

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, December 21, 2017
3:00 p.m.

A G E N D A

Please check your cell phone
to verify it is in silent mode.

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 OCTOBER 26, 2017 MINUTES Kendall Guthrie

ADMINISTRATIVE AGENCY – PART A REPORT Sandy Arts

LEAD AGENCY – PART B REPORT Sandra Ellis

COMMITTEE REPORTS

Executive Page 11 Kendall Guthrie

- Committee has approved the reallocations recommended by Priority and Allocations committee
- Committee recommends that the Council change its application forms to include the pronoun preference of the applicant

Eligibility Page 19 Heather Vaughan

- Recommends the Council approve an amount of \$65.00 for mental health co-payments
- Report on Medicaid PAC Waiver

Membership Page 23 Nathaniel Hendley

- Final call for nominations; announce those nominated to run for the offices of Planning Council Chair, Vice-Chair, and PLWHA Representative

Community Connections	<i>Page 25</i>	Veronica Hicks
Priority & Allocations	<i>Page 29</i>	Heather Vaughan
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

CORRECTED MINUTES

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

Thursday, December 21, 2017

Council Members Present: Kendall Guthrie (*Chair*), Nathaniel Hendley (*Vice-Chair*), Sharon Hunter (*PLWHA Rep*), 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: Dana Barnes

Proxy Pool Present: None

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

Guests: Justin Bell, Mark Cleveland, Joe Grant, Irfan Kakezai, Dan Merkan, Johnnetta Moore, Katrina Odell, Herb Smith, Antoinette Turner, 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, Beth Parker read the NHAS Goals.

Public Comments:

Mark Cleveland informed the Council that he has heard the insurance companies are stopping clients from seeing their doctors as walk-ins. If a Ryan White client needs to see a doctor, they must make an appointment, and that appointment could be days or weeks in advance. For illnesses, patients must either wait to see their doctor, or get treatment at an urgent care center or hospital emergency room. Mark stated that this is akin to outsourcing, and asked why Ryan White clients no longer have the ability to see a doctor right away, when their outpatient medical care is funded by Ryan White dollars?

Announcements

There were no announcements.

Roll Call

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

Approval of Minutes

Motion was made and seconded to accept the October 26, 2017 Minutes as presented.

Administrative Agency Report

Sandy Arts, Program Manager for Part A, congratulated NFAN as Service Agency of the Year, and Heather Vaughan for the CARES Award. The carryover request of \$97,250 for this year is being submitted to HRSA today. This is an estimate and the final total could change; however we have to submit an approximate amount to HRSA at this time.

The second amendment to provider contracts will be going to Procurement tomorrow and from there will go to the agencies. The amendments reflect the most recent reallocations as proposed by Priority and Allocations Committee, and further approved by your Executive Committee. The RFP Pre-Bid Conference was held December 12 and proposals for the new three-year period of 2018 to 2021 are due January 17 by 2:00 p.m.

Medical Case Managers have met several times to develop a Peer Navigator Training Class. On Thursday, December 14, there was a Lunch and Learn to provide information to peers who might be interested in being a part of this program. The Peer Navigator Training Class will take place at this location January 16 through 19. The Jacksonville Planning Council will hold a mandatory all-day training on Monday, February 12 for members continuing on the Council in 2018. Training will be at the Ed Ball Building downtown; more details to follow in the coming weeks.

Sandy requested that the Pharmacy and Therapeutics Committee meet soon, probably in the last half of January, in order to update the Ryan White Formulary. Ne'Tosha Dopson, committee chair, was asked to coordinate a meeting date, and the committee will then be advised.

Lead Agency Report

Sandra Ellis presented the Part B Lead Agency Report. She reported that the Florida Comprehensive Planning Network meeting was held in November 1 - 3 and attended by Sandra Ellis, Joseph Mims, Justin Bell, Herb Smith, Rod Brown, Irfan Kakezai, Damon Gross, and Dan Merken. Updates were provided for HOPWA, ADAP and ACA Marketplace, Federal Updates on policy and updates from the sub-committees working on the Comprehensive Plan.

Joseph and Sandra attended the Statewide Lead Agency Meeting in Tampa December 5 – 7, 2017. Topics discussed were the ADAP Open Enrollment, and Test & Treat Implementation and Success. There were updates to the Statewide AIDS Information System which tracks all state funding and client services, and HRSA provided a session on National Monitoring Standards and Program Income and Pharmaceutical Rebates.

Committee Reports

Executive Committee

Kendall Guthrie

The Executive Committee met in November and December, and approved the recommendations presented by the Priority and Allocations Committee. The reallocations can be found on page 16 of the December packet.

Another item the Executive Committee looked at was **revising the Planning Council, Proxy Pool, and committee application forms to include pronoun preferences, and they recommend the Planning Council accept this revision.** There was no discussion and a vote was called on the motion. Thirteen voted in favor of this motion, there was no opposition, and one abstention (CM Hendley); the motion passed.

Eligibility Ad-Hoc Committee

Heather Vaughan

The Eligibility Ad-Hoc Committee met November 2 to discuss PAC Waiver, Mental Health Co-Payments, and Psychosocial Support Services. The committee **recommends the Jacksonville Planning Council approve a cap in the amount of \$65.00 for mental health co-payments.** Making co-payments appears to be a barrier to people staying in care. The committee used the same amount as insurance co-payments for doctor visits. If this amount does not appear to be feasible, then the Council can change it later. Question was asked if the \$65.00 amount was per appointment, or per month. Answer is per appointment; this amount is a cap, and probably most co-payments would be less than \$65.00. There was no further discussion and a vote was called on the motion. All members voted in favor; there was no opposition or abstention and the motion passed.

Regarding PAC Waiver, agencies will no longer provide PAC Waiver services to Ryan White clients as of January 1, 2018. Most clients have received a letter stating that AHCA services will be changing.

The final item brought up was regarding Housing Services, and Heather directed attendees back to page 16 of the Council packet which showed the service categories and amounts allocated to each. The \$40,890 allocated for Housing Services was for the Jail Link program, and used primarily to rapidly house people coming out of jail. Heather asked the Planning Council to extend that to also include Ryan White clients who experience a housing emergency. A **motion** was made by Heather Vaughan, seconded by Linda Williams, **to extend the scope of Housing Services to include transitional housing up to 90 days, as well as the current Jail Link program.** A question was asked if the funding amount would be divided between the two services – Jail Link and emergency housing? How do we know that emergency housing will not

take over all the funds, leaving Jail Link with nothing? Heather answered that we have everything we need already in that category. There being no further questions or discussion, the motion was voted on by a roll call vote, and the motion passed.

Michael Bennett	Yes	Nathaniel Hendley	Yes	DeWeece Ogden	Yes
Debbi Carter	Yes	Veronica Hicks	Yes	Beth Parker	Yes
Ne'Tosha Dopson	Yes	Sharon Hunter	Yes	Zane Urbanski	Yes
Steven Greene (<i>for LSS</i>)	Yes	Christie Mathews	Yes	Linda Williams	Yes
Kendall Guthrie	Yes				

Membership Committee

Nathaniel Hendley

The Membership Committee met November 16. The Membership Committee meets primarily to focus on recruitment of members, and to verify the unaligned ratio and demographic representation for the Council. Currently the unaligned ratio is at 20%. The committee also looked at its Retention and Recruitment Action Plan, which is shown on page 9 of the packet. We presented this to the Planning Body about two months ago, but it was brought to the Membership Committee's attention by the Administrative Agency that the Council needs to approve it. Please look over the Action Plan to approve it, and if you have any suggestions, please let us know and we'll move forward with that.

There were two action items; one was looking at revising the application forms to include pronoun preferences, and the committee did not approve that. The other item was to finalize the candidates who will be running for office next year. Following the November 16 meeting, a Planning Council member came forward and submitted his name to run for office. That member, however, is not eligible to run per Policy and Procedure 2006-02, Section A, and Membership Committee **recommends that the Planning Council waive that policy thus allowing the member to run for office.** A vote was taken and all were in favor, with no abstentions or opposition. Nathaniel then read the slate of candidates:

Linda Williams	candidate for Planning Council Chair
Beth Parker	candidate for Planning Council Chair
Ne'Tosha Dopson	candidate for Planning Council Vice-Chair
Veronica Hicks	candidate for PLWHA Representative
Steven Greene	candidate for PLWHA Representative

There being no further nominations, the slate is now closed, and election will take place January 25, 2018, with installation on February 22.

Committee met last week and approximately 25 people were in attendance. The committee collected canned goods and Veronica made a food basket and donated it to a family recommended by NFAN. Heather Kilpatrick was guest speaker and she talked about the legal services JALA can provide to Ryan White clients.

Priority & Allocations

Heather Vaughan

The committee met on November 30 to look at funding categories that were falling short, and to reallocate those funds to other categories that were over-spending. Priority and Allocations made their recommendations and the Executive Committee approved them during their meeting a few days later.

Depending on how spending trends go, and if everyone gets their invoices to Megan on time, we will see if Priority and Allocations needs to have another committee meeting in late January or early February. Heather thanked everyone who served on the committee this year; all the members put in a lot of time and hard work, and it is appreciated.

Unfinished Business:

There was no unfinished business.

New Business:

There was no new business.

Announcements

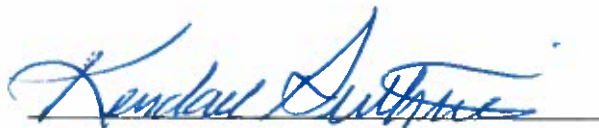
- Heather thanked all the agencies who assisted Ryan White clients impacted by the apartment fire this past Monday. Among the help given were agencies who refilled prescriptions of medicines that were lost in the fire or not retrieved; help with translations for non-English speaking clients; and help with finding temporary lodging. In times of emergency, we all pull together and work together.
- Positively Sobriety Group meets the 3rd Wednesday of every month at the health department. The group is growing, and Nathaniel has received calls from other counties who would like to implement a similar support group in their areas.

- Open enrollment officially ended December 15, however exceptions are allowed for late enrollment if the client was impacted by Hurricane Irma. Please contact Katrina Odell at NFAN if you have not yet enrolled; there are only a few days left to do so.

Adjournment

The meeting ended at approximately 4:03 p.m.

Approved by:



Kendall Guthrie, Planning Council Chair



(date)

2017

	Allocated	Mo. Avg.	March	April	May	June	July	Aug	Remaining	% Already Used
Outpatient Medical	783,045.00	65,253	90,298.74	74,770.12	74,441.82	72,206.41	81,818.27	79,456.58	(310,053.06)	60.4%
AIDS Pharmaceutical	411,461.00	34,288	24,458.75	25,674.54	24,263.11	34,936.64	25,572.10	14,135.76	(262,420.10)	36.2%
Medical Case Management	1,834,406.00	152,867	148,248.33	134,989.38	140,827.79	139,516.29	132,111.45	133,672.07	(1,005,040.69)	45.2%
Oral Health	768,032.00	64,002	78,202.85	71,907.23	64,708.27	62,235.87	66,794.82		(424,182.96)	44.8%
Mental Health	157,460.00	13,122	3,335.51	4,570.46	7,639.73	5,021.42	5,572.76	4,516.68	(126,803.44)	19.5%
Substance Abuse - Outpatient	13,915.00	1,160	0.00	121.82	453.56	696.76		53.36	(12,589.50)	9.5%
Health Ins. Premium	606,696.00	50,558	61,665.00	60,600.38	60,095.94	51,283.43	59,371.85	52,842.00	(260,837.40)	57.0%
Medical Nutrition Therapy	107,069.00	8,922	9,750.00	7,800.00	8,736.00	8,034.00	8,658.00	6,552.00	(57,539.00)	46.3%
Home & Community Based Health	0.00								0.00	#DIV/0!
Non-Medical Case Mgmt	141,250.00	11,770	12,800.00	10,600.00	10,750.00	12,800.00	12,800.00	12,350.00	(69,150.00)	51.0%
Substance Abuse - Residential	294,689.00	24,557	32,886.00	22,272.00	3,654.00	19,488.00	37,410.00	35,844.00	(143,135.00)	51.4%
Medical Transportation	9,205.00	767							(9,205.00)	0.0%
Legal Services	175,640.00	14,637	24,202.90	20,238.50	21,627.60	20,544.50	17,651.50	15,355.25	(56,019.75)	68.1%
Outreach Services	83,552.00	6,962	10,201.46	7,045.20	7,193.68	6,386.55	7,530.46	7,484.07	(37,710.58)	54.9%
Food Bank	0.00								0.00	#DIV/0!
Child Care	0.00								0.00	#DIV/0!
Emergency Financial Assistance	20,046.00	1,670	0.00	0.00	0.00	0.00	0.00	0.00	(20,046.00)	0.0%
Transitional Housing	40,890.00	3,407	3,601.68	1,450.00	3,300.00	4,403.64	1,954.00	7,707.50	(18,473.18)	54.8%
	5,447,356.00									

2017 Part A Grant Amt: 6,033,357.00

Financial Report
Ryan White- Part B / AREA 4
Lead Agency: DOH-Duval-APO

Contract Period: 4/1/2016- 0
Contract #: Part B
Provider Name: Sandra Ell

	Allocated			Expenses	
ADMINISTRATIVE COSTS	Budget	1st Quarter	2nd Quarter	YR TO DATE	% Spent
Administrative	\$ 54,151.00	\$ 14,775.39	\$ 19,031.47	\$ 33,806.86	62%
Administrative Total	\$ 54,151.00	\$ 14,775.39	\$ 19,031.47	\$ 33,806.86	62%
DIRECT CARE COST					
Ambulatory/Outpatient Medical Care	\$ 922,055.00	\$ 164,468.03	\$ 600.00	\$ 165,068.03	18%
AIDS Pharmaceutical Assistance (Local)	\$ 8,800.00	\$ 1,597.22	\$ 1,986.27	\$ 3,583.49	41%
Oral Health Care	\$ 5,850.00	\$ -	\$ -	\$ -	0%
Health Insurance Premium	\$ 30,000.00	\$ 1,260.01	\$ 9,520.85	\$ 10,780.86	36%
Mental Health Services - Outpatient	\$ 6,040.00	\$ 1,735.80	\$ -	\$ 1,735.80	29%
Case Management- Medical	\$ 168,486.00	\$ 38,450.42	\$ 40,019.87	\$ 78,470.29	47%
Referral Supportive Services	\$ 231,655.00	\$ 50,429.54	\$ 61,614.95	\$ 112,044.49	48%
Transportation Services	\$ 2,900.00	\$ 586.00	\$ 80.00	\$ 666.00	23%
Direct Care Cost Total	\$ 1,372,886.00	\$ 258,527.02	\$ 113,741.94	\$ 372,268.96	27%
Clinical Quality Management	\$ 15,494.00	\$ 3,496.05		\$ 3,496.05	23%
A, B Total	\$ 1,442,531.00	\$ 273,302.41	\$ 132,773.41	\$ 406,075.82	28%

Metropolitan Jacksonvill^{Action Plan} 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 not Quantity</i> of the members. <i>Inform community who we are via flyers, annual luncheons, and at receptions during council meetings.</i>	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

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

EXECUTIVE COMMITTEE

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

Thursday, November 16, 2017

Summary of Meeting

Committee Members Present: Kendall Guthrie (*Chair*), Nathaniel Hendley (*Vice-Chair*), Michael Bennett (*Integrated Comp Plan*), Veronica Hicks (*Community Connections*), Heather Vaughan (*Priority & Allocations*), and Linda Williams (*W.A.C.*)

Committee Members Absent: Ne'Tosha Dopson (@ *Clinic*) and Sharon Hunter

Guest: Joseph Mims

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

CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Chair Kendall Guthrie. Following a moment of silence, members did self-introductions. Mary Martinez presented Nathaniel Hendley with a token of esteem for his help over the years with the menu selections.

TRAINING

Sandy Sikes provided some training to the group. Committee members listened to and critiqued the October 26 Planning Council meeting.

Roll call and quorum were explained, and members talked about keeping the tradition of members only being seated at the Table.

Committee suggested that staff place all name plates on the Table prior to the Planning Council meetings, with the name facing the member's chair. When the member arrives, they can find their seat, and once seated, can turn their name plate around with the Roberts Rules' quick notes facing them. This should be an easy way to let everyone know who sits at the Table during Council meetings, and who doesn't. Another suggestion was to put messages on a slide, using the overhead projector. One of the messages would direct guests to the chairs along the wall.

COMMITTEE REPORTS

Membership

Nathaniel Hendley

Committee met just before this meeting today. The unaligned ratio is at 20%, and there are four people running for office next year. Those running, and the offices they are running for, will be announced at the December 21 Council meeting, and a last call for nominations will take place at that time. The election will be January 25, 2018.

Membership Committee looked at adding pronoun preferences to the Council and Committee applications, but after discussion, they decided against this, and are not recommending it to the Exec Committee. Executive Committee members, however, picked up on this idea and discussed it further. A **motion** was made by Heather Vaughan, seconded by Michael Bennett, **to add pronoun preferences to the Planning Council, Proxy Pool, and Committee application forms.** CM Bennett, Hicks, Vaughan, and Williams voted in favor; CM Hendley voted in opposition; and there were no abstentions. The motion passed.

Nathaniel relayed the report on how the Taxi Pilot Program is doing; currently there are three people in the program and no major problems to report.

Community Connections

Veronica Hicks

Committee met November 9 and had a couple of speakers who talked about finances. Their next meeting will be December 14. Veronica mentioned that she would like to have more administrative support for the committee. FDOH employees assigned to take the minutes changes every three to four months, so there is no continuity of service. By the time an employee learns all the members and the nuances of the committee, then the committee is assigned a new employee. Joe Mims of FDOH volunteered to look into this for Veronica and get back in touch.

The Part A Office advised Veronica that there will be a training class going on the week of January 8, and that as part of the training, several in the class would give a program for Community Connections on the 11th. Kendall also asked if UF CARES could present a program in either February or March on their new Telemedicine grant.

Priority & Allocations

Heather Vaughan

The Part A Office has requested the committee to meet and look at possible reallocations between service categories. Priority and Allocations will meet November 30 at 12:30 p.m.

Heather brought up a question regarding the cost benefit ratio. Sandy Arts said she would refer the question to our HRSA Project Officer for his input and get back with Heather.

Another question came up about how agencies collect from their clients when the client received services that they were not eligible for? Are agencies using the fee assessment form, and if so, how successful has it been? Priority and Allocations committee might want to look at this in the future.

ICPC

Michael Bennett

W.A.C.

Linda Williams

Bylaws

Heather Vaughan

Committee Chairs stated that they had nothing new since their last reports.

The next ICPC and W.A.C. meetings will be in January.

There is no Bylaws meeting scheduled at this time.

UNFINISHED BUSINESS

Assessment of the
Administrative Agency

Mike brought up that the Executive Committee has not yet met with the Part A Office to go over the Assessment done in September. He contacted Sandy Arts and arranged to come in December 4 during their department staff meeting, to go over the results. Mike opened this to the other Executive Committee members; anyone who can attend that Monday at 9:30 a.m. is welcomed. It is the Planning Council's feedback to the staff.

NEW BUSINESS

There was no new business.

WRAP UP

Public Comments

There were no public comments or announcements.

Adjournment

The meeting was adjourned at 5:00 p.m.

Committee Recommendation to the Planning Council

To add pronoun preferences to the Planning Council, Proxy Pool, and Committee application forms.

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

Tuesday, December 5, 2017

Summary of Meeting

Committee Members Present: Kendall Guthrie (*Chair*), Nathaniel Hendley (*Vice-Chair*), Michael Bennett (*Integrated Comp Plan*), Veronica Hicks (*Community Connections*), Heather Vaughan (*Priority & Allocations*), and Linda Williams (*W.A.C.*)

Committee Members Absent: Ne'Tosha Dopson (@ *Clinic*) and Sharon Hunter

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

CALL TO ORDER

The meeting was called to order at 2:30 p.m. by Chair Kendall Guthrie. Following a moment of silence, members did self-introductions.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Reallocations: Committee reviewed the spreadsheets and minutes from the November 30 Priority and Allocations meeting. Sandy Arts said the challenge she is facing is that she has amounts in several categories that need to be increased or decreased, but she doesn't know the amount that each agency is requesting. Sandy had asked the agencies to come to the Priority and Allocations committee with their anticipated expenses in hand; however, some did not. The Executive Committee suggested that in the future the Part A Office might want to include a requirement in agency contracts calling for their expected over- or under-spending at 6 months and again at 9 months. Another option would be to revise the invoices, adding a line where the agency would show each month what they expect their expenditures will be for the remainder of the year.

The Executive Committee then voted on the recommendation to approve reallocations as shown below.

Service Categories - Core	Award Amount	Decrease Funding by	Increase Funding by	Award Amount AFTER Re-allocation
Outpatient (OMAC)	783,045.00		117,686.00	900,731.00
Medications	411,461.00			411,461.00
Oral Health	768,032.00	- 50,000.00		718,032.00
Health Ins. Premium Assistance	606,595.00		67,129.70	673,724.70
Home & Community Based Health	0		2,500.00	2,500.00
Medical Nutrition Therapy	107,069.00	- 6,318.00		100,751.00
Mental Health Services	157,460.00	- 88,463.04		68,996.96
Medical Case Management Services	1,834,406.00	- 105,421.00		1,728,985.00
Substance Abuse - Outpatient	13,915.00	- 5,765.00		8,150.00
Sub-totals:	4,681,983.00	- 255,967.04	187,315.70	4,613,331.66

Service Categories - Support	Award Amount	Decrease Funding by	Increase Funding by	Award Amount AFTER Re-allocation
Non-Medical Case Management	141,250.00	- 3,775.00		137,475.00
Emergency Financial Assistance	20,046.00	- 10,000.00		10,046.00
Food Bank	0		10,000.00	10,000.00
Housing Services	40,890.00			40,890.00
Legal Services	175,640.00		30,000.00	205,640.00
Medical Transportation	9,205.00	- 5,000.00		4,205.00
Outreach	83,552.00		2,426.34	85,978.34
Substance Abuse – Residential	294,689.00		45,000.00	339,689.00
Sub-totals:	765,272.00	- 18,775.00	87,426.34	833,923.34
	5,447,255.00	- 274,742.04	274,742.04	5,447,255.00

Michael Bennett *Yes*
 Kendall Guthrie *Yes*
 Nathaniel Hendley *Yes*

Veronica Hicks *Yes*
 Heather Vaughan *Yes*
 Linda Williams *Yes*

The motion was approved. This was a final approval and the Part A Office can proceed with contract amendments reflected by these changes. The full Planning Council will be notified at their December 21 meeting.

January Meeting: The next meeting of the Executive Committee will be Tuesday, January 9 at 2:30 p.m.

Hot Topics: There were no topics to be placed on the Council's agenda this month, so that line item will be removed for December.

COMMITTEE REPORTS

Membership: The unaligned ratio is 20%. Several people are running for office, and they will be announced during the December Planning Council meeting.

Community Connections: Had two great speakers in November. Veronica announced the passing of committee member Toni Gibbs. Committee might have a can goods drive during their December 14 meeting, and donate the food collected to someone in need.

Eligibility: Will need to have another meeting to discuss dollar caps on services, such as dental and co-pays. Are the amounts we currently have sufficient?

ADJOURNMENT

The meeting adjourned at 3:30 p.m.

COMMITTEE RECOMMENDATION TO THE PLANNING COUNCIL: None

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

ELIGIBILITY AD-HOC COMMITTEE

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

Thursday, November 2, 2017
Summary of Meeting

Attendees:

Manny Andrade
Susan Arnold
Sandy Arts
Jasmine Byard
Debbi Carter
Bonita Drayton

Norma Gidden
Megan Graham
Maesha Gulley
Kendall Guthrie
Kiszzie Jones-Lewis
Dee Kelley
Beth Parker

Ella Russell
Monica Rutherford
Sandy Sikes
Rachelle Todd
Heather Vaughan (*Chair*)
Max Wilson

CALL TO ORDER

The meeting was called to order at 10:45 a.m. by Heather Vaughan.

PAC WAIVER UPDATE

Attendees discussed information they've heard during recent phone conferences, as well as from the letter clients received from the state. At this point, we don't know exactly how many clients will be affected, nor how many will need case management services. Peer Navigators might be able to help with former PAC Waiver clients, and if so, the funding to pay Peer Navigators could come out of the Outreach category. Although there's money in Outreach now from the unobligated funds that were allocated in July, those Outreach funds will need to be used by February 28.

Participants agreed that for the time being, if a client asks about PAC Waiver case management, the agency should tell the client that they are aware that changes are coming, and the agency will do what they can for the client.

**MENTAL HEALTH
CO-PAYMENTS**

During this year's Public Hearings, people brought up the unmet need of funding mental health co-payments for Ryan White clients who use their Medicaid or private insurance for mental

MENTAL HEALTH CO-PAYMENTS

(cont'd)

health office visits. Some clients state that their inability to make the co-payment for the office visit is a barrier to them. Attendees of last month's MCM meeting agreed that a mental health co-payment cap of \$65.00 per visit would benefit clients who have this barrier.

A **motion** was made by Beth Parker, seconded by Bonita Drayton, **to recommend that the Jacksonville Planning Council approve a cap in the amount of \$65.00 for mental health co-payments.** Following discussion, the motion was voted on and approved.

The next step will be to develop the process of how the payments will be handled. It is expected to be similar to how the health insurance co-payments are handled. A meeting will be scheduled soon to look at the process, but in the meantime, the Planning Council will vote on the \$65.00 amount.

PSYCHOSOCIAL SUPPORT SERVICES

The Jacksonville Planning Council has allocated \$25,000 for this category for the period March 2018 through February 2019.

Funding psychosocial support services presents challenges that are identified below:

- No membership roster, or the roster is confidential
- Sign-in sheets are either not used, or are confidential
- No minutes are taken, or are confidential
- Unknown whether the support group is facilitated by a licensed therapist, counselor, or other professional.

Committee members talked about what the overall purpose of the support group should be. Is a support group, or even a consumer advisory board (C.A.B.) for that matter, one of a purely social nature? Are there educational topics, and if so, what are they? Do participants at a support group have a time to process?

One need that came up during Public Hearings was the need for transportation to support group and C.A.B. meetings, and taxi

service and gas cards were mentioned. People are not willing to take two buses one way, traveling three to four hours just to attend an hour-long meeting. And the problem on the agency side is providing gas cards or bus passes to a consumer, but not being able to track that the consumer used it for the intended Ryan White-covered service.

The 16-02 lists psychosocial support services as providing group and/or individual support to assist eligible persons living with HIV in addressing behavioral and/or physical health concerns. It does not have a provision where food or transportation is covered by Ryan White Part A dollars.

Heather asked if peer navigators could appropriately charge their time to Outreach if the peer provided training during the C.A.B. or support group meeting? There would need to be parameters established, such as a minimum length of time for their presentation, and a copy of the sign-in sheet or minutes. Debbi commented that perhaps we should share with the client what HRSA's definition of a support group is. You can have some social time, but you have to have a psycho-educational component.

Question was asked on how Peer Navigators will be funded next year, beginning March 1? Answer was that funding for Outreach, EIS, and Psychosocial Services could be lumped together; the combined total would be around \$137,000.

ADJOURNMENT

The meeting was adjourned at noon.

COMMITTEE RECOMMENDATION

Committee recommends that the Jacksonville Planning Council approve a cap in the amount of \$65.00 for mental health co-payments.

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

Thursday, November 16, 2017

Summary of Meeting

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

Staff Present: Mary Martinez and Sandy Sikes

CALL TO ORDER

The meeting was called to order at 2:05 p.m. by Chair Nathaniel Hendley, and was followed by a moment of silence.

REVIEW UNALIGNED RATIO AND PC REPRESENTATION

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

UNFINISHED BUSINESS

- **Nominations for 2018:** Three people agreed to run for office next year; two specified the offices they wanted to run for, and one person was open to wherever the need was. During the Membership meeting, a fourth person came forward for a specific office.

Linda Williams -	<i>Planning Council Chair</i>
Ne'Tosha Dopson -	<i>Planning Council Vice-Chair</i>
Veronica Hicks -	<i>PLWHA Representative</i>
Beth Parker -	where needed (she will make decision by deadline)

Nathaniel will make final call for nominations during the December 21 Planning Council meeting. The slate for nominations will close at the end of that meeting.

NEW BUSINESS

- Pronoun Preferences: The committee looked at adding pronoun preferences to Planning Council, Proxy Pool, and Committee application forms. Applicant would check a box that lists the pronoun they identify with. Nathaniel distributed a copy of an info sheet from Hampshire College, listing why using the preferred gender pronoun is important. There was discussion among the committee members, both pro and con, and the committee agreed that it should be up to the individual to let others know what their preferred pronoun is. Therefore, the Membership Committee does not endorse putting pronoun preferences on our application forms, and will not be sending a recommendation to the Executive Committee.
- Taxi Pilot Program: Mary Martinez gave an update on this Pilot Program. Currently there are three individuals qualified; two have used the taxi service, and the third one will use it soon. Nathaniel directed that something be sent to these individuals, outlining how and when to use the service, what phone numbers to call, how to cancel, etc. A letter outlining this has been sent to all three individuals. There is still one opening left, and possibly two more in the near future. Mary also walked the members through the taxi forms and how her side of the process looks, and the steps that she takes when setting up a taxi ride.

WRAP-UP

- Public comments: Due to time constraints, there were no public comments or announcements made.
- The meeting adjourned at 2:55 p.m.

COMMITTEE RECOMMENDATIONS TO THE PLANNING COUNCIL:

- None.

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

Thursday, November 9, 2017

Summary of Meeting

Committee Members Present: Veronica Hicks (*Chair*), Steven Greene, Elinor Holmes, Sharon Hunter, Brian Law, Rikki Stubbs, Laurie Turner, Zane Urbanski, and Linda Williams

Guest: Wade Davis, Carole Faria, Shawn Henry, Dan Merkan, Samuel Reese, Pamela Sanderson, and Randy Thompson

Guest Speakers: Mary Sterle and Tony Debellis

Support Staff Present: Lorie S. Johnson

CALL TO ORDER

The Meeting was called to order at 12:00 noon by Chair, Veronica Hicks.

MOMENT OF SILENCE OBSERVED

With sincere sympathy to the PLWHA family, in your time of loss. Committee member Toni Gibbs transitioned on November 1, 2017. We are deeply saddened by her loss and will always remember Toni fondly and feel lucky that we had the pleasure of knowing her.

MISSION STATEMENT

Mission Statement was read by Pamela Sanderson.

SPECIAL RECOGNITION

Special Recognition from Linda Williams goes out to Steven Greene for his detailed account of all absent committee members.

Shawn Henry gave a special “Thanks” to everyone for services rendered by the Ryan White Program.

ANNOUNCEMENTS

- Sandy Arts introduced Meagan Graham, the recently hired Contracts Manager for Part A.
- Sandy announced that the Part A Office will be donating one table for the Masquerade Gala.

- Masquerade Gala, hosted by Positively U, Inc., will be Saturday December 2, 2017 at the Karpeles Manuscript Library Museum. You can RSVP to Veronica Hicks, Case Manager.
- Red Tie Affair, November 11, 2017, at the River City Brewery. Contact Steven Greene at Lutheran Social Services; tickets are priced at \$25.00 per person

PROGRAM

Mary Sterle, Financial Advisor, and Tony Debellis, Certified Financial Planning, both with Gulf Atlantic Financial Group, were the guest speakers. Their program covered the Cornerstone of Financial Planning, which consists of:

- Cash Management
- Protection
- Investments
- Taxes & Estate Planning

Tony stated that by “Putting it in Writing” we would see that we all have something that can be saved for the future. A capabilities brochure was passed around that illustrates how the Pru-Care Community Based Organization is equipped to assist with all financial needs for individuals to accomplish their goals.

Veronica encouraged everyone to seek financial information and strategies, even if you are on a limited or fixed source of income. Also make sure that all documents relating to hospital stays are completed prior to an emergency... (i.e. DNR's ... etc....).

UNFINISHED BUSINESS

- Auction items are still needed.
- Volunteers are needed for the Condom Blast, scheduled for November 29. Contact Tasha Brundage at 904-440-5107, if interested.
- Proxy Pool is in need of members. The requirements are:
 - ♦ Complete an application form for the Proxy Pool
 - ♦ Attend 3 meetings (2 committee and 1 Planning Council, or 2 Planning Council and 1 committee)
 - ♦ Be appointed by the Planning Council
 - ♦ Join a committee, such as the Community Connections.
- Veronica Hicks reminded everyone of the “OUCH” rule. If something is offensive to you, just say “OUCH”.

Wrap-Up

Next meeting will be held on Thursday, December 14th starting promptly at 12 noon.

The meeting was adjourned at 1:00 p.m.

COMMITTEE RECOMMENDATION TO THE PLANNING COUNCIL: None

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

Thursday, December 14, 2017

Summary of Meeting

Committee Members Present: Veronica Hicks (Chair), Debbi Cater, Wade Davis, Steven Greene, Sharon Hunter, Cat King, Brian Law, Kristin Maranville, Dan Merkan, Horace Moody, Samuel Reese, Rikki Stubbs, Antoinette Turner, Laurie Anne Turner, Zane Urbanski, Thomas Washington, Linda Williams

Guest: Carole Faria, Claudia Pidgeon, Teresa Rudolph, Pamela Sanderson, and Charles Wilkerson

Guest Speaker: Heather Kilpatrick, Jacksonville Area Legal Aide

Support Staff Present: Lorie S. Johnson

CALL TO ORDER

The Meeting was called to order at 12:00 noon by Chair Veronica Hicks.

MOMENT OF SILENCE OBSERVED

MISSION STATEMENT - Read by Rikki Stubbs

ANNOUNCEMENTS

- The 3rd Wednesday of every month the Ryan White Consumers and Recipients' can meet with the Ryan White Consumer Advisory Board to discuss and resolve issues concerning the AHF Clinic.
 - ♦ Location: 2 Shircliff Way, Suite 735
 - ♦ Time: 11:00am – 11:45am
 - ♦ Please call (904) 381-9651 ext. 3112 or 3118 to confirm your attendance.

GUEST SPEAKER

- Heather Kilpatrick: As Staff Attorney for the Jacksonville Area Legal Aide's Ryan White Unit, Heather represents clients in Family Law and Civil matters such as:
 - ♦ Advanced Directives
 - ♦ Living Wills
 - ♦ Durable Power of Attorney for Health Care

NEW BUSINESS

- Laurie A. Turner has taken on the task of promoting the Auction Items for the upcoming year.
- Veronica Hicks will be giving away a Christmas Gift Basket to a Family from NFAN.

Next meeting will be held on Thursday, January 22, 2018 starting promptly at 12 noon.

COMMITTEE RECOMMENDATION TO THE PLANNING COUNCIL: None

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

PRIORITY and ALLOCATIONS COMMITTEE

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

Thursday, November 30, 2017
Summary of Meeting

Committee Members Present: Heather Vaughan (*Chair*), Linda Williams (*Co-Chair*), Dana Barnes, Michael Bennett, Teresa Braddy, Debbi Carter, Bonita Drayton, Sandra Ellis, Erakal Goodman, Steven Greene, Veronica Hicks, Heather Kilpatrick, Joe Mims, Beth Parker, Ella Russell, Patricia Sampson, and Zane Urbanski

Committee Members Absent: Justin Bell (A-I-S), Gloria Coon, Jerry Murray, Verlon Murray, Aleida Nelson, Katrina Odell, and Torrencia Shiloh (A-I-S)

Guests: Robin Abbott (RRHS) and Maesha Gulley (RRHS)

Support Staff Present: Lourdes Diaz, Megan Graham, and Sandra Sikes

CALL TO ORDER

The meeting was called to order at 12:33 p.m. by Chair Heather Vaughan. After observing a moment of silence, members introduced themselves.

RE-ALLOCATION OF UNOBLIGATED FUNDS FROM FY2016

Chair Heather Vaughan stated that the spreadsheet being shared with the group at today's meeting represents invoices submitted through September. Heather asked committee members to advise Megan Graham on the amount of money they expect to spend on services between now and the end of the grant year. Members then met individually with Megan and gave her their projections, which she entered on a spreadsheet.

The committee looked at each category and determined where additional funds were needed, and where under-spending was expected. There was discussion on almost all categories reviewed.

A **motion** was then made by Heather Kilpatrick, seconded by Bonita Drayton, **to recommend the Planning Council, through its Executive Committee, accept the following reallocations for the current year.**

Service Categories - Core	Award Amount	Decrease Funding by	Increase Funding by	Award Amount AFTER Re-allocation
Outpatient (OMAC)	783,045.00		117,686.00	900,731.00
Medications	411,461.00			411,461.00
Oral Health	768,032.00	- 50,000.00		718,032.00
Health Ins. Premium Assistance	606,595.00		67,129.70	673,724.70
Home & Community Based Health	0		2,500.00	2,500.00
Medical Nutrition Therapy	107,069.00	- 6,318.00		100,751.00
Mental Health Services	157,460.00	- 88,463.04		68,996.96
Medical Case Management Services	1,834,406.00	- 105,421.00		1,728,985.00
Substance Abuse - Outpatient	13,915.00	- 5,765.00		8,150.00
Sub-totals:	4,681,983.00	- 255,967.04	187,315.70	4,613,331.66

Service Categories - Support	Award Amount	Decrease Funding by	Increase Funding by	Award Amount AFTER Re-allocation
Non-Medical Case Management	141,250.00	- 3,775.00		137,475.00
Emergency Financial Assistance	20,046.00	- 10,000.00		10,046.00
Food Bank	0		10,000.00	10,000.00
Housing Services	40,890.00			40,890.00
Legal Services	175,640.00		30,000.00	205,640.00
Medical Transportation	9,205.00	- 5,000.00		4,205.00
Outreach	83,552.00		2,426.34	85,978.34
Substance Abuse – Residential	294,689.00		45,000.00	339,689.00
Sub-totals:	765,272.00	- 18,775.00	87,426.34	833,923.34
	5,447,255.00	- 274,742.04	274,742.04	5,447,255.00

There being no further discussion, the motion was voted on by roll call vote and passed.

Dana Barnes	Yes	Sandra Ellis <i>for FDOH-Duval</i>	Yes	Beth Parker	Yes
Michael Bennett	Yes	Erakal Goodman <i>for CRC</i>	Yes	Ella Russell	Yes
Teresa Braddy <i>for AHF</i>	Yes	Steven Greene <i>for LSS</i>	Yes	Zane Urbanski	Yes
Bonita Drayton	Yes	Heather Kilpatrick	Yes	Linda Williams	Yes

WRAP-UP

- **Public Comments:** There were no public comments or announcements.
- **Adjournment:** This meeting was adjourned at 1:45 p.m.

Committee Recommendation To The Executive Committee:

That the reallocations shown above for the current year be accepted.