

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, January 23, 2020 – 3:00 p.m.

Call to Order

Debbi Carter, Chair

Called to order at 3:00 p.m.

Introductions of Planning Council Members and guests were conducted. Lisa Holley was introduced by Debbi Carter as the new Planning Council Support Aide.

NHAS Goals were read by Herb Smith.

Roll Call

Steven Greene, Vice-Chair

Members Present: Debbi Carter (*Chair*), Michael Acker, Steven Greene (Vice-Chair), Mark Cleveland, Dawna Cornelissen, Ne'Tosha Dopson-Woodall, Glen Edwards, Elinor Holmes, Christie Mathews, Dan Merkan, DeWeece Ogden, Herb Smith, and Zane Urbanski, Katrina Williams, Veronica Hicks

Members Absent: Joseph Mims

Associate Member Present: Heather Kilpatrick

Associate Member Absent: Wade Davis

Staff: Megan Graham, Johnnetta Moore, Lisa Holley

Guests: Rikki Stubs, Cedric Williams, Johanne Bellizaire, Ruth Pierre-Charles, Janice Murphy, Earvin James, Xavier Brooks, Sharon Hunter, Antoinette Turner, Jonathan Harris, Gloria Coon, Mary Glenn, Toni Pryor, Selene Pickens, Audrey Green, Harold Wright, Nathaniel Bennett, Timm Purcell, ValJeanne Caster, Marion Merritt, Rahbi Andersson.

Steven Greene called Heather Kilpatrick to the table in the absence of Joseph Mims. Steven Greene stated "Madam Chair we do have a quorum".

Debbi requested private conversations and phone calls be moved to the outside hallway.

The November 14, 2019 minutes were reviewed and a motion from Herb Smith to accept the minutes as presented and it was seconded by Steven Greene. The Planning Council meeting minutes were approved with no oppositions or abstentions.

Approval of November

- Debbi recognized Planning Council Members birthdays in December and January

Meeting Minutes

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Thursday, January 23, 2020 Planning Council MINUTES

Page 2

Planning Council Chair

(Debbi Carter

- Debbi discussed why people should be involved in the Planning Council and the importance of following HRSA Guidelines as outlined in the red book. The Red Book tells what, why and how a Planning Council is supposed to operate. Debbi stated there is a lot of confusion about the Planning Council and that it comes from people who have been living with the disease for a long time.
- Debbi stated that we are not here just to do fun things. This is the only disease that has a Council that has the power to choose services and where the money goes. Debbi stated individuals can be involved in committees which help keep the program going. It is not guaranteed that Ryan White funds will be around forever.
- Debbi stated that if anyone has any questions and concerns about the Planning Council that they speak to the Planning Council Chair or the Part A Planning Council Support staff.
- Debbi stated that all eyes are on Jacksonville in terms of the Federal government because the End the Epidemic targets certain cities across the United States. Data shows that the number of people being diagnosed with HIV/AIDS is increasing.
- Debbi stated it is not a guarantee that each agency will get their contracts renewed, if they are not following proper protocol they could lose their funding. It is based on how the grants are written or whether the protocols are being followed.
- Debbi recognized the hard work of the committees this year and that individuals need to get involved in the committees because that is where the work is completed.
- Ryan White Part A staff is still working on updating the Ryan White website.
- Debbi stated she has attended and been involved in meetings where she could table and talk about the Planning Council.
- Point of order by Dawna Cornelissen stating: "Madam Chair we forgot to ask for public comments"
- Gloria Coon expressed concern about individuals who have ventured out to do their own events and that no one from Planning Council is participating in these events.
- Chief Johnetta Moore responded to Gloria and stated any flyers must be emailed (requesting either participation of the Planning Council members or request to please publicize as a HIV/AIDS event) to Lisa Holley, Sandy Arts or Mary Martinez and if it is a HIV/AIDS or community event we can turn in the flyer to our Public Affairs office to see if they will put it out on the City's Facebook page and/or City's website
- Chief Moore also announced that she received a phone call from the Clara White Mission stating that they will dedicate four apartments to PLWHA's.

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Thursday, January 23, 2020 Planning Council MINUTES

Page 3

Public Comments

- Sharon Hunter stated that she had been a Planning Council member for a long time and she doesn't get any support because the Planning Council supports whoever they want to support. Sharon stated that the reason some of the people have jobs is because of people living with HIV. Point of clarification by Megan Graham stating: "When you say you don't get support what does that mean"
- Sharon Hunter stated that they need money to support whatever activities they want to support. Megan stated that Part A can't provide money for those activities. Gloria Coon interjected that she was not asking for money but participation in events.
- Megan requested specific requests for participation in events and that the Part A office could work on that request.
- Sharon Hunter stated that she knew for a fact that money was given to support other support groups. Debbi requested clarification about who money was given too. Sharon Hunter stated money was given to a table at Positively You and it was verified by Debbi Carter and Megan Graham that no money was given. Veronica Hicks also shook her head that no money had been given.
- Toni Pryor requested a memorandum to state that people shouldn't be followed to ensure people are doing their job and if a piece of paper is handed in it should be completed by the correct person.
- Johnnetta Moore stated that an email be sent to Sandy Arts, Mary Martinez and Lisa Holley stating that the information be sent out by requesting participation. She stated it must be an email request.
- Debbi stated that Chief Moore is not making things up, that there are rules that need to be followed to get things accomplished. Can't just do anything and everything that we want.
- Mary Glenn expressed concern that the case managers are not talking about Planning Council as a requirement. Mary Glenn stated that there are many people who are not involved and if they have case managers that the case managers should be telling people the resource is available. Mary Glenn stated that you need documentation for everything and an email will take care of it.
- Debbi reiterated that if it is not documented then it is not done.
- Mark Cleveland stated that the people in the room have been working to reach areas that haven't been reached otherwise. Mark stated he was happy to see so many people in the room and that we need to get all heads together to get things accomplished.

**AGENCY
REPORTS**

**Lead Agency –
Part B**
(Johanne Belizaire)

HIV testing numbers for area 4 (reported quarterly)

# of persons tested	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter
Positive		50	59	
Negative		7595	7361	
Total		7668	7420	

Table Showing Quarterly HIV Testing 1

HIV testing numbers for area 4 (reported quarterly)

- **Outreach**
 - Focus groups for Ending the Epidemic community engagement and discussions (TBD).
 - Faith Conversational meeting at 4670 Salisbury Rd 01/24/2020 @noon.
- Current and upcoming events: January – February 2020
 - 1/15/20: Test site supervisors at CHP 3r floor (Tobacco Room).
 - 1/25/20: HIV Brunch on Beaver St Enterprise Center @ 1:00pm.
 - 02/01/20: Pink goes Red @11:30 am.
 - 02/07/20: is National Black HIV AIDS Awareness Day – Please provide details to Yolanda Kellam Carter @ Yolanda.kellam-Carter@flhealth.gov or 904.253.1886. This information was specifically requested by Central Office and our Surgeon General for Ending the Epidemic Strategies.
 - 02/08/20: Regency 2nd annual Health Fair @ 10:00am – 3:00pm.
 - 02/11/20: National Black 2nd annual Community Health Fair @ EWC from 10:00am – 2:00pm.
- **Financial: Part B (reports quarterly).**
- **Operations**
- **Staff changes:**
 - Looking into hiring a Perinatal Coordinator to add to the DIS-STD Surveillance team (still in progress).

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Thursday, January 23, 2020 Planning Council MINUTES

Page 5

- In the process of hiring new staff for the mobile medical unit. Natasha Dobson Woodall is the provider who will be coordinating the mobile medical unit.
- We have hired a new Peer Navigator.
- In the process of hiring an additional ADAP staff member to be in the field doing rotations at clinics and case management agencies.
- **Clinic updates:**
 - No new updates.
- **Pharmacy updates**
 - Still working through logistics to extend pharmacy hours to coincide with evening clinics on Tuesdays and Thursdays.
- **Contracts/grant updates**
 - Part B Budget planning is due to Central Office in February
 - Ending the HIV Epidemic planning.
 - Ryan White Part A & B HIV retreat in West Palm Beach (01/22 – 01/24) – Joseph Mims is attending this retreat.
 - Ryan White Lead Agency conference in Orlando 01/27-01/29
- **Clients services**

Clients services	December 2019	Comments Based on November 2019 data	YTD (Jan- Dec 2019)
Test and Treat	20	↑ by 9 clients	199
PrEP	9	↑ by 6 clients	75
nPEP	2	No change	22
ADAP pick up rate	80.42%	↓ by 1.22%	
Area 4 viral load suppression	Baker: 100% Clay: 81.82% Duval: 75% Nassau 0% St. Johns 81.73% Average for Area 4: 84.63%	No change ↑ by 2.37% ↓ by 1.99% No change ↑ by 1.2 % ↓ by 0.21 %	Average for Area 4: (84.63 %)
Ryan White enrollment	21	↓ by 8 clients	

Client Services Numbers 1

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Thursday, January 23, 2020 Planning Council MINUTES

Page 6

- A Guest wanted to know where more information about what was presented could be found including the events. They were directed to the Department of Health website.
- Earvin James commented about how he likes paper trails.
- Debbi stated that maybe some of the events could be included in the Planning Council Calendar

Community Connections

(Steven Greene)

- Presentation was given by CJ Osborne from AIDS Healthcare Foundation (AHF) giving a recap of World's AIDS Day event and pharmacy program.
- There was conversation about Positive Living conference urging people to start saving money now (Sept. 25-27, 2020).
- Megan Graham from COJ gave another update on the Planning Council. Shared percentages of unaligned members to aligned members. Ryan White funding is in jeopardy if participation is low from unaligned members.
- Gloria Coon shared information on a community outreach program by the Helping Hands support group on 2/14/2020 10:00am – 3:00pm.
- Next Meeting is on February 13, 2020.

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

(Audrey Green)

- HOPWA grant due at the end of January 2020.
- W.A.C. will be joining/attending the next FCCAPP meeting.
- The next meeting, February 6, 2020 at 10:00 am at Lutheran Social Services.

Administrative Agency–Part A

(Megan Graham)

- All of the provider's applications were collected for the month of December – the total request not including administrative funds is: \$6,319,808 that exceeds the maximum amount that can be awarded by HRSA.
- Part A Providers are on target for spending for this grant year 84% which includes all of the December invoices.
- Providers meeting they had an extensive discussion about the End the Epidemic and the focus groups will be getting together soon and how to get people to the table that aren't at the table.
- HRSA will be here Feb. 24-28, 2020 and will be attending the next Planning Council meeting.
- Notice of Award is anticipated to be released mid to end of February and it is expected to be a partial award.
- Technical assistance will be provided over the next two months to Lisa Holley
- A consultant has been identified and Part A is awaiting word on the next step. The focus will be on: Planning Council Operations and New Member Recruitment & Training.

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Thursday, January 23, 2020 Planning Council MINUTES

Page 7

AHFC.A.B. Report

- There was no one present to give the AHF C.A.B Report.

Dept. of Health (Duval)

C.A.B. Report (Elinor Holmes)

Elinor Holmes reported the C.A.B. met on January 16, 2020:ADAP viral load: 87.54%, ADAP pick up rate: 80.42%, No show rate: 29.19%

- Discussion on volunteering at Clara White Mission and encourages members to attend the Planning Council and Community Connection meetings.
 - The next meeting will be on February 20, 2020.

UF CARES

C.A.B. Report (Glen Edwards)

- Met on Tuesday, January 21, 2020.
- Discussed three different studies UF is involved in right now. The trial is for injectable, one for people with viral loads over 200, one for undetectable viral loads and one for adolescents (age 18-26). The trial is for one shot for 30 days. If the trial works then it will come out on the market.
- The group discussed the 340 B program and the benefits for the 340B Program. The Program will help with labs and copays that other programs will not assist with.
- Discussion on getting more people to join the Planning Council.
- Mark Cleveland asked about the cost of the trial medication if it is more costly or less costly on the market. Glen reminded him it is in trial not on the market.
- Michael Acker asked if Genvoya was the drug being injected and Natasha Dopson Woodall clarified the drug name (unclear on the tape) and that it was a combination of two drugs.
- Ruth Pierre- Charles asked if the trials were being mirrored federally.
- Glen responded yes and that they do the trials at 5 to 9 sites for each trial.

COMMITTEE REPORTS

Integrated Comp Plan (Dan Merkan)

- Last meeting was on January 16, 2020.
- Extensive Discussion on EHE (Ending the HIV Epidemic) and developing the EHE plan during a course of a year through meetings, discussions, focus groups and other media.
- Tallahassee put out the EHE plan and spent time discussing the items specific to Duval. Want to ensure using the data properly.
- Discussed the Dashboard – the tool the State uses to track different measurables.
- Committee will meet each month on the 2nd Thursday of each month at 2pm for at least 6 months and then we will re-discuss.

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Thursday, January 23, 2020 Planning Council MINUTES

Page 8

Executive

Committee

(Debbi Carter)

- We are still working on the Ryan White website and flyers.
- Debbi Carter will have more to report at the next Planning Council meeting.

Membership

Committee

(Elinor Holmes)

- Last meeting January 8, 2020.
- Committee members discussed the ballot for the upcoming Officer Election.
- Members discussed the role of the PLWHA representative.
- New Member recruitment and retention was discussed.
- Reviewed Attendance records of all Planning Council Members.
- Glen Edwards and Joseph Mims will be beginning to serve their full term.
- DeWeece Ogden will be reappointed to serve a 2nd term.
- Officer Elections for next year will be held today and officers will be installed next meeting.
- Herb questioned whether he is considered an unaligned member. Megan stated she would look into.
- Mary Glenn questioned what was discussed in regards to the PLWHA representative at the meeting and was it voted on. Megan responded that the Bylaws were reviewed as to the requirements. Mary Glenn requested a copy of the Bylaws. Earvin James requested a copy for the entire room and Johnetta Moore stated she would check with HRSA.
- Debbie stated that Chief Moore will check about Bylaws and will be distributed next meeting if allowed.
- Toni Pryor asked if she could get a copy of the Red Book and Debbi stated that if she became a member of the Planning Council she could receive a copy of the book.
- Ruth Pierre Charles asked how do you become a member of the Planning Council. Multiple people stated that they all need to know how to join the Planning Council and Debbi requested Megan Graham read the membership steps as outlined in the Bylaws.
- Point of Order by Zane Urbanski – since we are in the middle of committee reports he asked if we could finish committee reports and then answer questions about the process for someone to join the Planning Council.

Bylaws

Committee

(Dawna

Cornelissen)

- Dawna stated that the committee met two days ago (Tuesday, January 21, 2019) and she does not have minutes or formal report completed yet to present today.
- The Committee has collected issues that have come up throughout the year and are combing through the Bylaws and Policies and Procedures to address anything that needs to be addressed.

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Thursday, January 23, 2020 Planning Council MINUTES

Page 9

- There was nothing to present to the Planning Council on this date.
- Next Meeting February 18, 2020 at 3:00pm.

Priority and Allocations (Katrina Williams)

- Katrina Williams stated that the committee did not meet in the month of January and the next meeting will not be until March 2020 under the new Chair of the committee.

- Elinor Holmes was called up to discuss the election of the new officers.

Election of New Officers:

2020 Planning Council Officer Nomination ballots were passed out by Megan Graham.

Instructions were given by Elinor Holmes as stated:

- Members will be given 3 minutes to share why they want to be elected for their position.
 - Ballots will be distributed to voting members only (this is the Appointed Planning Council members and Associate members only).
 - Write in candidates are welcome.
 - Ballot should be handed to Steven Greene and will be counted – results will be presented before the meeting is over.
 - Debbi Carter reiterated the instructions from Elinor.
 - Each person running was given 3 minutes to talk about why they would like their position.
 - Point of clarification – Megan Graham stated that each Planning Council member must sign the bottom of the ballot and date it.
 - Katrina went first and stated the reason she wanted to be the Planning Council Chair
 - Zane Urbanski discussed reason why he would like to be Vice Chair of the Planning Council
 - Gloria asked who is unaligned and what do you do if you are unaligned. Zane stated that information would be available following the election.
 - Dawna Cornelissen provided the audience with the reason why she wanted to be the Vice Chair.
 - Elinor Holmes stated: I have decided that I would like to serve as the PLWHA representative. Please consider wiring me in as the PLWHA instead of Vice Chair
- ### **New Business**
- Debbi reiterated that Elinor is removing her name from Vice-Chair and is going to be running for PLWHA Representative
 - Steven will be picking up the ballots and Debbi reminded the Planning Council members to sign and date the bottom of the ballot.

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Thursday, January 23, 2020 Planning Council MINUTES

Page 10

- Ballots were collected by Steven Greene to be counted with Mary Martinez
- New Officers will be installed in March 2020
- Mark wanted to address the 40 percent loss to care. Dawna requested point of order that Mark wants to add the issue to the next Planning Council Meeting. Mark stated this was correct.
- Mark wants to lower the 40 percent lost to care. There was some confusion as to what statistic Mark was presenting and that the statistic is incorrect. Mary discussed about getting Ryan White card renewed and wants to figure out where people are getting lost. He stated there needs to be federal money directed toward this issue and that the case managers don't have enough time in a day. Mark stated we lose people because no one calls people back and it is a stigma. Mark stated if you are not in dental care that you don't get called.
- Debbi clarified that Mark present the information about the issue be presented at the Providers meeting. Mark said everyone needs to be on the same page. He stated if people are lost to care we aren't on the same page.
- Earvin James stated it is the responsibility of the individual to know when their Ryan White card expires because it is written on the card.
- Dawna Cornelissen asked where this issue needs to be addressed. Debbi and Dawna stated that it will be placed on the agenda for the Executive Meeting.
- Debbi stated that in order to become a member of the Planning Council you need to attend 2 Planning Council Meetings and 1 committee Meeting.
- Megan read the Bylaws Article 4 Section 8: "To be considered for membership on the Planning Council".
- Gloria asked if she attended Community Connections Meeting this month and the Planning Council Meeting can she apply if she attends Planning Council Meeting next month. The answer was yes.
- Toni Pryor asked if her participation counts if she didn't sign in, she was told that she needs to sign in to be counted. Toni stated the instructions for today's meeting excluded her from signing in. She stated that she should sign in for the Planning Council meeting before she leaves.
- Toni Pryor asked if she could get a hard copy of the requirements. Megan said she would be happy to provide them.
- Megan encouraged individuals in the room to actively participate beyond the minimum requirements.
- Debbi stated again that you participate in 2 Planning Council Meeting and 1 committee meeting and then you request a Planning Council Application.

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Thursday, January 23, 2020 Planning Council MINUTES

Page 11

- Ruth Pierre-Charles asked how she knows when the meetings are. Megan told her to follow up with Lisa to get the schedule. Ruth asked about the interview process and if it includes everyone in the council partaking. It was clarified that the Membership Committee is the one who votes on the new members. Megan presented the election results and they were read as follows:

- Election Results:
- ***Planning Council Chair – Katrina Williams***
- ***Vice Chair – Zane Urbanski***
- ***PLWHA rep – Elinor Holmes***

- Megan stated the new officers will be installed at the next meeting and will take over in the month of March
- Herb Smith recommended that if you want to join the Planning Council come to the meetings. He stated there is a lot that goes on and how complicated some of the processes are.
- Mary Glenn stated that because Planning Council doesn't provide transportation they don't have money to get there, it takes other people to get people to the meetings. Mary stated that people are being asked to attend meetings but they don't have transportation.
- Ruth Pierre-Charles requested that the website be updated. Debbi responded that it is being worked on.

Announcements

- There were no announcements.

Adjournment

- The meeting was adjourned at 4:34 p.m.

Approved by: _____
2/27/2020
(Date)



Debbi Carter, Planning Council Chair