; and would give the applicant a brief synopsis of the work Planning Council members were responsible for.

Public Comments

There were no public comments.

Announcements

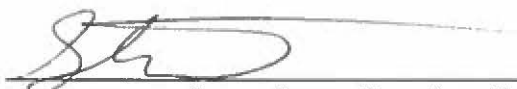
Linda: the deadline for purchasing tickets for the Ms. Senior Jacksonville Pageant is quickly approaching. Tickets must be purchased by July 14.

Adjournment

Adjourned at 12:15 p.m.

Meeting Minutes distributed via email to committee members on 06/21/18.

Minutes reviewed by


Steven Greene, Committee Chair

Meeting Minutes will be approved by the Planning Council on 07/24/18.

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

Thursday, June 14, 2018
Meeting Minutes

Committee Members Present: Debbi Carter (*Chair*), Zane Urbanski (*Co-Chair*), Stephon Collins, Rhonda Cue, Wade Davis, Amy DeGuzman, Carole Faria, Mary Glenn, Steven Greene, Elinor Holmes, Elaine Hosking, Sharon Hunter, Jacqueline Johnson, Cat King, Brian Law, Kristin Maranville, Ranjeet Martin, Dan Merkan, Brandon Montanez, John Moore, DeWeece Ogden, Samuel Reese, Rikki Stubbs, Antoinette Turner, Laurie Turner, Barrett Tyson, Linda Williams, Paul Williams, and Beth Parker (*Ex-Officio*)

Members Absent: Dwayne Brown, Gloria Coon, Nathaniel Hendley, Veronica Hicks, Foxxie Moody, Teresa Rose, and Jisell Sobalvarro

Guests: Jonathan Harris, Nicholas Hudgens, Joy Mapson, Johnnetta Moore, Wendy Moses, Tonetta Neal, Dick Niemann, Eric Peeples, Selene Pickens, and Angel Kalatatis-Russell

Support Staff Present: Sandra Sikes

CALL TO ORDER

Debbi Carter called meeting to order at 11:55 a.m.
Roll call was taken and guests were introduced.
Ranjeet Martin read the Mission Statement.
Members observed a moment of silence.

ANNOUNCEMENTS

Mary Glenn will forward registration forms for the Positive Living Conference to Laurie Turner. Laurie talked about the Silent Auction and how it raises money for scholarships to Positive Living Conference in September.

World AIDS Day is having HamBingo Monday, June 25 at Hamburger Mary's. They need door prizes donated before the 25th.

Helping Hands Support Group is having HamBingo Monday, July 2 to raise money for scholarships to Positive Living Conference.

Healing Women and Men's Support Group meets the 1st Thursday of every month at NFAN.

Department of Health's C.A.B. meets 3rd Thursday of every month at 515 W. 6th Street.

C.A.N. and LSS are hosting a testing event June 27 (NHTD) from 11:00 to 6:00; includes games, lunch, and photo booth.

W.A.D.'s Community Connections sub-committee has changed their name to H.O.P.E.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENTS

There were no public comments.

PROGRAM

Panel Discussion on Long Term Survivors and the Early Days of AIDS.

Panel: Dick Niemann, Mary Glenn, and Chief Johnnetta Moore of Social Services Division (*the Administrative Agency*).

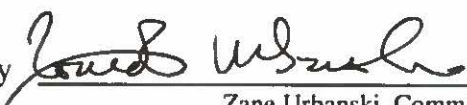
PUBLIC HEARING

Public Hearing opened at 1:10 p.m. and closed at 1:30 p.m. Comments from the Public Hearing will be available under separate document.

ADJOURNMENT

The meeting was closed at 1:31 p.m.

Meeting Minutes distributed via email to committee members on 06/21/18.

Minutes reviewed by 
Zane Urbanski, Committee Co-Chair

Meeting Minutes will be approved by the Planning Council on 07/26/18.

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

Thursday, July 12, 2018
Meeting Minutes

Committee Members Present: Zane Urbanski (*Co-Chair*), Stephon Collins, Rhonda Cue, Wade Davis, Carole Faria, Mary Glenn, Steven Greene, Johnathan Harris, Elinor Holmes, Elaine Hosking, Sharon Hunter, Jacqueline Johnson, Kristin Maranville, Ranjeet Martin, Wendy Moses, DeWeece Ogden, Selene Pickens, Jisell Sobalvarro, Rikki Stubbs, Antoinette Turner, Barrett Tyson, Linda Williams, and Paul Williams

Members Absent: Dwayne Brown, Debbi Carter, Gloria Coon, Amy DeGuzman, Nathaniel Hendley, Veronica Hicks, Cat King, Brian Law, Dan Merkan, Brandon Montanez, Foxxie Moody, John Moore, Samuel Reese, Teresa Rose, and Laurie Turner

Guests: Justin Bell, Betty Evans, Alexis Fisher, Frances Lynch, Joy Mapson, T. McSwain, Katrina Odell, Andrew Richie, Angel Kalatatis-Russell, and Lina Skeim

Support Staff Present: Sandra Sikes

CALL TO ORDER

Zane Urbanski called meeting to order at 12:00 p.m.
Roll call was taken and guests were introduced.
Kristin Maranville read the Mission Statement.
Members observed a moment of silence.

ANNOUNCEMENTS

Healing Men and Women's Support Group meets the first Thursday of the month at NFAN. They are having a fundraiser August 6 at Hamburger Mary's.

Department of Health's C.A.B. meets the third Thursday of the month.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

- Katrina Odell discussed the **Youth Block Party (YBP)** scheduled for Saturday, August 18 at A. Phillip Randolph Park. This event is for 13 to 24 year olds; so far 47 vendors

have signed up. The event will provide HIV testing, prevention information, and information on resources in the area. YBP needs more volunteers to help that day. There are three shifts to choose from: (1) 9:30 a.m. to 1:30 p.m.; (2) 1:30 to 5:00 p.m.; and (3) all day. This event is sponsored by Area 4 prevention agencies.

There will also be a fundraiser July 16 at Hamburger Mary's.

- Scholarships for **Positive Living Conference**: Zane reviewed the selection criteria for awards. There will be a drawing, and only committee members who have attended at least three meetings since March (including today's meeting) are eligible. Scholarship winners are responsible for their own transportation to and from Ft. Walton Beach.

The monthly fundraisers for auction items only netted enough funds to send one person to the Positive Living Conference. Once that was announced, the Friends of the AIDS Memorial Quilt Chapter donated funds for three scholarships; Wade Davis donated for one scholarship; and Zane Urbanski donated for one scholarship, bringing the total to six scholarships. Tickets were drawn and the following committee members were awarded scholarships:

Elinor Holmes
Sharon Hunter
Kristin Maranville

Antoinette Turner
Ranjeet Martin
Jacqueline Johnson
(donated by Linda Williams)

PROGRAM

- Lina Skeim, MPA, is a Program Coordinator with Generations Jacksonville, and she spoke to the committee about Generations, a non-profit organization that provides training for careers in the retail, customer service, and hospitality fields.
- Alexis Fisher is a Case Manager at Gateway Community Services, and she spoke about 'Healthy, Safe, and Sober' which is a program Gateway is handling through a SAMHSA

Grant. The program focuses on ethnic minorities between 18 and 29 who are dealing with substance abuse. Gateway has partnered with JASMYN and APEL to work with the program.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

The meeting adjourned at 12:50 p.m.

Meeting Minutes distributed via email to committee members on 07/18/18.

Minutes reviewed by *to be signed*
Zane Urbanski, Committee Co-Chair

Meeting Minutes will be approved by the Planning Council on 07/26/18.



**Are you battling with
Substance Abuse?**



Ethnic Minorities between 18-29

FOR MORE INFORMATION CONTACT:

Lamar Cruse @ (904)612-3779 or

Alexis Fisher @ (904)646-8638

If you're at Risk with HIV/HEP-C
Let us link you into the best of care through our
Healthy Safe Sober Program



In-



Creating Pathways for Career Success Generation

RETAIL CAREER ADVANCEMENT PROGRAM

The Generation Retail Career Advancement Program in Jacksonville trains individuals 18 years old and older for high-demand professions in the retail, customer service, and hospitality fields and provides you with social support services, guaranteeing interviews with employers post-graduation. All at no cost to you.

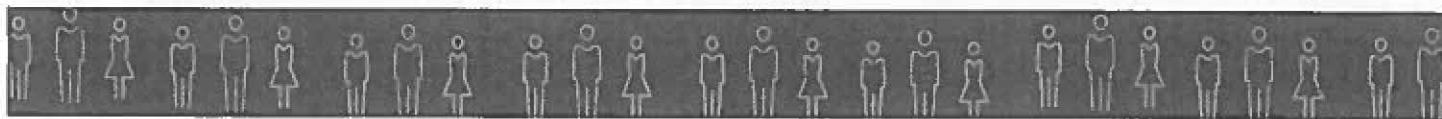
PROGRAM BENEFITS

- Develop "soft skills" employers are seeking such as communication, creative thinking, work ethic, teamwork, decision-making, and positivity.
- **PAID TRAINING.** Receive a stipend upon completion of the program.
- Receive a personal mentor and social support services to help with things like transportation or childcare issues.
- Get help from career coaches for interview preparation.
- Receive a weekly stipend to help with childcare and transportation costs.

EMPLOYER PARTNERS

Firehouse Subs
Florida Blue
Convergys
Bono's Pit Bar-B-Q

FIND OUT MORE AT GENERATION.ORG/RCA OR EMAIL JACKSONVILLE@GENERATION.ORG



GENERATION HAS STRONG OUTCOMES

Generation has demonstrated results for students and employers—and has developed an approach that works for everyone.

RESULTS



94% of supervisors would recommend hiring a Generation graduate again.

EMPLOYERS



86% are employed 6 months after graduation.

STUDENTS



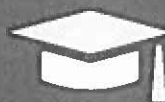
88% of employers say that Generation graduates outperform their peers.

PROGRAM REQUIREMENTS



- You must be currently, or previously, employed in a retail or customer service position.
- Be authorized to work in the U.S.
- English language proficiency
- 18 years old or older.

PROGRAM DETAILS



- The program is 60 hours and part-time. A hybrid online/in-person course is available.
- Our students get jobs such as: shift supervisors, key holders, executive assistants, and call center professionals.

GENERATION THANKS OUR PARTNERS



WWW.GENERATION.ORG/RCA

Lina Skeim | Program Coordinator | lina@generation.org

JACKSONVILLE@GENERATION.ORG | FRESH MINISTRIES | 616 A. PHILLIP RANDOLPH BLVD. | WWW.GENERATION.ORG/RCA



Positive Living 21 Conference Application

Sept. 14-16, 2018

at the Ramada Plaza Beach Resort
1500 Miracle Strip Parkway
Fort Walton Beach, FL 32548



**RETURN APPLICATION TO: OASIS Florida/Positive Living 21, P.O. Box 35, Fort Walton Beach, FL 32549
or FAX to (850) 314-0952 or e-mail to PositiveLiving@OASISflorida.org**

DO NOT SUBMIT WITHOUT FULL PAYMENT, DOING SO WILL NOT HOLD A SPOT, AND APPLICATION WILL BE DISCARDED

Last Name _____ First Name _____

Preferred Name for Name Tag _____ Number of Years being HIV+ _____

Street _____ City (do not abbreviate) _____ State _____ ZIP _____

E-mail _____ Phone (with area code) (_____) _____ - _____

Preferred Gender ☐ male ☐ female ☐ other _____

Registration/Lodging Rates:

includes Lodging for 2 Nights (Fri & Sat); Friday Hospitality Refreshments; Friday Dinner; Saturday Breakfast Buffet; Lunch, Break Snack; and Dinner Buffet; Sunday Continental Breakfast; and Conference Materials.

SHARED ROOM (select one)

☐ Conference Rate \$300

☐ Person Living with HIV/AIDS \$125

☐ I would like to room with...

PRIVATE ROOM (select one)

☐ Conference Rate \$450

☐ Person Living with HIV/AIDS \$325

Everyone will have a roommate (unless you agree to pay for a private room). If you know of someone you would like to room with provide their name above. If we receive a matching application by 08/21/18 we will do our best to room you together. If you do not make a request, or if we do not receive a matching request, OASIS will assign you a roommate.

we prefer ☐ 1 King Bed ☐ 2 Double Beds

A note about assigned roommates: Positive Living is an inclusive and welcoming event. We do not honor any requests, nor do we make any effort, to segregate roommates on the basis of race, sexual orientation, gender identity or religious beliefs. This principle also extends into all aspects of our conference, and all attendees are expected to conduct themselves in an inclusive and welcoming way.

if you need to arrive a day early or depart a day late you may do so by paying an additional...

SHARED ROOM-ADDITIONAL NIGHT

Conference Rate

☐ \$75 Thursday Arrival

☐ \$75 Monday Departure

Person Living with HIV/AIDS

☐ \$60 Thursday Arrival

☐ \$60 Monday Departure

if you have requested a roommate, both must arrive and depart on the same days

NO REFUNDS WILL BE MADE AFTER 09/01/18

Cancellations requested by this deadline will incur a 5% charge if payment was made by credit card.

RETURN CHECK FEE

If a registration check is returned to us, a return fee of \$35 will be charge to complete registration.

SERVICE ANIMAL ROOM (MUST BE DOCUMENTED) a limited number of pet rooms are available for those with service animals, if you have a service animal you must contact us by calling (850) 314-0950 before submitting application, approval will be at the discretion of the Positive Living committee.

OTHER NEEDS... while every attempt will be made to accommodate these needs they can not be guaranteed

☐ Limited Mobility-1st floor or near elevator ☐ Handicap Room-roll in shower ☐ Visually Impaired ☐ Deaf

☐ Vegetarian ☐ No Pork ☐ other _____

if you do not need hotel lodging, you may commute for workshops and meals for...

☐ I do not need lodging, paying for meals and conference materials only ☐ \$125 ☐ PLHA \$75

DO NOT SUBMIT WITHOUT FULL PAYMENT, DOING SO WILL NOT HOLD A SPOT, AND APPLICATION WILL BE DISCARDED

PL21 STAFF USE: Received Amount Card Ran Entered Confirm Name Tag Roommate Match

NOTES:

PAYMENT INFORMATION

APPLICATIONS WILL NOT BE PROCESSED WITHOUT FULL PAYMENT.

A CONFIRMATION E-MAIL WILL BE SENT ONCE YOU ARE ACCEPTED.

[] Check payable to OASIS, check # _____ [] Money Order payable to OASIS, money order # _____

If a registration check is returned to us, a return fee of \$35 will be charge to complete registration.

[] VISA [] MasterCard # _____ - _____ - _____ - _____

Expiration Date _____ 3 Digit Security Code (on back of card) _____ Billing Zip Code for Card _____

Cancellations requested by 09/01/18 deadline will incur a 5% charge if payment was made by credit card.

After deadline no money will be returned without medical documentation.

[] If registration is paid by an agency or someone other than yourself must provide us with name of that person

and contact phone number: () - _____

CONTACT NUMBERS

() - _____

Name of Emergency Contact

Phone of Emergency Contact

Application will not be processed without an emergency contact OR a case manager contact (must be available for contact during conference)

() - _____

Name of Case Manager

Phone of Case Manager Contact Case Management Agency

do not abbreviate

TRAVEL INFO

How will you be arriving?

[] Personal Vehicle

[] Riding with _____

Cell Phone of Co-Traveler () - _____

Flying into...

[] Fort Walton Beach

[] Pensacola [] Panama City

Distance to the Ramada Plaza Beach Resort from Fort Walton Airport (VPS) is 10 miles; Pensacola Regional Airport (PNS) is 46 miles; and Panama City Beach Airport (ECP) is 57 miles. Transportation to and from any airport will be at your own expense, and will be your responsibility to arrange.

DO NOT SUBMITT WITHOUT FULL PAYMENT, IT WILL NOT BE PROCEESED AND WILL NOT HOLD A SPACE FOR

A CONFIRMATION E-MAIL WILL BE SENT ONCE YOU ARE ACCEPTED.

[] check that you understand the above AND have read, understand,
and will abide by the Code of Conduct that is found on the following page.

Return all 3 completed pages to OASIS / Positive Living 21

P.O. Box 35, Fort Walton Beach FL, 32549

or FAX to (850) 314-0952, or e-mail to PositiveLiving@OASISflorida.org

NOTES:

Positive Living 21 Conference Code of Conduct

Please read fully, and initial each item to verify your full understanding and promise to comply.
Failure to comply may prohibit your from attending future conferences.

Please return this when you submit your application.

- _____ 1. No application will be processed without full payment.
WE WILL NOT HOLD APPLICATION WITHOUT FULL PAYMENT.
YOU MUST SUBMIT PAYMENT WITH APPLICATION.
WE CAN NOT CALL BACK OR TAKE CALLS FOR PAYMENT INFORMATION.
BOTH FULL PAYMENT AND APPLICATION MUST ARRIVE TOGETHER.
BOTH OUR FAX MACHINE AND E-MAIL ARE SECURE TO SUBMIT CREDIT CARD INFORMATION.
- _____ 2. We often receive more applications that we can accommodate. If you are granted a spot to attend Positive Living you are expected to attend the workshops that are presented
- _____ 3. Registration/Lodging fees cover hotel (unless paying as local non-hotel room attendee), meals (Friday Hospitality Room Snacks, Friday Dinner, Saturday Breakfast, Saturday Lunch, Saturday Snack, Saturday Dinner, Sunday Continental Breakfast), and conference materials. Meals desired due to early arrival or late departure are your responsibility.
- _____ 4. All persons shall be treated with respect. Comments/actions based on race, sexual orientation, gender, or religious beliefs will not be tolerated.
- _____ 5. Transportation is not included in registration fees, we do not provide an airport or bus station shuttle.
- _____ 6. If a roommate request has been made, applications from both attendees must be received by 08/21/18, if not an alternate roommate will be assigned by OASIS Florida. Any roommate issues or concerns that arise are to be brought to the attention of conference staff NOT hotel staff.
- _____ 7. No one who is not a paid attendee may share your room, all partners, children, friends, etc., who you wish to share your room must complete an application and be paid in full.
- _____ 8. All attendees must wear conference name badge at all times. No one will be admitted to workshops or meals without wearing their name badge, and attendees comply with all sign in procedures.
- _____ 9 Smoking/vaping in hotel rooms, unwanted sexual advances, or any disruptive or offensive conduct directed at either fellow conference attendees, conference staff or volunteers, hotel guests or staff will result in expulsion from the conference without refund.
- _____ 10. The hotel will require a \$30 deposit upon check-in to have your room phone turned on, if you elect to have your room phone turned on you will be responsible for this deposit and all phone charges.
- _____ 11. You will be responsible for any damage done to hotel property or equipment.
- _____ 12. If I can not attend Positive Living, I will notify OASIS Florida as soon as possible. **No refunds will be made later than 09/01/18 without a doctors medical excuse, approved refunds will incur a return fee of 5% if registration was paid by credit card.**
- _____ 13. No application will be processed without an emergency contact name and phone on application.
- _____ 14. If OASIS Florida deems it necessary to call medical or police assistance, any costs involved will be the responsibility of the parties involved and not OASIS.
- _____ 15 OASIS Florida and Positive Living is not responsible for attendees being captured in photos taken by fellow attendees..

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, July 5, 2018
Summary of Meeting

Committee Members Present: Linda Williams (*Chair*), Steven Greene, (*Co-Chair*), Audrey Green, Chris Shavers (Williams)

Guest: LaTanya Adkins; Elinor Holmes

Absent: Sherda Pierre; Alfreda Telfair

Support Staff Present: Sandy Arts; Mary Martinez

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Steven Greene, Co-Chair.

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.*

MOMENT OF SILENCE OBSERVED

Steven Greene read the Committee Goal and led everyone in a moment of silence.

SELF-INTRODUCTIONS BY MEMBERS AND STAFF

- Linda Williams introduced members to team building icebreaker games where members engaged were blindfolded and challenged to line up in ascending order, according to numbers whispered in their ears. Once that was completed and blindfolds were off, members were asked to line up in birth month order.

Youth Block Party

Sandy Arts, Program Manager, pitch for volunteers on behalf of YBP. Looking for people to help out with set up and clean up; man booths, assist with games, testing, etc. WAC would

like to participate and to have a table at YBP. Ms. Arts informed members that there would be 2 tables set up for City of Jacksonville, Emergency Assistance and Ryan White Planning Council. WAC will have brochures and give-a-ways to include at the Ryan White table.

NEW BUSINESS

Linda informed members of two upcoming senior events, July 24th at Caroline Oaks, 12:30 pm and at Mary Eaves, 3 pm. CAN Community Health will be joining us at both events, to provide testing and general assistance, prizes and giveaways. Members were asked for participation but unfortunately as these events will be held during the week it will be unlikely that members who work during the week will not be able to attend because of schedule conflict. However, Elinor Holmes indicated that she may be able to assist.

Committee discussed dates and times of events that are happening around the community and the likelihood of working members being able to attend. It was also expressed that weekend events may be best for most committee members.

UNFINISHED BUSINESS

Linda gave a report about the event held at Madison Manor Senior Community on June 26th. There were 25 senior residents who attended the event, and 7 of them were tested. HIV Bingo was played to engage the seniors and to test their knowledge concerning HIV. Many prizes were given, and many condoms were distributed.

We received an open-ended request by the managing staff to come back and hold an event each quarter. The next events at Madison Manor will be scheduled for some time in September, and then another in December.

PUBLIC COMMENTS

There were no public comments.

ANNOUNCEMENTS

There were none

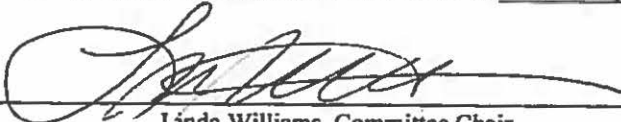
ADJOURNMENT

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

COMMITTEE RECOMMENDATION TO THE PLANNING COUNCIL: None.

Meeting Minutes distributed via email to committee members on July 10, 2018

Minutes reviewed by


Linda Williams, Committee Chair

Meeting Minutes will be approved by the Planning Council on 07/26/18.

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

2:00 p.m. Wednesday, June 13, 2018

Meeting Minutes

Committee Members Present: Dan Merkan (*Chair*), Katrina Odell (*Co-Chair*), Debbi Carter, Dawna Cornelissen, Irfan Kakezai, Herb Smith, and Beth Parker (*Ex-Officio*)

Committee Members Absent: Mary Glenn, Christie Mathews, and Lauri Wright

Guests: Nicholas Hudgens

Support Staff Present: Sandra Sikes and Graham Watts

CALL TO ORDER

At 2:05 p.m. by Dan Merkan.

Moment of silence, followed by self-introductions.

ACTION ITEMS

Katrina Odell was selected as committee co-chair.

Reviewed activities for Goals 1, 2, and 3. Dan asked if list of activities could be streamlined or consolidated? Is the right person serving as the work group chair?

1.1.1 – Ask Rod Brown how the list of primary care doctors was used? Has the plan of going door-to-door talking to doctors been replaced with distributing HIV care literature to doctors at seminars and meetings?

HIV Surveillance is now labeled APO.

2.1.1 - Strategies appear to be very broad. Case Managers appear to use the barriers-to-care and ISP development tools.

2.1.3 - Was assigned 'Peer Navigator' as the work group chair. Dan to call Justin Bell to see if Justin still wants to be lead on this, or refer another Peer Navigator as the chair.

3.1.1 - Regarding youth and the health disparities dashboard, either Dan or Graham will contact Kendall Guthrie to see if UF CARES can provide any information on youth from their Part D reports.

3.2.2 - Contact the MCM committee chair and ask that during July MCM meeting they poll to see if case managers are doing something for client confidence building. If so, can they provide any documentation on how they are doing this?

Statuses on several activities were updated, and start and end dates were adjusted as needed.

Table 10 from Jacksonville TGA's Integrated Comp Plan:

- Part A Office needs to be in sync with the work being done by FCCAPP and the APO.
- Committee members directed to read through Table 10; copy was attached to agenda packet.

Members asked to verify that an Effective Behavioral Intervention (EBI) inventory sheet was submitted on their agency.

Dan talked briefly about the statewide Integrated Comp Plan.

WRAP UP

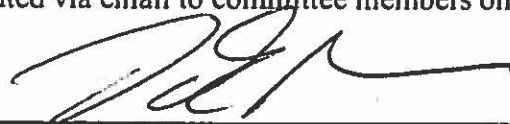
There were no public comments.

Webinar today on *Moving Integrated HIV Prevention and Care Planning into Action: Integrated Funding for HIV Services*. (<https://careacttarget.org/node/9533>)

Meeting adjourned at 3:15 p.m.

Meeting Minutes distributed via email to committee members on 06/19/18.

Minutes reviewed by



Dan Merkan, Committee Chair

Meeting Minutes will be approved by the Planning Council on 07/26/18.

ELIGIBILITY AD-HOC COMMITTEE

Ryan White Part A Office ♦ 1809 Art Museum Drive, Suite 100 ♦ Jacksonville, FL 32207

Friday, July 13, 2018 Minutes of the Meeting

Call to Order: Planning Council Chair Beth Parker called the meeting to order at 9:15 a.m. and led the group in a moment of silence.

Attendees: Sandy Arts Katrina Odell
Justin Bell Beth Parker
Chrissy Edmonds Sandra Sikes
Cecilia Gibson Heather Vaughan
Megan Graham Max Wilson
Lorie Johnson

Topic # 1 A \$65.00 co-payment was approved by the Jacksonville Planning Council late last year for Ryan White clients who utilize private insurance for mental health appointments. The next step now is to develop a payment process. It was suggested that Case Managers talk to the clients when signing them up for this service, letting the clients know what is covered. Clients should be clear that the Part A Office will not pay any fees associated with a no-show.

Heather Vaughan volunteered to draft a process for handling Mental Health Co-Payments. This should be ready for the committee's review at their next meeting.

Topic #2 Discussion on the current dental cap of \$1,800 per year; committee agrees that this needs to be increased.

Motion made by Katrina Odell, seconded by Cecilia Gibson, to recommend that the Jacksonville Planning Council increase the dental cap to \$2,400 per year. A vote was taken and all were in favor with no opposition or abstentions, and the motion passed.

Topic #3

Staff brought up the question of what lab reports should be covered under a medical visit? This was briefly discussed at the June Pharmacy and Therapeutics (P&T) Committee meeting, and P&T felt the question belonged in Eligibility.

Max and Heather stated that HRSA, through AETC (AIDS Education Training Center), would be a good source to see if they have a list of lab reports that would be covered under medical visits.

A motion was made by Heather Vaughan, seconded by Katrina Odell, to request that the Part A Office consult with AETC regarding what lab reports could be covered under a medical visit and paid for by Part A. Following discussion, the motion was voted on and passed with all in favor, no opposition or abstentions.

Another motion was made by Justin Bell, seconded by Chrissy Edmonds, to request that the Executive Committee review the role of the Pharmacy and Therapeutics Committee, to see if it includes other areas in addition to medications and treatments. Discussion followed, and some of the areas members had a question on was whether lab work, x-rays, and IV's fall under Pharmacy and Therapeutics, or under Eligibility. Following discussion, the motion was voted on and passed with all in favor, no opposition or abstentions.

Public Comments

Please disclose if you have a conflict of interest.

None

Announcements

The next Eligibility Ad-Hoc meeting will be Friday, August 10 at 9:15 a.m.

Youth Block Party (YBP) is Saturday, August 18. YBP is still looking for volunteers and reminded everyone that this is a great way for youth to accumulate their volunteer hours.

ELIGIBILITY AD-HOC COMMITTEE

Friday, July 13, 2018 Minutes of the Meeting

Page 3

Volunteers are needed to help with games, food, set-up, and clean-up. There are three shifts available: (1) 9:30 a.m. to 1:30 p.m.; (2) 1:30 to 5:00 p.m.; and (3) all day. Committee is also seeking donations for school supplies.

Hambingo is Monday July 16 to help with YBP fundraising.

Adjournment

10:25 a.m.

Recommendations

Within the committee:

That Heather Vaughan draft a written process for handling the Mental Health Co-payments.

To the Part A Office:

That they consult with AETC (AIDS Education Training Center) to see what labs should be covered under a medical visit.

To the Executive Committee:

That they review the role of the Pharmacy and Therapeutics Committee to see what areas they are responsible for.

To the Jacksonville Planning Council:

That the Council increases the dental cap to \$2,400 a year.

Meeting Minutes distributed via email on 07/18/18.

Minutes reviewed by



Beth Parker, Planning Council Chair

Meeting Minutes will be approved by the Planning Council on 07/26/18.

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

PRIORITY and ALLOCATIONS COMMITTEE

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

Thursday, May 29, 2018

Summary of Meeting

Committee Members Present: Michael Bennett (*Chair*), Zane Urbanski (*Co-Chair*), Charlene Arnold, Debbi Carter, Christine Edmonds, Mary Glenn, Steven Greene, Maria Hobbs, Elaine Hosking, Heather Kilpatrick, Kristin Maranville, Katrina Odell, Beth Parker, and Heather Vaughan

Guests: Johnathan Harris, Nicholas Hudgens, Yvonne H., Dr. Mobeen Rathore, and Max Wilson

Support Staff Present: Sandy Arts, Megan Graham, Brian Hopkins, and Sandra Sikes

CALL TO ORDER

Called to order at 1:30 p.m. by Michael Bennett, Chair.
Moment of Silence, followed by self-introduction.

DEVELOP PROCESS PLAN

Committee members reviewed, section by section, the 2018 Process Plan, and developed the Process Plan for 2019. Major differences from last year's plan are:

- New members have until the second meeting of the year to join;
- Specific years are being replaced with the terms 'current' and 'previous'; and
- The dates and upcoming meetings were revised on page 4.

Dr. Rathore asked if it was still necessary to list the Part C and Part D Grants under Prioritization of Needs, and general consensus was to leave this in; it is an option to look at these grants, not a requirement.

Motion made by Maria Hobbs, seconded by Debbi Carter, to recommend the 2019 Process Plan to the Planning Council, through its Executive Committee, for approval. The motion passed with no nays or abstentions.

REVIEW REQUESTED DOCUMENTS AND INFORMATION

Committee members were provided the following documents:

- Written explanations from providers on why they did not spend down all their funds in FY2017;
- 2017 Projections vs. Expenditures spreadsheet;
- Ranking sheet, showing how the services were prioritized by a number of people at the recent Community Connections meeting;
- Service Utilization Report for FY2017; and
- Client Demographic Report.

The WICY (*Women, Infants, Children, and Youth*) Report will be emailed to committee members later this week.

Comments from the Public Hearings and input from Consumer Advisory Board meetings will be transcribed and available at the July 5 meeting.

PUBLIC COMMENTS

Dr. Mobeen Rathore, speaking as a private citizen, had the following questions and comments:

- In the Process Plan under Legislative Requirements, one sentence mentions 'women, infants, children, and youth with HIV', and another sentence says 'total number of people with AIDS in the TGA'. Should the term 'HIV' be in both places? Maria Hobbs answered that this is the way the legislation is written.
- Who decides which core services receive the 75% funding? Is it this committee? The answer was yes.
- The funding that is allocated for women and children, is that in a public domain? Brian answered that this information can be found on the WICY Report for the TGA. This report will be emailed to members later in the week.
- When this committee allocates funds for outpatient medical care, will there be an opportunity to

discuss what the standards of care will be? For example, will Ryan White cover vaccines for PLWHAs accessing medical care? Mike answered that those standards of care could be addressed at the Pharmacy and Therapeutics Committee meeting.

ANNOUNCEMENTS

- The June 14 committee meeting has been cancelled. The next committee meeting will be 1:30 p.m. Thursday, July 5.

AJOURNED

At 3:05 p.m.

COMMITTEE RECOMMENDATION TO EXECUTIVE COMMITTEE

To approve the 2019 Process Plan on behalf of the Jacksonville Planning Council.

Meeting Minutes distributed via email to committee members on 06/04/18.

Minutes reviewed by


Michael Bennett, Priority & Allocations Committee Chair

Meeting Minutes will be approved by the Planning Council on 07/26/18.

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

PRIORITY and ALLOCATIONS COMMITTEE

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

Thursday, July 5, 2018

Summary of Meeting

Committee Members Present: Michael Bennett (*Chair*), Zane Urbanski (*Co-Chair*), Charlene Arnold, Debbi Carter, Chrissy Edmonds, Sandra Ellis, Mary Glenn, Steven Greene, Johnathan Harris, Nathaniel Hendley, Maria Hobbs, Elaine Hosking, Heather Kilpatrick, Kristin Maranville, Brandon Montanez, Katrina Odell, Beth Parker, Laurie Turner, and Linda Williams

Committee Members Absent: Dana Barnes, Debbi Carter, and Heather Vaughan

Guests: Kendall Guthrie, Elinor Holmes, and Wendy Moses

Support Staff Present: Sandy Arts, Brian Hopkins, and Sandra Sikes

CALL TO ORDER

Called to order at 1:30 p.m. by Michael Bennett, Chair.
Moment of Silence, followed by self-introduction.

**DOCUMENT/
INFORMATION REVIEW**

Committee members reviewed the following documents and reports:

- ♦ Transcript from the Public Hearings
- ♦ 2017 Expenditures spreadsheet
- ♦ Providers' explanations on why they did not spend down funds
- ♦ Service Utilization Report for FY2017
- ♦ Client Demographic Report
- ♦ WICY Report

From the Public Hearings, one speaker talked about Boost not being an approved supplement. Committee will ask Pharmacy and Therapeutics to see if this should be added to the RW Formulary.

\$153,000 left on the table in the medical case management category. Member stated a lot of clients do not know about MCM or how to access it; need to do a better job advising clients of this service.

Regarding explanations on why providers did not spend down funds, committee would like to see explanations next year on not only why the funding was not spent down, but also to hear from providers who could have spent more in their categories, if they had additional funding.

Regarding WICY, this covers youth ages 13 to 24. The Jacksonville TGA exceeded the percentage amount they were required by HRSA to meet.

RANKING SHEETS

Over 40 ranking sheets were received, but many could not be used. Committee agreed that the ranking sheet needs to be redesigned to make it simpler and easier to use. Clients are knowledgeable about some service definitions, but not all of them. Beth asked that the list of service definitions be available at every committee meeting. She also suggested that committees take one service category and briefly talk about it during their meetings.

PRIORITIZATION OF SERVICES FOR FY2019

Committee spent time discussing the service categories and reviewing the documents provided, in order to get a clear understanding of client needs in the TGA. Services were then ranked, based on the committee's understanding of client needs. A **motion** was made by Zane Urbanski, seconded by Sandra Ellis to **recommend the Planning Council approve the following prioritized services for FY2019:**

- | | |
|------------------------------|------------------------------|
| 1. Medical Case Mgmt | 1. Eligibility (Financial) |
| 2. Medical Care (OAMC) | 2. Legal Services |
| 3. Health Ins. Premium | 3. Outreach Svs/Peer Nav. |
| 4. Oral Health | 4. Substance Abuse – Res. |
| 5. AIDS Pharmaceutical | 5. Food Bank |
| 6. Mental Health | 6. Psychosocial Support Svs. |
| 7. Medical Nutrition Therapy | 7. Transitional Housing Svs. |
| 8. Home & Comm. Services | 8. Medical Transportation |
| | 9. Emergency Financial Asst. |
| | 10. Health Education/Risk |

The following committee members voted in favor of the motion:

Charlene Arnold	Heather Kilpatrick
Michael Bennett	Kristin Maranville
Chrissy Edmonds	Katrina Odell
Sandra Ellis	Laurie Turner
Mary Glenn	Zane Urbanski
Steven Greene	Linda Williams
Maria Hobbs	

No one voted against the motion and there were no abstentions; the motion passed.

PUBLIC COMMENTS

None

ANNOUNCEMENTS

Hambingo fundraiser for Youth Block Party at Hamburger Mary's on July 16. Also still looking for volunteers for YBP August 18 and donations for school supplies which will be given out at YBP.

ADJOURNED

At 3:45 p.m.

**RECOMMENDATION TO
PHARMACY & THERAPEUTICS
COMMITTEE**

To discuss adding BOOST nutritional drink to the Ryan White Formulary.

**RECOMMENDATION TO
THE PLANNING COUNCIL:**

To approve the prioritized services for FY2019.

Meeting Minutes distributed via email to committee members on 07/09/18.

Minutes reviewed by


Michael Bennett, Priority & Allocations Committee Chair

Meeting Minutes will be approved by the Planning Council on 07/26/18.

Ryan
White

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

PRIORITY and ALLOCATIONS COMMITTEE

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

Thursday, July 12, 2018
Summary of Meeting

Committee Members Present: Michael Bennett (*Chair*), Zane Urbanski (*Co-Chair*), Charlene Arnold, Dana Barnes, Chrissy Edmonds, Glen Edwards (*NY*), Mary Glenn, Steven Greene, Johnathan Harris, Nathaniel Hendley, Elinor Holmes (*NY*), Heather Kilpatrick, Kristin Maranville, Brandon Montanez, Katrina Odell, Beth Parker, Heather Vaughan, and Linda Williams

Committee Members Absent: Debbi Carter, Sandra Ellis, Maria Hobbs, Elaine Hosking, Samuel Reese, and Laurie Turner

Guests: Justin Bell, Betty Evans, Selene Pickens, and Max Wilson

Support Staff Present: Sandy Arts, Brian Hopkins, and Sandra Sikes

CALL TO ORDER

Called to order at 1:45 p.m. by Michael Bennett, Chair.
Moment of Silence, followed by self-introduction.

**ALLOCATION OF
SERVICES FOR FY2019**

Committee members worked together, coming up with a percentage for each of the prioritized services approved at the last meeting. A motion was made by Heather Kilpatrick, seconded by Nathaniel Hendley, to recommend that the Jacksonville Planning Council approve the following allocations for FY2019:

CORE

1. Medical Case Management	30.00%
2. Outpatient/Ambulatory Medical Care	15.00%
3. Health Insurance Premium Assistance	12.75%
4. Oral Health Care	15.00%
5. AIDS Pharmaceutical Assistance (not ADAP)	5.25%
6. Mental Health Services	3.00%
7. Medical Nutrition Therapy	2.00%
8. Home & Community-Based Health Services	<u>0.00%</u>
	83.00%

SUPPORT

1. Financial Eligibility	3.25%
2. Legal Services	4.00%
3. Outreach Services – Peer Navigators	3.00%
4. Substance Abuse – Residential	4.50%
5. Food Bank/Home Delivered Meals/HH Sup.	0.00%
6. Psychosocial Support Services	0.25%
7. Transitional Housing Services	1.00%
8. Medical Transportation Services	0.34%
9. Emergency Financial Assistance	0.30%
10. Health Education/Risk Reduction	<u>0.36%</u>
	17.00%

TOTAL: 100.00%

Discussions had already taken place as the percentages were agreed upon on each service category. There being no further discussions, a roll call vote was taken and the motion passed, with all voting members in favor, and none opposed or abstaining.

Members who voted in favor of the motion:

C. Arnold	S. Greene	K. Odell
M. Bennett	J. Harris	Z. Urbanski
C. Edmonds	N. Hendley	L. Williams
M. Glenn	H. Kilpatrick	

PUBLIC COMMENTS

None

ANNOUNCEMENTS

Hambingo fundraiser for Youth Block Party at Hamburger Mary's on July 16. Also still looking for volunteers for YBP August 18; three shifts are available: (1) 9:30 a.m. to 1:30 p.m.; (2) 1:30 to 5:00 p.m.; (3) and all day. Committee is accepting donations for school supplies.

CAN Community Health is having their Grand Opening on Thursday, August 23. More details will be announced soon.

ADJOURNED

At 3:30 p.m.

**RECOMMENDATION TO
THE PLANNING COUNCIL:**

To approve the allocation for FY2019 services.

Meeting Minutes distributed via email on 07/18/18.

Minutes reviewed by

 07/19/18
Michael Bennett, Priority & Allocations Committee Chair

Meeting Minutes will be approved by the Planning Council on 07/26/18.

Version II, Revised June 13, 2018

SERVICE STANDARDS, (ELEMENTS & EXPECTATIONS): CREATION OF A
CARE CULTURE FOR GUIDING THE DELIVERY OF HIV HEALTH SERVICES:
TO BE UPDATED AT LEAST ANNUALLY BY JOINT ACTION OF THE
ADMINISTRATIVE AGENCY AND THE JTGA HEALTH SERVICES
PLANNING COUNCIL

Graham Watts, Sr.

SERVICE STANDARDS HAS IMPLICATIONS FOR RP DEVELOPMENT, CLINICAL QUALITY MANAGEMENT, & SITE VISIT MONITORING

SERVICE STANDARDS, (ELEMENTS & EXPECTATIONS): CREATION OF A CARE CULTURE FOR GUIDING THE DELIVERY OF HIV HEALTH SERVICES:
TO BE UPDATED AT LEAST ANNUALLY BY JOINT ACTION OF THE ADMINISTRATIVE AGENCY AND THE JTGA HEALTH SERVICES PLANNING COUNCIL

Medical Case Management—MCM Service Standard

Service Status Code	[Insert]	Definition: (PCN #16-02, p. 12)	"...The provision of a range of client-centered activities focused on improving health outcomes in support of the HIV care continuum." "Client centered care supports people to develop the knowledge, skills, and confidence they need to more effectively manage and make informed decisions about their own health and health care."				
Last Updated:	June 13, 2018	Planning Council Chair	[INSERT SIG]	Part A Program Manager	[INSERT SIG]	Project Officer	[INSERT SIG]
Key Components	Guidelines	Indicators	Thresholds	Data Source/s	CPMs/Others	HCC Endpoints	Caveats
Personnel Qualifications & Licensure	Education Ongoing Training	Bachelor's degree, at a minimum	100%	Personnel file	N/A	N/A	Certify copies of original documents on file
Service Components & Activities	Case Notes MCM Care Process JTGA MCM Models Measureable MCM Nat'l Mon Standards	1. Initial Assessment 2. ISP development 3. Service coordination 4. Client Monitoring 5. Periodic evaluation	1. 100% (dated) 2. 100% (dated) 3. 100% minus SBM clients) 4. 100% 5. 100% (eligible at 6 months)	CAREWare or Client Chart	1. Care Plan 2. Gap in HIV Medical Visits 3. HIV Medical Visit Frequency	In-Care	Indicators are not exhaustive, and represent a minimum set of core activities
Cultural & Linguistic Competency-CLC	CLC Assessment NCCC.GWU AETC (Definition)	Cultural Identity (group membership)	100% (all)	CAREWare or Client Chart	N/A	N/A	Tailor assessments to client's cultural identify
Intake & Eligibility	JTGA MCM Intake FDOH Intake	Front-desk culture Comprehensive assessment	Warmth & Respect Complete all necessary inventories	Client's self-reports Legal documents CAREWare	N/A	N/A	TBDPC
Assessment & Service Plan	JTGA MCM Plan FDOH Comp Plan FDOH Assessment	Risk & protective factors, including needs & barriers	Acuity index	CAREWare	Care Plan HIV Med Visit Gap HIV Med Visit Freq	In Care Viral Suppression (Yes No)	ISP must be a collaborative effort
Transition & Discharge	Policy #: MCM 015	Case Review Adequate Justification	100% (all)	CAREWare & Archival data	N/A	N/A	TBDPC
Case Closure	FDOH Attachment 9	Explanatory narrative	100% (all)	CAREWare & Archival data	N/A	N/A	TBDPC
Clients Rights & Responsibilities	Policy #: MCM 002 Patient Rights-Florida	On display	High traffic locations	Agency site	N/A	N/A	TBDPC
Grievance Process	Policy #: MCM 002	On display at check-in Data capture	100% (all)	Database	N/A	N/A	Link with proactive customer service
Privacy & Confidentiality	HHS.gov	Checklists, policy, plan, procedures	100% (all)	Computer files	N/A	N/A	Extend to paper based systems
Recertification Requirements	CCMC AETC	Training Courses Completed	At least three courses per year	Personnel file	N/A	N/A	TBDPC

Service Status Code: **I** = Highly utilized BUT NOT highly prioritized, **II** = Highly prioritized AND highly utilized, **III** = Highly prioritized NOT highly utilized, & **IV** = Neither highly prioritized nor highly utilized

⁷ <http://www.health.org.uk/sites/health/files/PersonCentredCareMadeSimple.pdf>

SERVICE STANDARDS, (ELEMENTS & EXPECTATIONS): CREATION OF A CARE CULTURE FOR GUIDING THE DELIVERY OF HIV HEALTH SERVICES:
TO BE UPDATED AT LEAST ANNUALLY BY JOINT ACTION OF THE ADMINISTRATIVE AGENCY AND THE JTGA HEALTH SERVICES PLANNING COUNCIL

Health Insurance Premium & Cost Sharing Assistance—HIPAP Service Standard

Service Status Code	[Insert]	Definition: (PCN #16-02, p. 10)	"...Provides financial assistance to eligible clients living with HIV to maintain continuity of health [and dental] insurance or to receive medical and pharmacy benefits under a health care coverage program."				
Last Updated:	June 13, 2018	Planning Council Chair	[INSERT SIG]	Part A Program Manager	[INSERT SIG]	Project Officer	[INSERT SIG]
The Package: Inbound Referrals, Outreach Phone Call, Initial HIPAP Eligibility Screening, In-depth HIPAP Assessment; HIPAP Enrollment, (if qualified), Client Education, OAMC Appt. Scheduling, Payment Processing, Annual Tax Statement Review, Annual Cost-Benefit-Analysis							
Key Components	Guidelines	Indicators	Thresholds	Data Source/s	CPMs	HCC Endpoints	Caveats
Personnel Qualifications & Licensure	Education Ongoing Training	Bachelor's degree Master's degree	100%	Personnel file	N/A	N/A	Certify copies of original documents on file
Service Components & Activities	Policy No. MCM 043 Community Catalyst NHeLP	The Package	All eligible clients	CAREWare	N/A	N/A	Enrollment is subject to availability of funds & monthly assistance capped at \$400.00
Cultural & Linguistic Competency	SAMHA, TIP46, p. 74 Continuum of Cultural Competency (Definition)	Client centered care Multidisciplinary team Rapport with clients Value diversity	Broad definition of diversity; Cultural destructiveness to proficiency	Case notes	N/A	N/A	TBDPC
Intake & Eligibility	Intake Principles Eligibility Tasks	Comprehensive - All CAREWare Screening Tools Completed	Warmth & Respect (all clients—100%)	Client's self-reports Legal documents CAREWare	N/A	N/A	TBDPC
Assessment & Service Plan	JTGA MCM Plan FDOH Comp Plan FDOH Assessment	Risk & protective factors, including needs & barriers	Acuity index	CAREWare	Care Plan HIV Med Visit Gap HIV Med Visit Freq.	In Care Viral Suppression (Yes No)	ISP must be a collaborative effort
Transition & Discharge	Policy #: MCM 015	Case Review Adequate Justification	100% (all)	CAREWare & Archival data	N/A	N/A	TBDPC
Case Closure	FDOH Attachment 9	Explanatory narrative	100% (all)	CAREWare & Archival data	N/A	N/A	TBDPC
Clients Rights & Responsibilities	Policy #: MCM 002 Patient Rights-Florida	Visibly displayed	High traffic locations	Agency site	N/A	N/A	TBDPC
Grievance Process	Policy #: MCM 002	On display at check-in Data capture system	Log all grievances	Ombudsperson Database	N/A	N/A	TBDPC
Privacy & Confidentiality	HHS.gov	Checklists, policy, implementation plan manager, & procedures	All clients, (100%)	Computer files	N/A	N/A	TBDPC
Recertification Requirements	CCMC AETC	Training Courses Completed	At least three courses per year	Personnel file	N/A	N/A	TBDPC

Service Status Code: **I** = Highly utilized BUT NOT highly prioritized, **II** = Highly prioritized AND highly utilized, **III** = Highly prioritized NOT highly utilized, & **IV** = Neither highly prioritized nor highly utilized

Last updated: June 13, 2018 by Graham Watts

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Metropolitan Jacksonville Area HIV Health Services Planning Council

August 2018

Mon	Tue	Wed	Thu	Fri
		1 10:00 Membership	2	3
6	7 9:00 Executive	8	9 No Community Connections meeting	10 9:15 Eligibility Ad-Hoc meeting
13	14	15	16 9:00 MCM	17 9:00 Providers Saturday—Youth Block Party
20	21	22	23 3:00 Planning Council	24
27	28	29	30	31