

## **METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL**

Ryan White Part A and B Programs ♦ Meeting Location: UF Health 580 West 8<sup>th</sup> Street, Jacksonville, Florida 32209 (Charter room – 2<sup>nd</sup> floor)

**Planning Council MINUTES** on Thursday, May 27, 2021 – 3:00 p.m. - 5:00 p.m.

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

Called to order at 2:16 p.m. – Meeting Location: UF Health 580 West 8th Street – 2<sup>nd</sup> floor Charter room. Introductions of Planning Council Members and guests were conducted. NHAS Goals were read by Mary Glenn.

Roll Call: Dawna Cornelissen, (Vice-Chair)

Members Present: Katrina Williams (Chair), Dawna Cornelissen (Vice-Chair), Dr. Justin Oring, Glen Edwards, Mary Glenn, Timm Purcell, Dewayne Robinson, Michael Acker, Frances Lynch, Justin Bell, Paula Burns, and DeWeece Ogden (via Zoom).

Members Absent: Dan Merkan, Gloria Coon (via Zoom)

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

Associate Member Absent: None

Staff: Sandy Arts, Karen Andrade and Lisa Holley.

Guests (via Zoom): Ryan Martin, Chrissy Edmonds, Donna Sabatino, J'Marr Brown, Chief Johnnetta Moore, Johanne Belizaire.

Guests (in person): Lynnette Cuebas, Michael Kyger, Earvin James

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

- The Chair acknowledged that the following individuals have been reappointed by the Mayor’s office: Katrina Williams, Dawna Cornelissen, Dan Merkan, and Michael Acker.
- The Chair acknowledged that the following individuals have been appointed by the Mayor’s office: Frances Lynch, Justin Bell, Dr. Justin Oring, and Paula Burns.
- Katrina stated that based on the memorandum from the Ethics office it is a requirement that we have a quorum in person and once a quorum is established the Council can proceed on a case-by-case basis to see if we can allow Planning Council members to be able to vote and be marked as present while participating via Zoom. According to the memorandum, it states that the City’s Boards may at their discretion determine that other extraordinary circumstances such as: illness, health related issues, out of town trip or an employer is not allowing you to come out and meet in person. These are some of the reasons that a person can get an extraordinary circumstance that will allow a person to vote and be present via Zoom. Katrina stated that the Council will need to vote whether the Council members via Zoom will be marked as present based upon the reason that they gave for not being

present in the meeting today. Katrina stated that DeWeece Ogden is not able to travel according to her employer.

- Katrina stated that DeWeece Ogden's employer has a travel ban and her employer is not allowing her to attend any in person meetings. Her travel ban will be lifted as of July 2021. A motion was made by Justin Bell that we accept the excuse for DeWeece Ogden and give her full rights and privileges under the circumstances that she is unable to attend due to her employer's restrictions due to Covid-19, so she can be counted as a full voting member via Zoom under the emergency provision and she will be marked as present. The motion was seconded by Mary Glenn. Voting results: 11 yeas, 0 nays. There were 0 abstentions. The motion passes.
- Katrina stated that Gloria Coon could not be present today in person because of her grandchild's graduation. Katrina called for a motion from the floor to approve if she will be counted as present. Katrina stated I do not see a motion on the floor; therefore, Gloria Coon will not be marked as present and will not have the ability to vote.

#### Approval of April Meeting Minutes

- The April 29, 2021 minutes were reviewed. A motion was made by Deweyne Robinson and seconded by Timm Purcell. Voting results: 10 yeas, 0 nays. The Planning Council meeting minutes were approved with no oppositions or abstentions.

#### Public Comments

- None

#### Planning Council Chair: (Katrina Williams)

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

#### AGENCY REPORTS:

##### Lead Agency – Part B: (Johanne Belizaire)

- Staff changes:
  - In the process to bring a new HIV-AID Coordinator and Clinical Quality Manager.
- Client updates:
  - Mental Health appointments available on Mondays and Wednesdays. Call 904-253-1040 for more information.
  - For eligibility dates call Miracle Watts at 904-253-1289
  - For ADAP and Eligibility appointments availability for NEW Ryan White or Test and Treat. Call 904-253-1040
  - COVID-19 testing at CHP Tues/Thurs/Fri (9:00 am – 3:00 pm)  
DOH-Duval Central Health Plaza – 515 West 6th Street Jacksonville, FL 32206
  - DOH-Duval COVID-19 Call Center 904-253-1850
  - COVID-19 vaccine available for clients on Tuesdays and Fridays
- Pharmacy updates:
  - Delivery program (encourage clients to sign up if interested)
  - Additional enrollment period ended on May 15, 2021
- Contracts/grant updates:
  - REP HRSA Part C EIS 3-year compete grant application for FY 22-25 due on June 21, 2021

- HRSA EtHE 2021 Mobile Medical Unit implementation and support funds of \$320,100 for the GY 03/01/2021 – 02/28/2022
- Client Services:
  - April 2021
  - Treat and Treat: 15 clients
  - PrEP: 7
  - nPEP: 2
  - ADAP pick up rate – 81.95%
  - Area 4 Viral load suppression – 87.25% (YTD – Jan-Dec 2021)
  - Ryan White enrollment - 39
- HIV testing numbers for Area 4:

# of persons tested	1 <sup>st</sup> quarter
○ Positive	58
○ Negative	4822
○ Undetermined	9
○ Missing data	16
○ Total	4893
- Outreach

AIDS Program Office Mobile Unit no longer performs COVID-19 tests but continues to provide HIV, STD and COVID tests for PLWHA and close family in household, Ryan White/AIDS Drug Assistance Program (ADAP) eligibility determination, Prevention in Care services, and PrEP information. Hepatitis A vaccines available on Wednesdays. Mobile unit calendar available online at HIVCARENOW.com

  - Total clients seen in April 2021: 72
  - Total new Test and Treat: 3
  - Total: Prep: 0
  - Total F/U T &T: 0
  - Total new STD: 28
  - Total F/U STD: 40
- 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>
- Community Connection - 2nd Thursday of the month
- Community Connections Newsletter
- Visit the HIVCARENOW webpage at <http://hivcarenow.com/> or call (904) 253 1HIV (1448) for updated related information in Area 4

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

- No report

Administrative Report: (Sandy Arts – Part A office)

- Grants/Contract Updates:
- All of the agencies have their original contracts. We are waiting to get on the Procurement agenda so that we can get the final contracts out.
- CAREWare:
- Sandy stated that we continue to work on CAREWare. We have brought a couple of agencies online to test what we have so far.

### Department of Health (Duval) C.A.B. Report: (Earvin James)

- Last CAB meeting was on 5/20/2021
- Quality Circle numbers
  - ADAP Viral Load Suppression: 89.93%
  - ADAP Pick-up Rate: 81.95%
  - ADAP No-show Rate: 33.13%
- Quality Circle Liaisons (Eligibility, Dental, Clerical/Clinical, Peer Navigation, and Pharmacy) and Department contacts discussed respective departmental successes/challenges. Peer Navigation reports they are actively engaging lost to care and new clients. Dental reports that they have hired a new dental hygienist. No reports from Clerical/Clinical, Eligibility, and Pharmacy.
- National Asian/Pacific Islander HIV/AIDS Awareness Day (May 19<sup>th</sup>) and Hepatitis Testing Day (May 19<sup>th</sup>) were reviewed with attendees by Brianna.
- June CAB meeting will take place at Warren W. Schell Jr. Memorial Park (Behind DOH) – weather permitting.
- Attendees discussed community engagement activities for the remainder of 2021. Provided outreach education in collaboration with FDOH mobile unit and HIV 101 Bingos were discussed.
- Encouraged members to attend Planning Council meeting May 27<sup>th</sup> and Community Connections meeting on June 10<sup>th</sup>.
- Announcements made: Contact NFAN for information on June Luncheon. Annual PLWHA Retreat at Ft. Walton Beach will be August 27<sup>th</sup> – August 29<sup>th</sup>. JASMYN will be having drop-in events every Monday from 4pm-7pm providing hot food, access to showers, food pantry, and other support services to youth (18-29) living with HIV. Visit [HIVCARENOW.com](http://HIVCARENOW.com) to see calendar for Mobile Unit locations for HIV care and HIV/STD testing.
- Next meeting is Thursday, June 17, 2021

### UF CARES C.A.B. Report: (Michael Kyger)

- Last meeting was on 5/18/2021

### UF Cares CAB Updates:

- IMPAACT- 3 Year Service Award Ceremony
- PHACS- NO REPORT

### Executive Report

- We are strongly encouraging staff and patients to receive the COVID – 19 Vaccine. There is no alternative for those persons who are unable to take the Vaccine, due to allergies.

### Case Management

- The City of Jacksonville received a Technical Assistance visit from HRSA and there were a number of findings which require amendments to the Part A budget, especially related to MCM unit Rates

### Grants & Funding

- Received initial award from COJ and we were funded for AOMC, MCM, Nutrition and Mental Health. The remainder of funding should come soon.

#### Clinic

- Still looking for a APRN Psych
- The STD program at UF CARES is continuing to expand
- Staff are continuing to use PPE to stay safe, washing their hands and using social distancing while in clinic
- Labs are all Walk-in

#### Research

- ACTIV - treatment for COVID positive participants 18 and older is ongoing
- Moderna vaccine for children less than 12 years of age will be starting soon, in a couple of weeks
- New study CoVPN 3006 for 18-30 years of age who have not taken the vaccine and for those who do not want the vaccine. Coming soon

#### NEW BUSINESS

- Walk in Clinic started on May 3rd to help reduce the no show rates. Monday thru Thursday 10:40 am & 1:00 pm, 4 Walk-In slots available each day - 2 in the am & 2 in the pm
- UF CARES has been approved to be a COVID-19 Vaccination Site (Adults/Pediatrics), the timeline is currently unknown

#### PRESENTATION

- Mental Health Awareness presented by Michelle Poitier

#### ANNOUNCEMENTS

- Planning Council still meeting by Zoom
- CAN still doing Ryan White Eligibility
- Next CAB Meeting June 15, 2021

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

- Jonathan reported that members received an overview of the state of Florida's integrated HIV prevention and care plan for 2017-2021 and the Florida Unified EHE plan, as well as their roles in implementation, monitoring and evaluation of both plans. Members also gained an understanding of the Medical Monitoring Project importance.

#### COMMITTEE REPORTS

##### Executive Committee: (*Katrina Williams*)

- The last meeting was held on 5/20/2021.
- Katrina mentioned that the committee discussed the Planning Council timeline to see where we are at on the timeline.

- Katrina stated the Priority and Allocations Committee completed their process plan in the month of May. The committee has also completed presentations and trainings to discuss Policy Clarification 16-02 as well as different data.
- The Continuum of Care Coordination Committee is a little behind because they are waiting for the State's assessment to be completed before they can work on the local Needs Assessment and gap analysis. This was moved to June on the Planning Council timeline.
- The Membership Committee worked on the annual review of the interview questions and discussed surveys.
- According to the FY 2019 HRSA site visit, HRSA wants us to develop Policies and Procedures for our Planning Council by using the Primer as a resource. Our current Policies and Procedures are geared towards our bylaws. The committee is going to work on this in the month of June.
- Next Executive meeting will be on June 15, 2021 at 2:00pm.

#### Community Connections: (Michael Acker)

- Last Zoom meeting was on May 13, 2021, we did not have a guest speaker. We were informed by committee members about upcoming events.
- Next meeting will be on June 10, 2021 in person meeting from 12:00pm – 2:00pm. Lunch will be provided. We will be having a Community Forum at this meeting as well.
- Katrina mentioned that the Planning Council Support Aide sends out the email invite to the email distribution list for those on this committee.
- Dawna stated that as part of the Priority and Allocations process, we need to collect community input and Michael has allowed us to use some of the time in this meeting to conduct a Community Forum. During the Forum we will be asking for feedback specifically about services provided by the Part A office.

#### Membership Committee (Deweyne Robinson)

- The last in person committee meeting was held on May 12, 2021.
- As of 5/12/2021 - Unaligned ratio is 40%.
- We reset our interview questions to reflect more accurately the knowledge base that each person should have received after going through our New Member Orientation training. We presented it to the Executive Committee and it has been accepted.
- We had over 100 individuals complete our Planning Council survey. We have contacted at least 70 PLWHA's. We have a lot of participation in the meetings, as a result of PLWHA's completing the survey and conversations with the Chair of the Membership Committee.
- At the next NFAN luncheon our Membership chair will be attending to handout our Planning Council booklets and postcards
- Next Meeting will be on June 9th at 2:00pm.

#### Continuum of Care Coordination Committee (CCCC)- (Dawna Cornelissen-co-chair):

- Last meeting was held on 5/13/2021.
- Paula Burns went through the EHE work plan. We are looking at incorporating the two plans together.
- We are also looking into combining the meetings for Integrated Comp Plan (ICP) and Ending the HIV Epidemic (EHE).
- We are working on writing part of the ICP with the Writing Ad-Hoc Committee at the meeting that took place on 5/14/2021. We are still working on the epidemiology data.

- The Needs Assessment is still on hold. The Florida Comprehensive Planning Network (FCPN) will be meeting on 6/9 & 6/10 and we hope to get more information and hopefully the survey questions.
- Next CCCC meeting will be on 6/10/2021 at 3:00pm.

#### Bylaws Committee (Dawna Cornelissen, Temporary Chair)

- There was no Bylaws meeting in May, due to Dawna taking on the role as the temporary chair of the Priority and Allocations committee.
- Dawna mentioned that there some things coming up that need to be addressed and now that we have new members coming aboard, we should be able to convene this committee meeting again soon.

#### Priority and Allocations (Dawna Cornelissen, Temporary Chair):

- Katrina stated that effective tomorrow Justin Bell will be the new Priority and Allocations chair and a co-chair will be selected by the chair. Justin has been appointed by the Mayor's Office.
- Dawna stated that the Priority and Allocations Committee has been very busy and conducted in person meetings on 5/10, 5/17 and 5/24.
- The first two meetings were data and information presentations.
- Our last meeting was very productive and we have our Process Plan together.
- Next meeting will be on June 7<sup>th</sup> from 2:00pm – 4:00pm – 10<sup>th</sup> floor conference room in Tower II at UF Health.

#### OLD BUSINESS

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

- No report.

##### Timeline (Katrina Williams)

- This was already discussed in our Executive Committee report.

##### Memorial Fund (Katrina Williams)

- Katrina asked for a motion to table the Memorial Fund until our June meeting.
- A motion was made by Justin Bell to table the Memorial Fund under old business for the June agenda. It was seconded by Timm Purcell. Voting results: 12 - yeas, 0 - nays. No abstentions. The motion passes.

##### Mentor Program (Katrina Williams)

- Katrina stated that we are starting a mentorship program for newly appointed members on the Planning Council who can ask their mentor questions without violating the Sunshine Law.
- Katrina asked if there are any other Council members who are interested in becoming a mentor to newly appointed Council members.
- Dawna Cornelissen, Katrina Williams, Heather Kilpatrick and Paula Burns are interested in becoming mentors.
- Mentor/Mentee match: Jonathan Harris (mentee) has already been paired up with Heather Kilpatrick (mentor).

- Katrina asked the Membership Chair to contact Dr. Justin Oring so he can be assigned a mentor.

## NEW BUSINESS

### Letter to the General Counsel (OGC) - Dawna Cornelissen

- Dawna stated at our last Planning Council meeting it was moved to send a letter to the Office of General Counsel to see if there is any way to legally allow individuals to attend our meetings and vote via Zoom after all the Covid exemptions have been lifted. The Executive Committee already made a motion and we need a second and a vote on today.
- The letter states as follows:

To Whom It May Concern:

In November 2020, our Planning Council received a document titled “How to Hold a Public Meeting in the Pandemic Era: An Abbreviated Guide for City Boards and Commissions” from your office. The document states, in part, “Before your next meeting, contact the Office of General Counsel (“OGC”) to verify whether your board’s charter/ordinance/bylaws, etc. prohibit board members from attending meetings and/or voting by technology. If this is prohibited, OGC may be able to advise the board how to remove the restriction.”

We would like to request that your office review our Council’s Bylaws to see if it prohibits members from attending and/or voting by technology, and if it does, how we can remove or alter the restriction to allow it.

Thank you for your assistance.  
Sincerely,

- Dawna asked the Council members if we have a second to approve this letter. It was seconded by Michael Acker. There was discussion by Glen Edwards, Paula Burns, Earvin James, Michael Acker and Timm Purcell.
- Glen Edwards asked who will be signing this letter to our Office of General Counsel. Glen stated that he would not be able to vote and to withhold his name.
- Dawna stated that we can call a vote or make a motion to amend the letter to the General Counsel.
- Katrina stated all those in favor of sending this letter to the Office of General Council please say yes by raising your hands. Voting results: 5 - yeas, 3 - nays, 4- abstentions. The motion passes.
- Chief Johnnetta Moore stated as a point of clarification that the letter can be written to OGC; however, it will need to be passed on to Chief Moore first, then it will go to the Mayor’s office for the person who is over the Boards and Commissions to send the letter on to OGC. Chief Moore wanted the Council to know the proper chain of command for this letter to follow.
- Paula Burns asked who is this letter coming from that is being sent to OGC?
- Dawna stated that an email will be sent to Chief Moore asking her to forward the letter and due to the abstentions, we will put individual names on it, for those who voted yes.

### Priorities and Allocations Data Presentation (Dawna Cornelissen & Justin Bell):

- Dawna stated that we are going to go through the packet of materials that Megan Graham put together for Priority and Allocations. (Please see attached in your Planning Council packet).



- Dawna mentioned that a HRSA requirement is for the committee to give data presentations throughout the year to keep everyone informed specifically about what is going on in Priority and Allocations.
- Sandy Arts mentioned that there are a lot of variables that had effects on our unit and service costs that had to do with Covid this year. There was a drastic change in our unit and service costs due to Covid, people were not going out, transitional housing (during Covid people were not coming out of jail, the courts were not in session and therefore we were not providing housing under the Jail Link program). We did a lot of telehealth, but that did not start until later in the year.
- Sandy Arts mentioned that both Lutheran Social Services and NFAN have food banks. There was an increase in the amount of food gift cards and gas cards that were distributed due to Covid.
- Frances Lynch from Gateway mentioned that they went from having 3 to 4 clients in a room to one person in a room due to Covid.
- Dawna and Justin read the entire PSRA Process Plan to the Council members (Please see attached in your Planning Council packet).
- Dawna asked do I have a motion to approve this Process Plan document?
- Paula Burns made a motion to approve the PSRA process plan and seconded by Justin Bell. Voting results: 11- yeas, 0 – nays, no abstentions. The motion passes.

## WRAP UP

### Announcements

- Paula mentioned that the State of Florida ADAP staff is going to coordinate a training on Cabeneuva for our network providers. This will happen on the day of the Medical Case Manager Coop meeting (2<sup>nd</sup> Thursday of the month from noon – 2:00pm). If you have not received a flyer, please reach out to Manny or Paula Burns.

### Adjournment

- Meeting adjourned at 3:55 pm.

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**