

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 for Thursday, March 28, 2019 – 3:00 p.m.

Call to Order <i>Debbi Carter</i> <i>Planning Council Chair-Elect</i>	Called to order at 3:00 p.m., followed by a moment of silence. Dan Merkan read the NHAS Goals.
Installation	Johnnetta Moore, Chief of the Social Services Division, conducted the installation ceremony of Debbi Carter.
Comments	There were no public comments.
Roll Call	<p><u>Members Present:</u> Debbi Carter (<i>Chair</i>), Dawna Cornelissen, Ne'Tosha Dopson-Woodall, Glen Edwards, Steven Greene (<i>Vice-Chair</i>), Veronica Hicks, Elinor Holmes, Christie Mathews, Dan Merkan, Tonetta Neal, DeWeece Ogden, Herb Smith, Zane Urbanski, Katrina Williams, and Linda Williams (<i>PLWHA Rep</i>)</p> <p><u>Associate Members:</u> Wade Davis and Heather Kilpatrick</p> <p><u>Members Absent:</u> Barrett Tyson (<i>Associate</i>)</p> <p><u>Staff:</u> Sandy Arts, Lourdes Diaz, Megan Graham, and Sandra Sikes</p> <p><u>Guests:</u> Michael Acker, Justin Bell, Teresa Braddy, Mark Cleveland, Melissa Daniel, Chrissy Edmonds, Sandra Ellis, Miguel Garcia, Tyvin McSwain, Joseph Mims, Deweyne Robinson, Donna Sabatino, Esmine Shakespeare, Danny Smith, Tawanda Washington, and Charles Wilkerson.</p> <p>It was announced during roll call that Jacqueline Johnson resigned from the Planning Council, effective yesterday. Following roll call, guests introduced themselves.</p>
Minutes	Minutes of the February 28, 2019 meeting were approved as presented.
Lead Agency <i>(Sandra Ellis)</i>	Part B reported there were 22 new Ryan White enrollees into our network in March. In the next few months the Comprehensive Care Clinic will be renovating the clinic and waiting areas to improve patient flow. The new dental offices will begin

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renovations for their move this summer to Central Health Plaza on 6th Street.

After the spring meeting of the Patient Care and Prevention Planning Group, the PCPPG will be known as the 'Florida Comprehensive Planning Network' or FCPN, which has always been the parent group of the planning bodies prior to Patient Care and Prevention merging into one.

The APO hosted the first Community Connections meeting at the new location. That meeting was March 14 and there were 33 in attendance.

Community
Connections

Steven Greene gave a recap of the March Community Connections meeting held at the Department of Health's location. This meeting was more introductory in nature; Steven was selected Chair of the committee, and Justin Bell as co-chair. The meetings will continue the same time, on the 2nd Thursday of the month; the only change is the location.

Women,
Adolescents, and
Children

Linda Williams stated that W.A.C.'s next meeting will be Thursday, April 4 at 9:00 a.m. W.A.C. is now holding their meetings at Lutheran Social Services on Philips Highway. W.A.C. has a lot of activities coming up over the next few months, including assisting FCCAPP during HIV Prevention Week, which is the last week in June. There will be an HIV testing event Saturday, June 29 from 2:00 to 7:00 p.m. at Simonds-Johnson Park, 3730 Moncrief Road.

Administrative
Agency
(Sandy Arts)

Program Manager Sandy Arts presented Debbi Carter with certificates of appreciation for her roles last year as chair of Community Connections, and co-chair of Membership committee. Sandy also presented Zane Urbanski a certificate of appreciation for his role as co-chair of three committees: Community Connections, Pharmacy & Therapeutics, and Priority & Allocations.

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Contracts are slowly moving; Risk Management is still reviewing. We have decided to go to a unit cost reimbursement for most service categories, rather than a fee for service. Our CAREWare software is transitioning to web-based. Beginning April 1, all providers will have access to CAREWare on both the old and the new systems for two months. This will give employees ample time to become comfortable with the web-based system before the old one is deactivated on May 31.

Planning Council
Chair
(Carter)

March birthdays were announced.

Debbi reminded Council members to look behind their name plates for any documents that might need their attention. This serves as a sort of mail box for Planning Council members from staff. She also reminded everyone to please read their emails. If you are getting your emails on a cell phone and have trouble reading larger emails or opening attachments, please let staff know so you can make alternate arrangements in getting this information.

AHF
C.A.B. Report

Wade Davis reported AHF's Consumer Advisory Board met March 20; Dr. Dorothy Russ, their new Medical Director, was introduced to the group. Topics discussed were things AHF could do better for clients coming in, from the moment a client signs in at the Receptionist's area to the time when they sign out, including friendly faces, proper pronouns, etc. The C.A.B. meets on the 3rd Wednesday of the month at 11:30 a.m.

Dept. of Health (Duval)
C.A.B. Report

Elinor Holmes reported that their C.A.B. met March 21 with 14 members attending. They meet every 3rd Thursday at noon, with lunch served at 11:30 a.m.; location is 515 W. 6th Street, the 3rd floor conference (Tobacco) room.

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UF CARES
C.A.B. Report

Justin reported that their C.A.B. met March 19; members learned that UF CARES will be opening a new location at Jacksonville Beach. A new R.N. was recently hired for the clinic and she was introduced. The C.A.B. meets on the 3rd Tuesday of the month at 11:30 a.m. and lunch is served.

Executive
Committee
(Greene)

The Executive Committee held their first meeting of the new year on March 19. Dawna Cornelissen as Bylaws Chair will also serve as Parliamentarian during Planning Council meetings.

Membership
(L. Williams)

Committee met March 6 and reviewed representation and demographics of the Planning Council's membership to that of the TGA. Recruitment focus will be for African-American males and Hispanic males and females. Several Planning Council members attended the recent meet and greet hosted by the Mayor's Hispanic Advisory Board. Starting next month, there will be a 15-minute training session held during Planning Council meetings on topics selected by the Executive Committee. Current open seats are: unaligned consumers, a mental health provider, and a substance abuse provider.

People are asked to stay for the duration of the committee or Council meeting; the calendars now reflect the start time and the anticipated end time, so attendees can plan accordingly.

ICPC
(Merkan)

The Integrated Comp Plan Committee met March 13, and we are still in the process of reviewing our existing plan and comparing it to the state plan and seeing where there are differences and where we can expand our plan. Several areas were found where we can add specific things, and these recommendations will be made to the Planning Council.

When the plan was initially put together in 2016-2017, the focus was on it being a gap analysis where interventions and strategies were put in place to make sure that things that were

not being done were addressed. However, in some places we forgot to mention the things that we were already doing. The Comprehensive Plan should be the guiding document in the work that the TGA does, and will help us when making decisions in all other parts of the planning body.

The committee also worked on the Client Self-Worth and Confidence and Staff Cultural and Linguistic Competency survey that Herb Smith has been taking the lead on. Committee meets again April 10 and May 8, and after that the plan is to meet on a quarterly basis.

AEAM
(Smith)

Assessment of the Efficiency of the Administrative Mechanism - The Planning Council is responsible for addressing issues with the Administrative Agency; this is not about quality or competency, but about efficiency. Some of the things to look at are how well they reimburse; do they reimburse in a timely manner; do they provide information or documentation that the Planning Council asks for? The assessment will probably be done by survey; one survey geared to providers, and another survey for Planning Council members. After the surveys are in, AEAM will look at making recommendations to the Part A Office. A meeting will be scheduled soon.

Bylaws
(Cornelissen)

First meeting will be Tuesday, April 9 from 12:30 to 2:00 p.m. The committee has already received suggested bylaw changes from the Membership Committee, which they will look at. The committee will also be looking at all the bylaws for any additional changes, including those dealing with Community Connections and W.A.C.

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Priority & Allocations
(K. Williams)

This committee is responsible for establishing service priorities for the allocation of funds within the Transitional Grant Area that includes Baker, Clay, Duval, Nassau and St. Johns counties. In order to achieve this, committee members look at the identified needs in the area. They utilize a variety of materials such as public hearing responses, needs assessments, projections vs. expenditures of previous year's reports, and other resources. The funds are allocated by establishing a percentage of dollars for each service category. They are not allocated according to agency.

There will be a 2 ½ hour training class on Priority Setting and Resource Allocation on Tuesday, April 16 from 9:30 a.m. to noon. This class is open to people who wish to join the Priority & Allocations Committee this year, all Planning Council and Associate Members, and anyone else who would like to learn more. In order to attend, however, you must RSVP with Mary Martinez by March 29.

The first committee meeting for Priority and Allocations will be Thursday, May 9 at 1:45 p.m. at the Part A Office.

Unfinished Business

There was no unfinished business.

New Business

There was no new business.

Wrap-up
(Greene)

Announcements

World AIDS Day Committee is having a fundraiser at Hamburger Mary's on Beach Boulevard. Date is Monday, April 15 at 7:00 p.m.; please call Hamburger Mary's for a reservation.

Florida Department of Health held their final Women and Girls HIV Awareness Day event on March 28 with about 30 participants. The AIDS Memorial Quilt Chapter provided several quilts for viewing and Zane Urbanski donated lunch. There

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were several presenters talking about women’s health, dental services, and surveillance issues.

River Region Human Services is having an Open House on May 1 at noon. The location is their office at 3901 Carmichael Avenue.

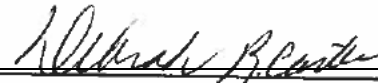
Meeting adjourned at 4:05 p.m.

*Create the highest, grandest vision possible for your
life, because . . .
you become what you believe.*

Approved by the
Planning Council on:

4/25/2019

(date)



Debbi Carter, Planning Council Chair