

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Ryan White Part A and B Programs ♦ Meeting Location: Jacksonville Public Library (Main) 303 Laura Street, Jacksonville, Florida 32202 (in the multi-purpose room). ♦ Jacksonville, FL 32207

Planning Council MINUTES on Thursday, April 29, 2021 – 3:00 p.m.

Call to Order: Katrina Williams, (Planning Council Chair)

Called to order at 3:02 p.m. – Meeting Location: Jacksonville Public Library (Main) 303 Laura Street, Introductions of Planning Council Members and guests were conducted. NHAS Goals were read by Deweyne Robinson.

Roll Call: Dawna Cornelissen, (Vice-Chair)

Members Present: Katrina Williams (Chair), Dawna Cornelissen (Vice-Chair), Dan Merkan, Glen Edwards, Mary Glenn, Timm Purcell, Deweyne Robinson, Michael Acker, Gloria Coon (via zoom).

Members Absent: DeWeece Ogden

Associate Member Present (in person): Heather Kilpatrick, Jonathan Harris

Associate Member Absent: None

Staff: Chief Johnetta Moore, Sandy Arts, Karen Andrade, Lisa Holley.

Guests (via Zoom): Lolita Hill, Chris Renteria, J'Marr Brown, Chrissy Edmonds, Randal Lucero, Valjeanne Caster, Donna Sabatino, Eddy Poston, Dandrea

Guests (in person): Alfreda Telfair, Johanne Belizaire, Dr. Justin Oring, Frances Lynch, Lynnette Cuebas.

Dawna Cornelissen stated, “Madam Chair we do have a quorum”.

- Point of order by Dawna Cornelissen stating that she did not call Jonathan Harris and Heather Kilpatrick who are also present in person as Associate members.

Approval of March Meeting Minutes

- The March 25, 2021 minutes were reviewed. A motion was made by Dawna Cornelissen and seconded by Dan Merkan. Voting results: 8 yea’s. The Planning Council meeting minutes were approved with no oppositions or abstentions.

Public Comments

- No public comments.

Planning Council Chair: (Katrina Williams)

- Katrina Williams acknowledged Planning Council members who have a birthday in the month of March.

AGENCY REPORTS:

Lead Agency – Part B: (Johanne Belizaire)

- Johanne stated that starting next week 5/4 they will start giving the Johnson and Johnson vaccine. We were giving the Moderna vaccine on Tuesdays and Fridays from 9:00am – 3:00pm, clients will come back next month for the second dose.
- **Staff changes:**
 - Open positions: 2 Outreach staff (testing and linkage) for the mobile unit.
 - We are still in the process of hiring 1 more senior clerk. We are currently conducting interviews.
- **Client Services:**
 - **March 2021**
 - Treat and Treat: 7 clients
 - PrEP: 2
 - nPEP: 2
 - ADAP pick up rate – 87.81%
 - Area 4 Viral load suppression – 85.64%
- **HIV testing numbers for Area 4:**

○ <u># of persons tested</u>	<u>1st quarter</u>
○ Positive	58
○ Negative	4822
○ Undetermined	9
○ Missing data	16
○ Total	4893
- **Outreach**
 - **AIDS Program Office Mobile Medical Unit:**
Total clients seen in March 2021: 90
 - Total new Test and Treat: 1
 - Total: Prep: 1
 - Total F/U T&T: 1
 - Total new STD: 46
 - Total F/U STD: 41

Women, Adolescent and Children (W.A.C.): (Audrey Green)

- No report

Administrative Report: (Sandy Arts – Part A office)

- **Grants/Contract Updates:**

- Sandy stated our final award is: \$5,886,669 a little less than what we received on last year.
- Sandy mentioned that we have spent 86% of the grant award. HRSA has waived all penalties for the year due to Covid. Sandy stated that we approximately \$187,000 unspent (grant award).
- Megan Graham and Sandy Arts were in HRSA training (Technical Assistance) all last week 5/10-5/13. Sandy mentioned that they are going over all the budgets with the new grant. Sandy and Megan will be having a meeting with each of the providers to ensure that all their budget's meets HRSA requirements for unit costs and other guidelines.
- Sandy mentioned that contracts went through very smoothly this year (3-day process) as soon as we get back the paperwork from the Mayor's office we will be going to Procurement and contract analysis will be sent out.
- Sandy stated that Krystle Cherry will not be present today to give the EHE report.

Department of Health (Duval) C.A.B. Report: (Johanne Belizaire)

- Last CAB meeting was on 4/15/2021, there were 6 members present.
- Viral load Suppression: 90.88 (Feb 2021)
- ADAP pick -up rate: 87.81%
- ADAP No show rate: 28.28%
- There was discussion about the National Transgender HIV testing day on 4/18/2021. Brianna explained that this day is significant because the transgender community is concerned high risk for HIV infection. Stigma is a major barrier accessing care for this community.
- There was discussion on ideas for a potential outdoor CAB meeting on May 20th and June 18th.
- JASMYN is having drop-in events every Monday 4pm-7pm providing hot food, access to showers, food pantry, and other support services to youth (18-29) living with HIV.
- NFAN luncheon is on today 4/29/2021.

UF CARES C.A.B. Report: (Alfreda Telfair)

- Last meeting was on 4/20/2021

CAB Updates:

- IMPAACT- Gloria announces that the new officers were voted in at the last meeting; these officers will serve a term of 3 years. The outgoing officers were thanked and presented with a gift.

Committee Reports:

Executive Report

- Interviewing for Community Health Tech, HIV tester.

Case Management:

- Nancie Kaczorowski retired on 4/25/2021 after 26 years of service.
- ACA still has open enrollment going on until May 15th. Individuals need to be above 100% of FPL. If you are interested, Katrina Williams at NFAN will assist with plan selections.
- Food giveaway at the Boys and Girls Club at 561 West 25th Street.

Clinic:

- New Dietitian on staff, Delany Fort
- Recruiting for a full time A.R.N.P. psychologist for the clinic
- UF Health currently is not taking appointments for the COVID Vaccines, only administering the 2nd vaccines for right now. Patients with MyChart will be notified when they begin taking appointments again for the vaccine.

- Encouraging all patient to use Telehealth for their medical visit

New Business

- Dr. Chiriboga discussed Cabenuva which is a long-acting injectable medication that is administered once a month. The injection has been FDA approved.
- COVID Vaccine – UF CARES has met the criteria for a Vaccine site.
- Next Cab Meeting May 18, 2021.

COMMITTEE REPORTS

The Florida Statewide Community HIV Advisory Report (*Jonathan Harris*)

- Katrina Williams stated that there is an item that was left off the agenda and Katrina asked for a motion to allow Jonathan Harris to give the Florida Statewide Community HIV Advisory Report.
- Dan Merkan made a motion to amend the agenda to hear a report from Jonathan about the Statewide Advisory Board, seconded by Deweyne Robinson. Voting results: 8- yea's, 0-nay's. There were no abstentions. The motion passed.
- The group met on 3/30/2021 we are working on the 2021 work plan development and we are trying to update the plan. We are waiting to hear from the HIV Aids session, to establish a Statewide Peer Certification Program.
- Our next meeting will be on May 25, 2021 at 3:00pm via Zoom.

Executive Committee: (*Katrina Williams*)

- The last meeting was held on 4/20/2021.
- Katrina stated that she asked the Planning Council Support Aide to check in and see what is the process for meeting minutes to be uploaded to the City of Jacksonville website. We noticed that no meeting minutes have been uploaded since October 2020 to the Planning Council website. We would like the minutes to be made available/accessible as soon as possible for those who cannot attend the meetings can still review the minutes. We have not received a response yet.
- We did a full Planning Council Zoom training on 4/21/2021 and a Priority and Allocations Zoom training for the full Planning Council on 4/22/2021.
- Each month the committee will be looking at our Planning Council timeline to make sure we are on task or falling behind on our timeline. We are falling a little behind on our Needs Assessment and Integrated Comp Plan. The Resource Inventory (is a part of the Integrated Comp Plan) and will be completed within a month or so. The Needs Assessment is a little behind because we are waiting for information to come in from the State level.
- We discussed the 2019 HRSA corrective action plan and many of the items have already been addressed. We did notice that on the corrective action plan HRSA wanted to the Council to develop and create Policies and Procedures that work for the Planning Council and not just based upon our Bylaws. We will be addressing the different Policies and Procedures at the Executive meeting on 5/18. Point of correction by Sandy Arts, she stated that it was the "2020 HRSA site visit not 2019".
- Next Executive meeting will be on 5/18/2021 at 2:00pm.

Membership Committee (*Deweyne Robinson*)

- The last in person meeting was on 4/14/2021.
- We have been trying to update our Orientation process by amending/slimming down the New Member Orientation presentation.

- We are still going through and calling consumers on the Planning Council survey list and we are at about #90 in contacting everyone on the survey list. We have a lot of participation in the meetings as a result of completing the survey and conversations with the Chair of the Membership committee.
- We have 5 people on the Planning Council Zoom call today. We have 3 people who are very interested in joining the Planning Council and are going through the process now by attending committee meetings.
- We are working on the interview process and making sure the interview questions are more understandable and reflect the New Member Orientation more accurately.
- Next Meeting will be on 5/12/2021 at 2:00pm.

Community Connections: (Michael Acker)

- Last meeting was on 4/8/2021.
- Jonathan Harris our new co-chair
- Michael Acker and Jonathan Harris will be attending the Florida Department of Health Fair on June 26th we will be passing on information about the Planning Council on that day. We will have a tent and table and chairs. We are working with Yolanda at the Department of Health.
- Next meeting will be on May 13, 2021 at noon.

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

- Last meeting was held on 4/8/2021.
- We did our quarterly review of goals 1,2,3 to check for activities and progress. We updated this spreadsheet with names of people who are willing to take on some responsibility, since we have several Council members that rolled off the Planning Council and the CCCC committee.
- We are looking for a Peer Navigator to join the CCCC committee.
- We discussed priority populations. We formed an Ad-Hoc committee the is working on writing up the first part of the Integrated Comp Plan, which deals with the priority populations, social determinants of health and epidemiology data. We have two sub-groups. We had an Ad-Hoc meeting to get the sub-groups organized through Microsoft Teams.
- We need to update the Resource Inventory for our committee. We will be coordinating with the Needs Assessment committee.
- Next CCCC meeting will be on 5/13/2021 at 2:00pm.

Bylaws Committee (Dawna Cornelissen, Chair)

- Last meeting was held via Zoom on 4/1/2021
- There was discussion about our Memorandum of Understanding (MOU) between the Planning Council and the Part A office. We finished the draft and sent it to the Part A office for review and received it back and the MOU will go on to the Executive committee next month for a vote and then to send to the full Planning Council.
- We revised the Memorial Fund policy and received input from the Part A office.
- No Bylaws meeting in May.

OLD BUSINESS

Ending the HIV Epidemic (EHE) Report (Krystle Cherry)

- No report. Dan Merkan stated that the EHE work group has not met recently.

NEW BUSINESS

Data Presentation/Needs Assessment (Dawna Cornelissen)

- Survey PWHA area 4 via case managers or doctor's office.
- Age group 55-64 male majority, currently on Medicaid or Medicare
- Top 5 most important services they believe the state should provide:
 - Medication
 - Out-Patient medical
 - Out-Patient dental
 - Food bank
 - Transportation

Efficiency of the Administrative Mechanism:

- Dawna states legislative requirement to due an update on the administrative mechanism which deals with procurement process and how quickly the providers are refunded and paid. Dan and Dawna will be working on this.

Priority Setting and Resource Allocation:

- Dawna attended the 2-day training. On the next training will be on May 10 at the Ed Ball Building from 2pm – 4pm to review the training and drafting.
- Sandy Arts states that the training will in the weeds PA meeting. Looking into the process plan for the next couple of months. Deciding priorities for 2022, and 2023 and allocation for funds. Needs assessment, service utilization, expenditure will all be look at thoroughly. Reviewing the Priority and Allocations will be very intense.
- Dawna asked for minutes or information on the meeting between Sandy and HRSA.

WRAP UP

Announcements

- Dawna stated that we will begin sending out a monthly newsletter to members and interested community members, that will include an announcement section.

Adjournment

- Meeting adjourned at 4:20pm.

Minutes have been emailed to the all the Planning Council members and will be approved at the next Planning Council meeting.

Minutes approved by: _____


Katrina Williams, Planning Council Chair