

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

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

Planning Council MINUTES on Thursday, September 24, 2020 – 3:00 p.m.

Call to Order

Katrina Williams, Chair

Called to order at 3:00 p.m. – Virtual Zoom Meeting

Introductions of Planning Council Members and guests were conducted.

NHAS Goals were read by DeWeece Ogden.

Roll Call

*Zane Urbanski,
Vice-Chair*

Members Present: Katrina Williams (Chair), Zane Urbanski (Vice-Chair), Debbi Carter, Michael Acker, Glen Edwards, Dan Merkan, DeWeece Ogden, Herb Smith, Christie Matthews, Dawna Cornelissen, Mark Cleveland, Joseph Mims, Ne'Tosha Dopson-Woodall.

Members Absent: None

Associate Member Present: Heather Kilpatrick

Associate Member Absent: Wade Davis

Staff: Johnnetta Moore, Megan Graham, Lisa Holley, Sandy Arts, Mary Martinez

Guests: Dr. Justin Oring, Audrey Green, Chrissy Edmonds, Francis Lynch, Johanne Belizaire, Tyree Williams, Kizzie Jones, Demetries Coletti-Brown, Mary Glenn, Deweyne Robinson, Justin Bell, Vincent Brown, Randal Lucero, Timm Purcell, Gloria Coon, Paula Burns.

Zane Urbanski stated, "Madam Chair we do have a quorum".

Public Comments

- Mary Glenn stated that the Planning Council website has not been updated since 2018. Mary mentioned that if a person wanted to become involved and wanted to know what was going on with this Planning Council, they would not be able to locate any relevant information. Mary mentioned that she did not receive any of our minutes and wanted to access those things from the Planning Council website.

Approval of August Meeting Minutes

- The August 27, 2020 minutes were reviewed and a motion from Herb Smith to accept the minutes as presented and it was seconded by Ne'Tosha Dopson-Woodall. The Planning Council meeting minutes were approved with no oppositions or abstentions.

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Planning Council

Chair

(Katrina Williams)

- No report.

AGENCY

REPORTS

Lead Agency – Part B

(Johanne Belizaire)

- Financial: Part B Reported quarterly
- Operations
- **Staff changes:**
 - For the Early Intervention Coordination position: interviews completed – Selection is routed to HR.
- **Clinic updates:**
 - Telehealth is available for OAHS, MCM, NMCM and PrEP services
 - Mobile testing for COVID-19 at CHP Mon-Fri (9:00 am – 3:00 pm)
- **Walk Up Testing Site COVID-19**
DOH-Duval Central Health Plaza
515 West 6th Street Jacksonville, FL 32206
 - DOH-Duval COVID-19 Call Center 904-253-1850
Monday - Friday 8:00 a.m. – 7:00 p.m.
Saturday and Sunday 9:00 a.m. – 5:00 p.m.
- **Pharmacy updates**
 - As of August 3,2020, ADAP now offers the SAME DAY program. Uninsured ADAP clients can use SAME DAY to access prescription medications and vaccines that they need immediately.
 - SAME DAY drugs must be on the ADAP formulary.
 - Providers must send prescriptions to a CVS pharmacy or participating pharmacy.
 - Clients must present their SAME DAY ID card at the pharmacy (cards are mailed from CVS or printed from a client's provide file)
 - The program does not cover HIV antiretroviral or hepatitis drugs.
 - Vaccines may not be available at all locations. Clients should call the pharmacy to confirm they can administer the vaccine.
- **Contracts/grant updates**
 - HRSA Part C COVID-19 response grant for FY 2020-2021 (April 1st, 2020- March 31, 2021)
 - HRSA EtHE 2020 Mobile Medical Unit implementation and support funds of \$320,100 for the GY 03/01/2020 – 02/28/2021.
- **Clients services**

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Clients services	July 2020	Comments Based on June 2020 data	YTD (Jan-Dec 2020)
Test and Treat	13	↓ by 5 clients	93
PrEP	5	↓ by 1 client	62
nPEP	1	↓ by 1 client	15
ADAP pick up rate	77.86%	↓ by 6.57%	
Area 4 viral load suppression	Baker: 100% Clay: 77.78% Duval: 78.70% Nassau % and St. Johns 84.26%	No change ↓ by 2.58% ↑ by 1.42% No change ↓ by 0.34%	Average for Area 4: (85.18 %) ↓ by 1%
Ryan White enrollment	72	↓ by 46 clients	519

- HIV Testing numbers for area 4 (reported quarterly)
- Outreach

1. AIDS Program Office Mobile Unit Providing HIV, STD and COVID-19 Testing for PLWHA and close family in household. Hepatitis A vaccines available on Wednesdays. Mobile unit calendar available online at HIVCARENOW.com

Testing Criteria – All ages, regardless of symptoms

For more information on HIV, STD and COVID-19 testing events, visit the Florida Department of Health in Duval County website at <http://duval.floridahealth.gov/index.html>

2. Community Connection to resume via conference call on the 2nd Thursday of the month starting in September 2020
 - Meeting between the DOH and the Community Connection chair on Thurs 07/30 to discuss logistics and to share other related information
3. Community Connections Newsletter with useful information emailed out in August. If you would like to be on the mailing list or have content that you would like added please submit your email to Denise Jackson.
4. Visit the HIVcarenow webpage at <http://hivcarenow.com/> or call (904) 253-1448 for updated related information in Area 4.
 - Point of Order by Dawna Cornelissen. Dawna stated, Madam Chair I believe we need to vote on the minutes.

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- The Planning Council members voted by raising their hands via zoom. The majority approved the minutes for August 27, 2020.

Administrative Report

(Part A office)

- Sandy stated that we are working on our Part A grant application for HRSA and is due on October 7, 2020.
- Sandy mentioned that she is working on a couple of things with Katrina.
- Sandy also stated that we did receive our carry over funding from last year for \$163,160 and that money is in the process of being accepted by the Mayor's Office. These monies will be contracted out for NFAN to assist with health care premium assistance.
- Sandy has started to ask all the providers to send us their projected budgets for the end of the year so we can start taking a look at them and handing them over to Zane for Priority and Allocations.
- This is the last year of our (3) year RFP. Our next big project will be to work on our new RFP. Sandy mentioned that with the City of Jacksonville's new One Cloud system we are not sure what the new process will be.
- (EHE) Ending the Epidemic, both of our mobile units are hitting the road.
- Our EHE Program Coordinator position has been filled and her start date will be on 10/12/2020.
- COVID-19 funding - Beth Parker at NFAN is handling the Housing and Utility assistance, Zane is handing the PPE with the automatic hand sanitizers, refills, gloves and thermometer.

Community Connections

(Michael Acker)

- Michael Acker was experiencing technical difficulties and the Council and guests were unable to hear his report.

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

(Audrey Green)

- The committee met with FCCAPP on September 15, 2020. The meeting was about working towards the new normal.
- There was discussion on Drive thru classes for HIV education which will be taking place twice a week
- Discussion on creating a social media page for outreach for more people to join FCCAPP.
- There will be a drive thru event on this Saturday, September 26, 2020 for HIV testing at the Department of Health.
- Katrina asked if this is the Saturday event with FCCAPP from 12:00pm-4:00pm. Audrey replied yes.

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AHF C.A.B.

- No report

Report

(Wade Davis)

Dept. of Health

(Duval)

C.A.B. Report

(Tyrese Williams)

- Tyrese Williams reported that the C.A.B. met on September 17, 2020: ADAP viral load suppression: 86.06%, ADAP pick up rate: 77.86%, No show rate: 34.57%.
- The committee met with the Quality Circle Liaisons for: Eligibility, dental, clinical, clerical, peer navigation and pharmacy. We requested feedback from them for some of the needs for PLWHA's in the community and where we can do some outreach.
- One of the members asked about what the COVID-19 numbers were, specifically those living with HIV. We do not have data on HIV & COVID-19. We did give committee members an update on the numbers for COVID-19 in the Jacksonville community.
- We asked the members about Community Connections and how we can get more members to get on our calls. Attendance has decreased since we have been meeting virtually.
- We encouraged one member to attend the Planning Council zoom meeting.
- Events that were announced: NFAN luncheon on 9/25, FCAPP day of prevention on 9/26, Black Lives Transgender Rally on 9/29 at 6:00pm.
- Website for Black Lives Transgender Rally: www.unspokensociety.org
- Next meeting is on Thursday, October 15, 2020.

UF CARES

C.A.B. Report

(Glen Edwards)

- Glen stated that they did not meet this month. Glen mentioned that they were able to get some commitments from some folks and hopefully they will have a meeting next time.

COMMITTEE REPORTS

Executive

Committee

(Katrina Williams)

- Katrina stated the Executive Committee is working on several different things together.
- We are having a Robert's Rules of Order mini training today in this meeting.
- We are still looking for a PLWHA rep now known as a Community Representative. Currently, no one has expressed interest in filling this position, so it is still available.
- The committee worked on a comment card, Katrina shared her screen and displayed the comment card.
- The purpose of the comment cards is: To go out to all Ryan White funded agencies, so we can get feedback from our consumers about the services we are providing and to discuss what services consumers are still needing.
- The comment cards once they are filled out by consumers will be placed in white comment boxes to go out to the nine different agencies.

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- These comment cards will be printed by the Ryan White Part A office.
- Katrina stated she would not be in attendance at the October Planning Council Zoom meeting. Zane will be conducting the meeting on this month.
- We will have a mini training at the October Planning Council by Joseph Mims and Dan Merkan about EHE (Ending the HIV Epidemic) and the Continuum of Care Coordination Committee.
- Dan and Herb are working on the Assessment of the Efficiency of the Administrative Mechanism that is used to score/grade the efficiency of the Ryan White Part A office.

Membership Committee (Debbi Carter)

- Debbi stated that the last Membership Meeting was on September 9th from 2:00pm – 4:00pm.
- The committee went through all the interview questions for prospective members one by one and have changed many of the questions. The questions are now more meaningful and easier to understand.
- Debbi mentioned that the committee is working on putting together a Caucus.
- Debbi stated that she is working on setting up dates and times with agencies and doctors' offices to drop off Planning Council postcards and booklets. Debbi mentioned that some have already been delivered in ziplock bags.
- Debbi Carter made a motion to have Demetries Coletti-Brown be recommended to the Mayor's Office to be put on the Planning Council and it was seconded by Mark Cleveland.
- Lisa Holley will pass on Demetries Coletti-Brown's name to the Mayor' Office.
- Next Zoom Meeting will be on October 14, 2020 from 2:00pm – 4:00pm.

Continuum of Care Coordination Committee (CCCC) (Dan Merkan)

- Dan stated that the committee's name was changed on last month from ICPC to (CCCC) Continuum of Care Coordination Committee.
- The ICPC (Integrated Comp Plan Committee) and EIHA are all under the (CCCC) Continuum of Care Coordination Committee.
- Dan mentioned we had some reports on the EHE (Ending the Epidemic).
- There was discussion on the (EHE) Ending the HIV Epidemic plan for the State of Florida (four pillars -Diagnose, Treat, Prevent, Respond) we reviewed the different activities and actions that they are planning to put in the state plan.
- Herb Smith gave us some information on the FCPN meeting and workshops.
- A survey went out to all the areas about Needs Assessment.
- ICP plan under the (CCCC), next year Dan mentioned that we will start working on the 2022 plan.

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Bylaws

Committee

(Dawna Cornelissen)

- Dawna stated we have a couple of things to do a first reading for and some other things that we will have a second reading for.
- Dawna stated that the committee is looking at adding language in the bylaws regarding training.
- Dawna mentioned about starting to discuss the City of Jacksonville (MOU) Memorandum of Understanding.
- Dawna shared her screen with everyone to view the second reading of the bylaws changes. (see attached document)

- Dawna stated second reading for Bylaw change:
- Proposed change to Article VI, Section 2 (Officers Duties and Responsibilities) - A motion was made by Mark Cleveland, Debbi Carter seconded it. Dawna stated Madam Chair that change to the bylaws passes. (see document attached)

- First Reading 9/24/2020 (no vote)
- Proposed change to Article XII, Section 4 (Voting)– There was discussion about this. (see document attached)

- Next Meeting is October 1, 2020 from 2:00pm - 4:00pm.

Old Business

- EHE – Ending the HIV Epidemic
- Joseph shared his screen and displayed his power point presentation entitled: Ending the Epidemic: A Plan for America.
- Ending the HIV Epidemic plan (four pillars are: Diagnose, Treat, Prevent, Respond).
- We have seven jurisdictions (Broward, Duval, Hillsborough, Miami Dade, Orange, Palm Beach, and Pinellas) in the state of Florida who were granted additional funds to plan for Ending the Epidemic and implementing strategies.
- Florida has four key components to reducing HIV deaths:
 - 1) Implement routine HIV and Sexually Transmitted Infections screening
 - 2) Test and Treat
 - 3) Improve and promote access to antiretroviral (PrEP) and (nPEP)
 - 4) Increase HIV awareness and community response through outreach, engagement and messaging.
- Part A received \$850,000 for two Mobile Medical Units at CAN and DOH (Department of Health), hiring Program Coordinators and Marketing.

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- Part B Funding: \$615,372 (proposed). Joseph stated we are in the Planning phase and working with: UF CARES, NFAN, JASMYN, Graham Watts, Sandy Arts, Dr. Rob Zeglin (UNF).
- Activities to date: Focus groups, listening sessions, presentations, surveys, faith based workshops, planning meetings.
- Some of the themes are systemic advocacy and change, funding, marketing/advertising, education, client centered services, best practice, Priority groups, stigma, accessibility.
- Stakeholder's Meeting will be held on October 6, 2020 at 8:00am via Zoom.

New Business

- Katrina shared a video via zoom about Robert's Rules of Order. Please see video link: <https://www.youtube.com/watch?v=TBITvYTv78>
- Dawna commented about the Robert's Rules of Order video stating that all motions must be voted on.
- Katrina will email the Parliamentary Motions guide and video link to Lisa Holley to distribute to everyone.
- Herb Smith made a comment that on the amendment to the change of Bylaws at the second reading, Herb stated that we had no discussion after the amendment and he had a comment he wanted to make. Herb asked if we could have a point of order at this time since it has been voted on or do we need a whole new motion at a different time.
- There was a discussion on Herb Smith's comment and a motion was made by Mark Cleveland to table this for a later time, it was seconded by Herb Smith.
- Dan Merkan commented that once a vote has been taken, then that topic is done and cannot be brought back up at this meeting. However, at a future meeting someone can debate or propose different language on a particular section of the bylaws and start the process over on a particular section again, then an individual can do that.
- Timeline
- Katrina shared her screen and displayed a yearly Planning Council Critical Activities timeline from January – December that we are working on. This timeline that has important things that the Council is working on each month.
- Katrina mentioned that she will email the timeline to Lisa Holley to share with all the Planning Council members.

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- Katrina mentioned that Dan Merkan (Chair of the CCCC Committee) and Sandy Arts in the Part A office are working on important critical items that need to be added to this timeline.


Announcements

- There were no announcements.

Adjournment

- Meeting Adjourned at 4:51 p.m.

Approved by: 10/22/2020
(Date)



Katrina Williams, Planning Council Chair