

Ryan
White

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

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

Thursday, May 24, 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**

ROLL CALL **Ne'Tosha Dopson**

PARLIAMENTARY POINTERS **Ellen Schmitt**

APPROVAL OF APRIL 26, 2018 MINUTES **Beth Parker**

LEAD AGENCY – PART B REPORT **Sandra Ellis**

ADMINISTRATIVE AGENCY – PART A REPORT **Sandy Arts**

PLANNING COUNCIL CHAIR - REPORT **Beth Parker**

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

COMMITTEE REPORTS

Executive Ne'Tosha Dopson

Membership Steven Greene

- Recommendation that the Planning Council recommends Jacqueline Johnson for appointment
- Recommendation that the Planning Council recommends Dan Merkan for appointment
- Recommendation that the Planning Council recommends Irfan Kakezai for appointment
- Recommendation that the Planning Council adopt the newly revised Membership Application form

Community Connections Debbi Carter

Priority & Allocations Mike Bennett

PCPPG

(Patient Care & Prevention Planning Group) Herb Smith

UNFINISHED BUSINESS Beth Parker

NEW BUSINESS Beth Parker

ANNOUNCEMENTS All

ADJOURNMENT Beth Parker

MEET and GREET Guests and Members

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

MINUTES

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

Thursday, May 24, 2018

Council Members Present: Beth Parker (*Chair*), Ne'Tosha Dopson (*Vice-Chair*), Steven Greene (*PLWHA Rep*), Michael Bennett, Debbi Carter, Elinor Holmes, Christie Mathews, DeWeece Ogden, Zane Urbanski, and Linda Williams

Council Members Absent: Veronica Hicks

Associate Members Present: Wade Davis and Barrett Tyson

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

Guests: Brianna Bell, Yolanda K. Carter, Charlene Crawford, Chrissy Edmonds, Glen Edwards, LaTonya Franklin, Johnathan Harris, Yvonne Hires, Elaine Hosking, Jacqueline Johnson, Irfan Kakezai, Heather Kilpatrick, Dan Merkan, Johnnetta Moore, Brandon Montanez, Katrina Odell, Claudia Pidgeon, Angel K. Russell, Ellen Schmitt, Herb Smith, Jisell Sobalvarro, Vicki Truman, Laurie Turner, Heather Vaughan, 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, Ellen Schmitt read the NHAS Goals.

Public Comments:

Herb Smith reported that the Florida HIV Stigma Planning Committee is being formed, and they are looking for PLWHAs to take part. Participants must be able to commit to four in-person /webinar meetings per year, and be willing to provide recommendations to address stigma in the state. If you would like more details, please contact Sandy Sikes who can email you the information.

Roll Call

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

Parliamentary Pointers

Former Planning Council Chair Ellen Schmitt gave a presentation on parliamentary procedures, especially relating to making motions. Using ingredients for a trail mix, members and guests made a variety of motions on what to include in the mix. Motions, seconds, amendments, and committee recommendations were explained.

Approval of Minutes

Motion was made and seconded to accept the April 26, 2018 Minutes as presented.

Lead Agency Report

Sandra Ellis reported that she and Joseph Mims attended a two-day session in Tallahassee. One of the topics was upcoming changes to the state CAREWare system. The Department of Health is also developing a dashboard that will track expenditures by county and by service category. The dashboard will track viral load suppression, service claims, and ARV.

Joseph Mims will hold a meeting at 1:30 p.m. May 31, to hear thoughts on how to spend extra monies that Part B office has.

Administrative Agency Report

Sandy Arts reported that the final grant award is now in. The Jacksonville TGA is receiving a total of \$5,883,343 for FY2018. There is an additional \$330,000 in carryover funds from 2017.

All contracts have been executed and 2018 invoices are now being paid. Sandy will start on contract amendments in about two weeks, after she submits the 2017 Progress Report to HRSA. Monitoring of the sub-recipients is continuing, and should be completed in about three weeks.

Planning Council Chair Report

Beth Parker directed everyone's attention to the assessment form in the Council packet, and also the revised forms that were at members' seats. It is the responsibility of the Planning Council to evaluate the Administrative Agency each year. The assessment form will be finalized soon and the Executive Committee feels that the Planning Council should do their own assessment with questions geared toward how the Administrative Agency works with the Planning Council. A second assessment would be completed by Ryan White providers, with the focus on how the Administrative Agency works with the providers.

Consumer Advisory Board Reports

AHF: Wade Davis reiterated that their C.A.B. meets the third Wednesday of the month. AHF would like to partner with one or two of the other C.A.B.s to do a Condom Blitz on June 27, for National HIV Testing Day. If you are interested, please contact Wade.

DOH – Duval: Elinor Holmes stated that their C.A.B. met in May. For some statistics: client satisfaction is at 85%; the rate of no-shows for appointments dropped from 31% last month to 29% in May; the ADAP pick-up rate is 80%; and viral suppression is at 86%.

UF CARES C.A.B. Jisell reported that the C.A.B. met in May and discussed the Ryan White audit; also the UF Dietitian spoke on good nutrition. An ARNP psychiatrist has been hired and will be at the clinic on Tuesdays.

Committee Reports

Executive

NeTosha Dopson

The Executive Committee met May 15 and discussed the survey questions for the assessment of the efficiency of the administrative mechanism, and if there was a need to split that assessment into two different surveys.

Question was asked about clients who lose their Social Security benefits when they return to work. In some case they are able to keep their Medicare, but have to make their monthly premiums on Medicare. Can the health insurance premium assistance program cover the Medicare premiums? Sandy Arts stated that this question was routed to the HRSA Project Office and response is still pending.

Membership

Steven Greene

Steven announced that the unaligned ratio is 27.3%, and the committee interviewed three applicants during their May meeting. Committee recommendation was presented **that the Planning Council recommends Jacqueline Johnson to the Mayor's Office for appointment to the Council**. This will be for the mandated category of unaligned consumer. There was no discussion; a voice vote was taken and recommendation was approved unanimously.

A second committee recommendation was presented **that the Planning Council recommends Dan Merkan to the Mayor's Office for appointment to the Council.** This will be for the mandated category of Social Services Representative. There was no discussion; a voice vote was taken and recommendation was approved unanimously.

The Membership Committee also recommended **that the Planning Council recommends Irfan Kakezai to the Mayor's Office for appointment to the Council.** This will be for the mandated category of HIV Prevention. There was no discussion; a voice vote was taken and recommendation was approved unanimously.

The final recommendation was **that the Planning Council approves the revised Application for Appointment form.** This form can be used for people who are applying for either a Planning Council or Associate membership. A vote was taken; all voted in favor and the motion passed.

Community Connections

Debbi Carter

Community Connections met May 10, with 30 in attendance. Rod Brown made a presentation on the 500/501 training class. He has agreed to do a training class for any committee members who want to learn how to do testing and post testing, and we'll discuss later when we can hold that class.

For the June 14 meeting, Dick Niemann and Mary Glenn have agreed to be on a panel to talk about the struggles in getting and living with an HIV diagnosis back in the 1980's and 90's. Dwayne Brown will be joining the panel to share his experience as a family member helping siblings through this. This meeting occurs a few days after HIV Long-Term Survivors Day.

Priority and Allocations

Mike Bennett

Priority and Allocations met May 10, and had great representation, including a number of PLWHAs who were attending for the first time. Zane Urbanski was selected co-chair. The work this committee is doing is critical, particularly this year. There was over \$300,000 left on the table last year that did not get spent on services the committee had allotted, yet other areas that could have used those funds went without. This year Priority and Allocations will be looking closer and more frequently into the spending by category.

The process of re-allocating funds is very complex, complicated, and time consuming. The goal this year is to be more accurate when determining the percentages. Committee members stated

what reports and information they wanted to have prior to making these decisions. Committee asked the Part A Office to get a short statement from each of the providers who had money left over, briefly explaining why they weren't able to spend down the funds. Committee also agreed to extend voting membership to new members through the second meeting. Their next meeting will be 1:30 p.m. Tuesday, May 29.

PCPPG:

A report on the Patient Care and Prevention Planning Group meeting was given by Herb Smith, Area 4 Patient Care Alternate Representative. Laura Reeves who is the HIV/AIDS Section Administrator for the Florida Department of Health helped conduct this conference; Ms. Reeves appears to be very open to hearing comments from the local areas. The state is hiring a Communications Director to facilitate the flow of communication downward from Tallahassee to the local areas; they have also hired a Quality Administrator. There was information regarding lost-to-care; the state feels they can do better, and listened to recommendations from those attending PCPPG.

Hot topic at the moment is stigma, and the state is forming a committee to officially address it. Regarding ADAP, they have rolled out their 90-day medication program.

Unfinished Business:

There was no unfinished business.

New Business:

Assessment of the Efficiency of the Administrative Mechanism – Beth asked members to please look at the two surveys that were distributed, and let her know if members have any changes to the survey, or have additional questions they would like to ask. The survey is coming from the entire Planning Council, not just the Executive Committee.

Announcements

- June 27 is National HIV Testing Day; if your agency is hosting an event, please share that with Joseph Mims of FDOH.
- Healing Women and Men's Group meets 12:30 p.m. on the first Thursday of the month, at NFAN.

- Laurie Turner talked about the auction items available for bidding. Proceeds go to scholarships for the Positive Living Conference in September.
- Linda Williams shared with the group that she is competing in the Ms. Senior Jacksonville pageant July 21, and is looking for sponsor ads. She is also selling tickets for the pageant; they are \$20.00 each.
- The Youth Block Party held a bowling party, which included a focus group. There were 32 youth in attendance. Still doing a fundraiser called 'For The Cause' and are accepting donations.
- FCCAPP's Leadership Meeting is 3:00 p.m., June 7 at the Health Department. The regular FCCAPP meeting is 2:00 p.m. July 3 at the Wells Fargo Building in Springfield. FCCAPP stands for First Coast Community AIDS Prevention Partnership, and is the sister committee to the Planning Council's Integrated Comp Plan Committee (ICPC).

Adjournment

The meeting was adjourned at approximately 4:30 p.m.

Approved by:



Beth Parker, Planning Council Chair

7-26-18

(date)

Ryan
White

**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, May 15, 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 Dan Merkan (*Interim ICPC*)

Absent: Linda Williams

Guest: Veronica Hicks and Nicholas Hudgens

Support Staff Present: Sandy Arts and Sandra Sikes

CALL TO ORDER

The meeting was called to order at 10:15 a.m. by Chair Beth Parker, and followed with a moment of silence.

Beth stated that the officers were installed, and the committee chairs appointed just three months ago, and since that time, the Planning Council has made some strong strides forward. The unaligned ratio has gone from 11% to 27%, attendance at Council and committee meetings has increased, and the Board is working very well together. She thanked everyone for their contributions.

COMMITTEE CHAIRS' REPORTS

Women, Adolescents, and Children: Linda Williams was absent, but had submitted a report via email saying she was planning to visit a couple of senior centers later this week to see if they have any interest in hosting a health fair in the future.

Pharmacy & Therapeutics: Ne'Tosha Dopson said another committee meeting has been scheduled for Wednesday, May 30 at 11:00 a.m.

Community Connections: Debbi Carter said the committee met last Thursday and had an attendance of 30. Rod Brown from the Health Department spoke to the group about the 500/501 class, and made an offer to come back and give the 3-day class at some point in the future, free of charge. The caveat is that members who take this class will have to find an agency who will

supervise their final steps of training (the pre-counseling, testing, and post-counseling), and sign-off when they have successfully completed those steps. Otherwise, the student will not receive their HIV testing certification.

For their June meeting, Debbi will have three long-term survivors participate in a panel discussion about living with HIV through the years. That committee meeting will be just a few days following *Long-Term HIV Survivors' Day*.

Membership: Steven Greene reported that the committee interviewed three applicants during their May meeting and will be presenting all three to the Planning Council for vote. The applicants would represent the Social Services, Unaligned Consumer, and HIV Prevention categories.

The *Application for Appointment to the Jacksonville Planning Council* form is being revised. The revised form will be presented to the Planning Council for approval at their May meeting. If approved, this application will be used for both Planning Council and Associate Member applicants.

Question was asked about the open seat for formerly incarcerated PLWHA or their representative. Was it a requirement that this seat be filled by an employee of the Sheriff's Office or the Department of Corrections? Answer was that the past few representatives for this seat had been JSO employees, but it was not a requirement. It could be an individual who was formerly a federal, state, or local prisoner released within the past few years and who had an HIV diagnosis at the time of release. The individual would need to represent or advocate for health care and support service needs of formerly incarcerated persons.

Priority and Allocations: Mike Bennett stated that Priority and Allocations had their first meeting of the year on May 10. It was a good meeting with lots of dialogue among the members and everyone participated. The membership make-up covers a wide range, from several members being on this committee longer than ten years, to other members attending for the first time. One of the main purposes for the May 10 meeting was to hear what data the members wanted to have, in order to make decisions for 2019. Members stated several reports they were hoping to get, such as a utilization report. Mike reported that the Part A Office is generating these reports and will have them available soon. One of Mike's personal goals for P&A is to make sure members are trained on how the prioritization and the allocations processes work, so that members next year will be able to hit the ground running.

The next Priority and Allocations committee meeting will be Tuesday, May 29 at 1:30 p.m. The June meeting will be June 14, following Community Connections.

Integrated Comp Plan Committee (ICPC): Interim Chair Dan Merkan said their next meeting will be June 13 at 2:00 p.m. The committee meets on a quarterly basis. Dan will share with the committee the state's Integrated Comp Plan he received last month at the PCPPG (Patient Care and Prevention Planning Group) meeting. Committee will review the state's plan and see where the Jacksonville TGA is, and how we are doing compared to the rest of the state.

UNFINISHED BUSINESS

Assessment of the Administrative Agency: Binders were distributed to Executive Committee members that contained information on conducting an assessment, and also information on assessments from six different EMA/TGAs. During discussion, the following comments were made:

- Most Planning Council members don't know what all, or how much, the Part A/Administrative Agency does. You don't really see it until you are on the Executive Committee. How accurate will an assessment be, if it is done by all members of the Planning Council, who aren't aware of what all the Administrative Agency does and is responsible for?
- We need to make sure that assessment surveys are given to the people who should be the ones completing them. In other words, if the survey is to be completed by the Planning Council, then it should be handed out to only Council members, and not to guests at a Planning Council meeting. Likewise, if an assessment should be completed by an agency, the Executive Committee should decide who, or what level or title, should be completing the survey on behalf of their agency.
- On several survey questions, it was hard to distinguish if you were grading the City of Jacksonville, or the Administrative Agency (Social Services), or the Part A Office, or Planning Council support. One example was the question regarding the RFP process; who was the assessment on – the City of Jacksonville, or the Ryan White Part A Office?
- During the upcoming July 26 Planning Council meeting, the Executive Committee should take 15 minutes to discuss how the administrative staff relates to the questions we're asking people to make an assessment on. Committee members were asked to look at the Administrative Assessment survey that was emailed a few days ago, and pick one or two questions from that survey that they think have the greatest value, or pick one or two questions that they think are not needed. Comments should be sent to Beth via email. The

Executive Committee should develop a survey that reflects what the Administrative staff does for the Planning Council and for the Providers.

Recap: The survey being used for the assessment of the administrative agency needs to be revised, and the Planning Council should be educated on what the Administrative Agency does, and how to complete the newly revised survey. In the May Planning Council packet, Sandy Sikes will include the sheet showing the survey questions from last year, and Beth will briefly talk about the survey during that Council meeting, inviting members to offer their suggestions as well.

Policy and Procedures Review: Committee reviewed the following Policies and Procedures: 2013-01, 2014-02, 2015-02, 2015-03, 2015-04, and a new procedure which will be 2018-01. Most of the changes to these procedures had to do with changing Proxy Pool to Associate Member, and updating staff names. These policies and procedures, and those reviewed last month, will be brought before the Planning Council for approval during their July meeting.

NEW BUSINESS

Part D Grantee Seat: During the April Planning Council meeting, Dr. Rathore spoke under Public Comments and asked two questions of the Planning Council. The first one was asking if the Part D Grantee seat is still open?

The Executive Committee noted that there are several seats open on the Planning Council, including the Part D seat. The unaligned ratio was below the 33% HRSA requirement, and dropped even lower on March 1, so the top priority this year has been recruiting and seating new members in the unaligned consumer category.

Funding for Women, Children, and Adolescents: His second question asked how much Part A funding did the Planning Council allocate to women, children, and adolescents?

Funding for women, children, and adolescents is provided under Part D. For several years Part A provided funding for child care, but the agency handling child care advised the Priority and Allocations committee over a year ago that they were no longer providing child care and did not need further funding. The Planning Council did not prioritize the service category of child care in 2017.

Beth will prepare a letter to Dr. Rathore, answering his questions. After the Executive Committee has had a chance to review the letter and offer any revisions, she will mail to Dr. Rathore, probably by the end of the week.

Question on Medicare: Heather Kilpatrick forwarded a question to Beth recently about clients who lose their Social Security benefits when they return to work. In some case they are able to keep their Medicare, but have to make their monthly premiums on Medicare. Can the health insurance premium assistance program cover the Medicare premiums? No one on the Executive Committee had a ready answer, so Beth will have someone in her office contact the Marketplace to see if this is an opportunity for a special enrollment into the Affordable Care Act where the client can come off Medicare and enroll in one of their insurance plans. After she gets the answer and advises Sandy Arts, Sandy will contact our HRSA Project Officer (A. Tesfazion) and ask what their opinion is on how to handle this.

STAFF REPORT

Agenda: The May 24 tentative Council agenda was reviewed. Ellen Schmitt will be doing a segment on Parliamentary Pointers. The Planning Council still needs to discuss Service Standards in more detail, but that will not be coming up on this month's agenda.

Various Topics:

- Committee chairs should notify staff three (3) weeks in advance if they want the Part A Office to furnish lunch during their committee meeting. It takes several days to select a menu and get a quote, and the turn-around time to process a check request is two weeks. Before accepting a vendor's offer to furnish lunch, check with staff to make sure a food order hasn't been placed already.
- Three or four full packets will be available at Planning Council meetings on a first-come basis. If additional guests show up and want a copy, they can email a request to the Planning Council office later and a copy will be emailed to them.
- Sandy Arts stated that monitoring site visits are starting, and Megan should be finished by end of June.

WRAP UP

Public Comments: Nicholas gave a recap of what he heard during the Executive meeting, and said he was looking forward to getting involved with the Council and its committees.

Announcements:

- Dining Out for Life was a big success this year, and Beth thanked everyone for their support.
- The Ryan White Conference on HIV Care & Treatment will be December 11 – 14, 2018 at the Gaylord National Hotel in Oxon Hill, Maryland. Each TGA/EMA can send up to eight people, the total depending on the Administrative Agency's travel budget. Sandy Arts is hoping to be able to include two or three Planning Council members to attend, along with Part A staff. She will be able to make plans after the remainder of the Part A Award comes in and we see where we are.

Adjournment: The meeting was adjourned at 11:55 a.m.

**Committee Recommendation
to the Planning Council**

None

Meeting Minutes distributed via email to committee members on 05/17/18.

Minutes reviewed by



Beth Parker, Planning Council Chair

Meeting Minutes will be approved by the Planning Council on 05/24/18.

DRAFT

Ryan White Planning Council - Survey Questions & Comments		N=?
Q1	Rate the overall quality of the relationship between the Ryan White (RW) Part A administrative office team & the Planning Council?	
Q2	Rate the overall quality of information, including financial status reports, routinely presented by the administrative office team at RW Planning Council meetings?	
Q3	How effective was the RW Part A administrative office in converting total dollars to each service category from percentages set by the RW Planning Council?	
Q4	How well does the RW Part A administrative office team support the roles & functions of the various committees of the Planning Council?	
Q5	Rate the overall effectiveness of communications from the RW Part A administrative office team to the Planning Council.	
Q6	Rate the overall communication and support of the RW Part A administrative office team to provider organizations	
Q7	Rate the effectiveness of the RW Part A admin office in promoting successful partnerships among staff, service providers, PLWHA and the Planning Council.	
Q8	Rate the quality, timeliness, effectiveness & efficiency of the RW Part A program office invoice process.	
Q9	Rate the RW Part A program office in monitoring service provider performance.	
Q10	Rate the RW Part A program Continuous Quality Improvement (CQI) process.	
Q11	Rate the overall quality and effectiveness of the RW Part A administrative office team's relationship with the PLWHA of the JTGA.	
Q12	Rate the overall improvement of RW Part A programming/services over the past year.	
C1	List the strengths of the Jacksonville TGA RW Part A program office & personnel:	
C2	List the areas that the RW Part A program office & personnel should seek to improve:	
C3	Any Other Comments?	
Scale: Excellent = 5; Above Average = 4; Average = 3; Below Average = 2; Needs Improvement = 1; Poor = 0; or NA = Not Applicable		

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

MEMBERSHIP COMMITTEE

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

Wednesday, May 2, 2018
Meeting Minutes

Committee Members Present: Steven Greene (*Chair*), Debbi Carter (*Co-Chair*), and Veronica Hicks

Committee Members Absent: Ne'Tosha Dopson

Staff Present: Sandra Sikes

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Chair Steven Greene, and was followed by a moment of silence.

The Committee reviewed the unaligned ratio, and discussed how it would change based on possible outcome of the interviews.

UNALIGNED RATIO AND PC REPRESENTATION

		<u>Epi Data for the TGA</u>	<u>Planning Council Representation</u>	
Total Membership:	11	Black: 64%	55%	Black
Total Unaligned:	3	White: 27%	45%	White
		Hispanic: 06%	00%	Hispanic
Unaligned Ratio:	27.3%	Other: 03%	00%	Other
		Male: 65%	27%	Male
		Female: 35%	73%	Female

INTERVIEWS

- The committee interviewed Jacqueline Johnson for a seat on the Planning Council as unaligned consumer. A motion was made by Debbi Carter, seconded by Veronica Hicks, that Jacqueline Johnson's name be submitted to the Council for their recommendation to Mayor Curry for appointment. There was no further discussion and following the vote, that motion passed.
- The committee interviewed Dan Merkan for a seat on the Planning Council as Social Service Provider. Debbi Carter made a motion, seconded by Veronica Hicks, that Dan Merkan's name be submitted to the Council for their recommendation to Mayor Curry for appointment. There was no further discussion and following a vote, the motion passed.

- The committee then interviewed Irfan Kakezai for a seat on the Planning Council as HIV Prevention Representative. Debbi Carter made a motion, seconded by Veronica Hicks, that Irfan Kakezai's name be submitted to the Council for their recommendation to Mayor Curry for appointment. There was no further discussion and following a vote, the motion passed.

Adding the above three individuals to the Planning Council will move the unaligned ratio up to 28.5%, with a headcount of 14 members.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

- **Membership Application Form:** Form is being revised to accommodate applicants for both Planning Council and Associate memberships. There is a new paragraph added on page 2 describing Associate Members. At the top of page 3, applicants will indicate which membership they are applying for, and at the bottom of the last page, there is a section where the Membership Committee shows if the applicant is being referred to a Planning Council or an Associate Membership seat. Committee also changed one of the selections under HIV Status to '*Affected, but not HIV+.*' Debbi Carter made a motion, seconded by Veronica Hicks, to recommend that the Planning Council approve the revised Application for Appointment.
- **Additional Applicants:** Committee was notified that another application was received and that person has fulfilled the meetings requirement. Staff was instructed to set up an interview during the next Membership Committee meeting.
- **Table at the First Coast AIDS Walk in November:** Committee discussed manning a table at the First Coast AIDS Walk later this year. Members could hand out information and answer questions regarding the different committees of the Planning Council, as well as the Council itself. Other committees, including Executive and W.A.C., will also be notified of this opportunity.

WRAP-UP

- **Public Comments:** There were no comments.
- **Announcements:** There were no announcements.
- **Adjournment:** The meeting adjourned at 11:40 a.m.

COMMITTEE RECOMMENDATIONS TO THE PLANNING COUNCIL:

- That the Council recommends Jacqueline Johnson to the Mayor's Office for appointment to the Jacksonville Planning Council.
- That the Council recommends Dan Merkan to the Mayor's Office for appointment to the Jacksonville Planning Council.
- That the Council recommends Irfan Kakezai to the Mayor's Office for appointment to the Jacksonville Planning Council.
- That the Planning Council approves the revised application for appointment.

Meeting Minutes distributed via email to committee members on 05/03/18.

Minutes reviewed by



Steven Greene, Committee Chair

Meeting Minutes will be approved by the Planning Council on 05/24/18.

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

APPLICATION FOR APPOINTMENT
to the Jacksonville Planning Council

DRAFT

Name: _____

DOB: _____ Sex: Male _____ Female _____ Transgender _____

Preferred pronouns: _____ he/him/his _____ she/her/hers _____ they/them/theirs

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

Home Address: _____

City: _____ State: _____ Zip Code: _____

Cell Ph: _____ Personal Email: _____

EMPLOYMENT (if applicable)

Company: _____

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

Position: _____

Work Phone: _____ Office Email: _____

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

COMMUNITY INVOLVEMENT

Please circle the groups or events below that you have participated in:

Support Group	Peer Navigator Training	AIDS Walk
Consumer Advisory Group (CAB)	HIV 101 Training	HIV Awareness Day event
World AIDS Day activities (Luncheon, Memorial Svs, Condom Blast)	500/501 Training	Health Fair
World AIDS Day Committee	Positive Living Conference in Ft. Walton	H.O.P.E. Picnic

DRAFT

Your Interests

Please let us know what areas of interest or expertise you can contribute to the Jacksonville Planning Council. Please check up to three items listed below:

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

Are you a member of a committee?

☐ No ☐ Yes

Which committee?

Membership on the *Metropolitan Jacksonville Area HIV Health Services Planning Council* is by a **mayoral appointment**. Each member represents one of the federally mandated categories shown below.

Associate Members are appointed by the *Metropolitan Jacksonville Area HIV Health Services Planning Council*. They serve as non-voting members of the Planning Council unless called to the Table as a proxy. Associate Members should represent one of the federally mandated categories shown below.

Please check the Mandated Membership Category you are applying for. **SELECT ONLY ONE.**

- | | |
|---|--|
| <input type="checkbox"/> Affected Communities, including PLWHA
(those either living with or affected by HIV) | <input type="checkbox"/> Other Federal HIV Programs, including
HOPWA, CDC, and HIV Prevention |
| <input type="checkbox"/> Community Based or AIDS Service organizations | <input type="checkbox"/> Local Public Health Agencies |
| <input type="checkbox"/> Social Service Providers, Housing & Homeless | <input type="checkbox"/> Medicaid |
| <input type="checkbox"/> Mental Health or Substance Abuse Providers | <input type="checkbox"/> Grantee under Part 'B' |
| <input type="checkbox"/> Health Care Providers, FQHC | <input type="checkbox"/> Grantee under Part 'C' |
| <input type="checkbox"/> Hospital or Health Care Planning Agencies | <input type="checkbox"/> Grantee under Part 'D' |
| <input type="checkbox"/> Representative of, or individual who was
formerly a federal, state, or local prisoner | <input type="checkbox"/> Non-Elected Community Leaders |

Your HIV Status:

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

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

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

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

Membership you are applying for:

- ☐ Planning Council Member – appointed by the Mayor
☐ Associate Member

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

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

The Jacksonville Planning Council requires its members to:

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

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

- ☐ Yes ☐ No

DRAFT

Signature

Date

MEMBERSHIP: COMPOSITION/REPRESENTATION

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

For Official Use Only:

Application received: _____	Attended Planning Council Orientation: _____
Attended PC Meeting: _____	Applicant is being referred to:
Attended PC Meeting: _____	<input type="checkbox"/> Planning Council seat
Interviewed on: _____	<input type="checkbox"/> Associate Member

Ryan
White

Metropolitan Jacksonville Area HIV Health Services
PLANNING COUNCIL

COMMUNITY CONNECTIONS

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

Thursday, May 10, 2018
Meeting Minutes

Committee Members Present: Debbi Carter (*Chair*), Zane Urbanski (*Co-Chair*), Dwayne Brown, Rhonda Cue, Wade Davis, Carole Faria, Mary Glenn, Steven Greene, Nathaniel Hendley, Veronica Hicks, Elinor Holmes, Sharon Hunter, Jacqueline Johnson, Cat King, Brian Law, Kristin Maranville, Ranjeet Martin, Dan Merkan, DeWeece Ogden, Rikki Stubbs, Laurie Turner, Barrett Tyson, Linda Williams, and Paul Williams

Members Absent: Gloria Coon, LaTonya Franklin, William Harris, Foxxie Moody, Samuel Reese, Teresa Rose, and Antoinette Turner

Guests: Rod Brown (*speaker*), Elaine Hosking, Toni Levy, Brandon Montanez, Joy Mapson, and Jisell Sobalvarro

Support Staff Present: Sandra Sikes

CALL TO ORDER

The meeting was called to order at 11:58 a.m. by Chair Debbi Carter.

ATTENDANCE

Co-Chair Zane Urbanski called the roll, and guests were introduced and welcomed.

MISSION STATEMENT

The mission statement was read by Brandon Montanez.

"Our mission is to educate, advocate, support and empower all PLWHAA (People Living with HIV/AIDS and Affected) in Northeast Florida communities. We exist as a vocal planning body, focused on raising awareness through "High Impact Prevention" strategies, leading us to our goal of "Getting to Zero".

MOMENT OF SILENCE OBSERVED

ANNOUNCEMENTS

- Laurie Turner talked about the items up for raffle, and explained that proceeds go toward scholarships for members to attend the Positive Living Conference in Ft. Walton Beach. This year's conference will be September 14-16. Laurie will provide flyers at the next committee meeting, outlining information about the conference.
- Recognized Dan Merkan who will be receiving a Frieda Award at a banquet being held later that evening.
- Healing Men and Women's Support Group meets the first Thursday of each month at the NFAN office. They meet at 12:30 p.m. and the facilitator is Sharon Hunter.
- Client Satisfaction Survey links were emailed to committee members. Members were asked to fill out a survey on the agency they receive services from.
- The World AIDS Day Committee meets at noon the 2nd Tuesday of the month. Meeting location is the West Union Missionary Baptist Church, 1605 West Beaver Street. Community Connections committee had asked Debbi Carter to attend W.A.D., which she has been doing. Debbi also joined W.A.D.'s Community Connections, which was formerly known as their Education and Outreach Committee. This year, World AIDS Day, December 1, will be on a Saturday, and W.A.D. will be hosting a Walk, followed by a Memorial Service on that day.

UNFINISHED BUSINESS

The list of Ryan White agencies and the services they provide was made available to members and guests.

NEW BUSINESS

There was no new business.

PROGRAM

Rod Brown, Early Intervention Consultant from the Florida Department of Health, presented information on DOH's 500/501 Class. This class is a state-certified training class for HIV counseling and testing. It consists of a three day classroom training, plus the rapid test training. The requirement is that the person taking this training must be attached to a test site. The test site supervisor must sign the person up for the class, and once the person has completed the three day class, they must then do field work which involves observing an experienced

counselor doing a pre-test counseling, testing, and post session, and then the person must complete one themselves. The person must do a pre-test and a post-test counseling session. Once the person has completed a pre-testing, testing, and post-test counseling session, the test site supervisor will sign-off on the paperwork and the person will receive their certification which is good for one year. Certification must be renewed each year. Florida HIV testing certification is accepted in several other states.

Q: If I'm not connected with a test site, so how will I be able to take the class?

A: Unfortunately you won't be able to take the class and be certified unless you are connected to an HIV testing site.

Q: What is the cost of the 500/501 Class?

A: It is \$60.00 for the three day class.

Q: So a lay person who is not connected with a testing site cannot take the 500/501 Class?

A: The reason why this is discouraged is because after paying the \$60.00 fee and attending a three day class, if a student does not find a testing site that will supervise their final steps, then they can't be certified. That is a waste of time and resources for both the student and D.O.H. If however, you are already a volunteer with one of the agencies or HIV testing sites, then D.O.H. waives the \$60.00 class fee.

Q: Where can we find a list of the HIV testing sites?

A: Staff will email the list of testing sites to committee members soon.

Q: How often does D.O.H. have these classes?

A: Approximately seven times a year. It is important to remember that just because you signed up for the 500/501 class, does not mean that you are registered. Class size is limited, and a student who is volunteering to work as a tester could be bumped by another student who is employed by an agency and their certification is a requirement of the job.

Rod volunteered to conduct a three day 500/501 training class for members of Community Connections. However, members would be responsible for finding an agency or testing site who will conduct their post-requisite requirements. If any member is serious about testing and intends to volunteer at an agency, Rod will provide the training, with the understanding that the member would have to get with someone to provide their post-requisite training. It would be the student's responsibility to find that agency or test site; Rod and his staff would not be able to offer any assistance there.

PUBLIC COMMENTS

- The Department of Health's Consumer Advisory Board meets the 3rd Thursday of the month at noon; lunch is provided. As an incentive, new patients at CCC who attend their first CAB meeting will receive a food voucher.
- A short video about the priority and allocations process was presented.
- Next meeting will be June 14, and the program tentatively scheduled will be a panel discussion with several long-term survivors living with HIV.

Following announcements of upcoming meetings and events, the meeting was adjourned at approximately 1:11 p.m.

COMMITTEE RECOMMENDATION TO THE PLANNING COUNCIL: None

Meeting Minutes distributed via email to committee members on 05/15/18.

Minutes reviewed by



Debbi Carter, Committee Chair

Meeting Minutes will be approved by the Planning Council on 05/24/18.

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, May 10, 2018
Summary of Meeting

Committee Members Present: Michael Bennett (*Chair*), Zane Urbanski (*Co-Chair*), Dana Barnes, Dwayne Brown, Christine Edmonds, Sandra Ellis, Mary Glenn, Steven Greene, Nathaniel Hendley, Heather Kilpatrick, Kristin Maranville, Katrina Odell, Laurie Turner, Heather Vaughan, and Linda Williams

Guests: Charlene Arnold, Robert Dawson, Jonathan Harris, and Yvonne Hires

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

CALL TO ORDER

Called to order at 1:46 p.m. by Michael Bennett, Chair.

Moment of Silence, followed by self-introduction.

SELECTION OF CO-CHAIR

Zane Urbanski voted in as co-chair by the committee members.

**PRIORITY &
ALLOCATIONS OVERVIEW**

- Watched a Priority and Allocations video produced by Boston Planning Council.
<https://vimeo.com/181211870>
- Per our HRSA Project Officer Tesfazion, most TGA/EMAs will receive less funding than last year.
- We had \$330,000+ left over from 2017 that needs to be spent in 2018. Several agencies were off in their projections.
- This year Priority & Allocations committee will meet quarterly to do reallocations.

- There are three types of funding awarded: Formula, Supplemental, and MAI.

FY2019 ALLOCATION PROCESS

- What information does the committee want to have before acting on the Priority and Allocations process?
 - Ranking Sheet needs to be explained better. Most people in earlier meeting did not know the how or why of ranking.
 - Need descriptions of core and support services
 - Would like a chart showing number of people who receive services in each of the categories, i.e., a utilization report. Brian Hopkins can provide that.
 - ADAP Formulary has been expanded. What kind of impact could this have if a number of prescriptions can be filled under ADAP rather than AIDS Pharmaceutical Assistance?
- Part A Office looking at different ways to project spending. Will no longer depend on the agencies to volunteer to give back money.
- Community Connections members filled out a Ranking Sheet earlier today; those results should be tossed out, since most people were not aware of how to fill out the form and what the services were. Can someone explain the services and have members complete new surveys at their June meeting?
- Would like to see the Excel spreadsheet made available at Community Connections meeting and also at all Public Hearings. This is the spreadsheet showing the different service categories and the money allotted to them for 2017, what they actually used, and amount of funds that was left over. Part A Office agreed to do this.

- Directed the Part A Manager to request Ryan White agencies write a short paragraph about why they did not spend all their money. Was it due to lack of staff, no-shows, etc.? Request should only go to agencies that had left-over funds, and agency should write an explanation for each service category where they had left-over funds. Part A Office agreed to do this.
- Sandy Arts will email the request tomorrow and ask agencies to turn in explanations by May 18. Upon receiving all the responses, she will consolidate all comments by service category, so agencies will not be identified.
- Committee agreed to extend voting membership through the second meeting. To join the committee and have voting rights, a member must attend the May 10 and/or the May 29, 2018 meeting.

PUBLIC COMMENTS

None.

ANNOUNCEMENTS

- Next meeting is Tuesday, May 29 at 1:30 p.m. The following meeting will be June 14.
- Linda Williams is running for Ms. Senior Jacksonville and asked for people's support. She is selling ads for the pageant's program; see her for the paperwork.

AJOURNED

At 3:30 p.m.

**COMMITTEE
RECOMMENDATION TO
THE PLANNING COUNCIL**

No recommendation.

**ITEM SENT TO
PARKING LOT**

There was discussion on creating a billable service for no-shows.

Can we create a billable service for no-shows? Shouldn't we be capturing billable service from the moment we answer the phone call? If so, then why can't an agency bill some type of service for the time an agency employee pulled the client's file, reviewed the notes in CAREWare, etc.? It would only be a fraction of what would have been charged if the client had shown up, but even though it's a no-show, there was time spent by an employee on that client.

Meeting Minutes distributed via email to committee members on 05/18/18.

Minutes reviewed by  05/18/18
Michael Bennett, Priority & Allocations Committee Chair

Meeting Minutes will be approved by the Planning Council on 05/24/18.

2017 Spending						2018 Projections				
Category	2017 Allocations	% of Allocation	2017 Expenditures	% of Expense	Current Balance	Available \$ (RFP)	Awarded Amount	% to 2017	% of Allocation	Difference in Avail to Award
Outpatient/Ambulatory Health Services	\$924,851.00	16.66%	\$865,848.00	15.60%	\$59,003.00	\$915,156.00	\$360,817.00	39.01%	15.99%	\$554,339.00
AIDS Pharmaceutical Assistance	\$388,611.00	7.00%	\$259,834.00	4.68%	\$128,777.00	\$428,979.00	\$169,133.00	43.52%	7.49%	\$259,846.00
Oral Health Care	\$760,882.00	13.71%	\$760,882.00	13.71%	\$0.00	\$815,061.00	\$321,353.00	42.23%	14.24%	\$493,708.00
Health Insurance & Cost Sharing Assist	\$626,384.00	11.29%	\$626,384.00	11.29%	\$0.00	\$640,609.00	\$252,572.00	40.32%	11.19%	\$388,037.00
Mental Health Services	\$72,419.00	1.30%	\$61,846.00	1.11%	\$10,573.00	\$163,012.00	\$64,271.00	88.75%	2.85%	\$98,741.00
Home and Community Based Services	\$2,500.00	0.05%	\$2,500.00	0.05%	\$0.00		\$1,128.00	45.12%	0.05%	-\$1,128.00
Medical Nutrition Therapy	\$99,176.00	1.79%	\$91,806.00	1.65%	\$7,370.00	\$114,394.00	\$47,102.00	47.49%	2.09%	\$67,292.00
Medical Case Management	\$1,756,017.00	31.64%	\$1,670,828.00	30.10%	\$85,189.00	\$1,715,917.00	\$676,533.00	38.53%	29.97%	\$1,039,384.00
Substance Abuse - Outpatient	\$2,473.00	0.04%	\$2,111.00	0.04%	\$362.00	\$14,299.00	\$0.00	0.00%	0.00%	\$14,299.00
Case Management - (non-medical)	\$141,250.00	2.54%	\$135,300.00	2.44%	\$5,950.00	\$145,853.00	\$57,505.00	40.71%	2.55%	\$88,348.00
Food Bank/Home-delivered meals	\$65,951.00	1.19%	\$65,951.00	1.19%	\$0.00		\$0.00	0.00%	0.00%	\$0.00
Housing Services (Transitional)	\$52,312.00	0.94%	\$52,312.00	0.94%	\$0.00		\$22,550.00	43.11%	1.00%	-\$22,550.00
Medical Transportation Services	\$0.00	0.00%	\$0.00	0.00%	\$0.00		\$4,510.00		0.20%	-\$4,510.00
Substance Abuse - Residential	\$339,285.00	6.11%	\$320,936.00	5.78%	\$18,349.00	\$314,585.00	\$129,669.00	38.22%	5.75%	\$184,916.00
Legal Services	\$205,640.00	3.70%	\$205,640.00	3.70%	\$0.00	\$214,490.00	\$84,567.00	41.12%	3.75%	\$129,923.00
Outreach	\$92,637.00	1.67%	\$92,637.00	1.67%	\$0.00	\$137,274.00	\$54,084.00	58.38%	2.40%	\$83,190.00
Emergency Financial Assistance	\$20,046.00	0.36%	\$4,277.00	0.08%	\$15,769.00		\$11,276.00	56.25%	0.50%	-\$11,276.00
Total	\$5,550,434.00	100.00%	\$5,219,092.00	94.03%	\$331,342.00	\$5,619,629.00	\$2,257,070.00		100.00%	\$3,362,559.00

PRIORITY and ALLOCATIONS WORKSHEET for FY2019
March 1, 2019 through February 28, 2020

Directions: Please rank the services you feel should be funded next year. These will be ranked from '1' being the service you most strongly feel should be listed, to '8' being the service you would least request.

CORE MEDICAL SERVICES

	Ambulatory/outpatient medical care	Services rendered by physician or medical staff in an outpatient setting (dr.'s office, clinic).
	AIDS pharmaceutical assistance	Local pharmacy assistance that provides HIV medications to clients. Not to be confused with ADAP.
	Health Insurance Premium & Cost Sharing Assistance	Financial assistance for eligible Ryan White clients in making premium payments, co-payments, and deductibles on their health insurance plans.
	Home & Community –Based Health Services	Skilled health services furnished to Ryan White client based on written plan of care by a case management team. Services include durable medical equipment, home health aide and personal care services in the home, etc. Nursing home /LTC facilities are not included.
	Medical Case Management	Range of services that link clients with health care, psychosocial, and other services.
	Medical Nutrition Therapy	Provided by licensed registered dietitian; includes nutritional supplements.
	Mental Health Service	Psychological & psychiatric treatment and counseling services – can be provided in individual or group setting.
	Oral Health Care	Dental

PRIORITY and ALLOCATIONS WORKSHEET for FY2018

Page 2 – Support Services

Directions: Please rank these services you feel should be funded next year. These will be ranked from '1' being the service you most strongly feel should be listed, to '10' being the service you would least request.

SUPPORT SERVICES

	Case Management (Eligibility/Non-Medical)	Performs financial eligibility of new Ryan White clients, and re-certification of eligibility every 6 months.
	Emergency Financial Assistance	Assists with emergency expenses related to essential utilities, housing, food, and medication when other resources are not available.
	Food Bank/Home-Delivered Meals	Provision of actual food or meals; does not include finances to purchase food or meals. In addition to food, this can cover household supplies and personal hygiene items.
	Health Education/Risk Reduction	Services that educate clients about HIV transmission and how to reduce the risk. Includes provision of information.
	Housing Services - Transitional	Short-term assistance to support emergency, temporary or transitional housing.
	Legal Services	Power of attorney, DNR orders, and interventions necessary to ensure access to eligible benefits.
	Medical transportation Services	Provides bus or taxi service to a client so they may access health care services.
	Outreach Services	Identifying people with unknown HIV status, or those who already know their status but are not in care. Does not cover counseling and testing, nor prevention education.
	Psychosocial Support Services	Support & counseling activities, HIV support groups, caregiver support, and bereavement counseling.
	Substance Abuse Services – Residential	Treatment to address substance abuse problems in a residential health service setting.



Red Ribbon Report

A News Service of The AIDS Institute for
Florida Comprehensive Planning Network

SPRING 2018



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Patient Care and Prevention Planning Group Meeting

The Florida HIV/AIDS Comprehensive Planning Network (FCPN), Patient Care and Prevention Planning Group (PCPPG) Meeting was held April 18-19, 2018 at the Embassy Suites by Hilton - Tampa/Brandon, Tampa, FL. There were over 140 participants in attendance. For the first time, a live webcast of the meeting was offered with more than 15 people participating.



Ken Bargar, Prevention Community Co-Chair, Jim Roth, Department of Health Prevention Co-Chair, and Kim Salswick, Patient Care Community Co-Chair, facilitated the meeting.

The meeting began with a review of the action items from the Fall 2017 FCPN meeting.

Next, Laura Reeves, HIV/AIDS Section Administrator, provided an update on funding, section initiatives, statewide activities and integrated planning.

The group received an update from each of the Patient Care and Prevention Planning Group Committees by their respective co-chairs: Membership, Nominations, and Bylaws; Needs Assessment; Statewide Quality Management Advisory; Coordination of Efforts; Medication Access; and the ADAP Formulary Review Subcommittee.

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Representatives provided updates on key local accomplishments as they relate to the goals and objectives outlined in the State of Florida Integrated HIV Prevention and Care Plan (2017-2021).

Emma Spencer, Surveillance Program Manager, presented data on persons living with HIV who are out of care in Florida. Laura Reeves then facilitated a discussion around potential strategies and activities that could work toward the reengagement of clients.

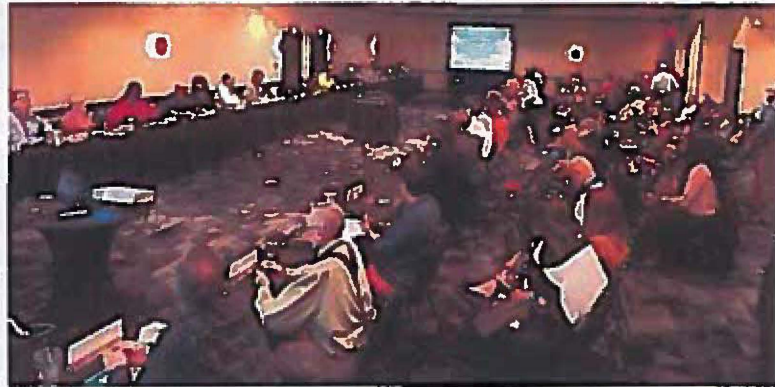
The final session of the first day consisted of a panel discussion that highlighted best practices for addressing the Four-Key Component Plan. Robert Cook, Professor of Epidemiology and Medicine, University of Florida, and Jersey Garcia, HIV Prevention Planner, Florida Department of Health - Broward County, spoke about addressing HIV-related stigma. Dr. Cook also provided an update on the Florida Consortium of HIV/AIDS Research (FCHAR). Rebecca Nessen, Program Director of Health Initiatives, Metro Wellness and Community Centers, presented on their participation in the FOCUS Program that is aimed at increasing routine HIV and HCV screening and linkage to care.

Day Two

The day began with a review and vote on the amended Patient Care and Prevention Planning Group Bylaws. For the most recent version, [click here](#).

A Patient Care Update was provided by Joe May, Patient Care Manager, and Jimmy Llaque, ADAP Program Manager.

Next, the Patient Care and Prevention Planning Group Committees met face-to-face to review Committee Charters and confirm standing committee call dates/times.



Laura Reeves led a discussion on 2018 Strategic Plans. During the session, local area representatives shared their top three priorities for 2018. Using these priorities, the group participated in a hands-on activity to assist the HIV/AIDS Section in establishing priorities for Integrated Plan activities for 2019, 2020, and 2021.

During the meeting's open forum session, Riley Johnson, At-Large Transgender Representative, and Morgan Mayfaire, At-Large Transgender Alternate, presented [slides](#) outlining the discrepancy between the Florida Department of Health (FDOH) estimated HIV prevalence among transgender individuals (0.6%) and the median estimated HIV prevalence based on the Williams Institute/United States Trans Survey (USTS) findings (2.1 %); Michael Ruppel, Executive Director, The AIDS Institute, provided a state and federal policy update; Kamaria Laffrey, Florida HIV Justice Coalition, spoke about the HIV modernization process; and Jessica Raymond, Co-Chair of the 2018 United States Conference on AIDS (USCA) Orlando Host Committee, informed the group of activities surrounding the 2018 USCA Conference, September 6-9, 2018, scheduled in Orlando, Florida. Individuals interested in participating in Host Committee activities are asked to email Jessica.Raymond@hfw.org.

The meeting concluded with a discussion of next steps, topics, and dates for the next face-to-face meeting. For copies of presentations and handouts from the meeting, visit the meeting [website](#). Also, please continue to check the meeting [website](#) for updates as additional presentations will be added as they are approved for distribution.

Upcoming PCPPG Standing Committee Conference Calls & Webinars

The following is the schedule of upcoming conference calls and webinars for the PCPPG Standing Committees:

PCPPG Membership, Nominations & Bylaws Committee

Standing call day/time: 2nd Tuesday of every month at 10AM (ET), 1 hour duration

The next call is scheduled for May 8, 2018 at 10AM (EDT)

[Register to attend](#)

PCPPG Coordination of Efforts Committee

Standing call day/time: 2nd Wednesday of every month at 1PM (ET), 1 hour duration

The next call is scheduled for May 9, 2018 at 1PM (EDT)

[Register to attend](#)

PCPPG Statewide Quality Management Advisory Committee

Standing call day/time: 2nd Wednesday of every month at 2PM (ET), 1 hour duration

The next call is scheduled for May 9, 2018 at 2PM (EDT)

[Register to attend](#)

PCPPG Medication Access Committee

Standing call day/time: 2nd Thursday of every month at 3PM (ET), 1 hour duration

The next call is scheduled for May 10, 2018 at 3PM (EDT)

[Register to attend](#)

PCPPG Needs Assessment Committee

Standing call day/time to TBD. Plan to meet quarterly.

1 hour duration

Meeting Summary - Consumer Advisory Group (CAG) Meeting

The Consumer Advisory Group (CAG) met on Wednesday, April 18, 2018 at the Embassy Suites by Hilton - Tampa/Brandon. The group discussed the structure of the CAG and ideas for membership recruitment. Information on the Medical Monitoring Project (MMP) was also shared with the group for their review and feedback.

Upcoming Meetings

Southeast AETC Regional Conference 2018

May 17-19, 2018

Doubletree by Hilton Orlando at SeaWorld, Orlando, FL

2018 United States Conference on AIDS (USCA)

September 6-9, 2018

Hyatt Regency Orlando, Orlando, FL

Positive Living 21 Conference

September-14-16, 2018

Ramada Plaza Beach Resort, Fort Walton Beach, FL

6th Annual Rural HIV Research and Training Conference

September 21-22, 2018

Coastal Georgia Center, Savannah, GA

For more information, please contact Kim Molnar at
kmolnar@theaidsinstitute.org.



The AIDS Institute, Program/Administrative Office, 17 Davis Blvd.,
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Metropolitan Jacksonville Area HIV Health Services Planning Council

May 2018

Mon	Tue	Wed	Thu	Fri
Meetings are held at 1809 Art Museum Drive, unless otherwise listed. Call 630-3504 or 630-4661 for more info.	1	2 10:00 Membership Location: Art Museum Dr.	3	4
7	8	9	10 12:00 Community Connections 1:45 Priority & Allocations	11
14	15 10:00 Executive At NFAN Office 11:30 UF CARES C.A.B.	16 11:00 AHF C.A.B. meeting	17 12:00 DOH-Duval C.A.B.	18 9:00 Providers  HIV VACCINE AWARENESS DAY MAY 18 th
21 2:00 Jail Link Nat'l Asian & Pacific Islander HIV/AIDS Awareness Day -19th	22	23	24 3:00 PLANNING COUNCIL	25
28	29 1:30 Priority & Allocations	30	31	

Metropolitan Jacksonville Area HIV Health Services Planning Council

June 2018

Mon	Tue	Wed	Thu	Fri
Meetings are held at 1809 Art Museum Drive, unless otherwise listed. Call 630-3504 or 630-4661 for more info.				
4	5 HIV Long-Term Survivors Day	6 10:00 Membership	7	8 11:00 Pharmacy & Therapeutics 
11	12 9:00 Executive At NFAN Office	13 2:00 ICPC	14 12:00 Community Connections 1:45 Priority & Allocations	15 9:00 Providers
18	19 11:30 UF CARES C.A.B.	20 11:00 AHF C.A.B. meeting	21 9:00 MCM Meeting 12:00 DOH-Duval C.A.B.	22
25	26	27 	28 No Planning Council Meeting In June	29