

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL



Planning Council Meeting Minutes

Thursday, December 21, 2023 – 12:00 p.m.

Meeting Location: 1809 Art Museum Dr – Jacksonville, FL 32207

PLANNING COUNCIL MEMBERS PRESENT	PLANNING COUNCIL MEMBERS ABSENT	STAFF PRESENT
Dan Merkan, Chair	David Vandygriff	Sandy Arts
Frances Lynch	Deweyne Robinson	Zane Urbanski
Chardae Chaney	Glen Edwards	Brittany Joiner
Lynnette Cuebas	Anthony Pough	
Justin Bell		
Pamela Hagley	ASSOCIATE MEMBERS PRESENT	GUESTS PRESENT
Heather Kilpatrick	Patrick Perkins	Mark Cleveland
Elinor Herring		Steven Greene
Walldeline Francois		Devonia Johnson
Cedric Williams		Johnny Ramos
Travis Neff	GUESTS PRESENT BY ZOOM	Joshua Walker
Chrissy Guiriba		

Call to Order: D. Merkan, Chair, called the meeting to order at 12:06 p.m.

Moment of Silence for those affected by HIV.

NHAS Goals: P. Perkins read the NHAS goals.

The roll was taken by C. Guiriba, Vice Chair

Introduction of Guests

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Quorum is established.

Approval of Agenda (T. Neff) made a motion to approve the agenda for December 21, 2023, as written, and it was seconded by (F. Lynch). There were 14 ayes, 0 nays and 0 abstentions.

Motion #1 carried.

Approval of Planning Council Minutes. (T. Neff) made a motion to approve the minutes from November 16, 2023, as written and it was seconded by (C. Williams). There were 14 ayes, 0 nays and 0 abstention. **Motion #2 carried.**

Public Comment: None

Officer and Committee Reports:

Chair (D. Merkan):

- D. Merkan stated that he was contacted by Dash Sears, who is the North America Coordinator for FastTrack Cities, to discuss possible interest in having the City of Jacksonville join the collaborative. FastTrack cities is a global movement around the world in which the cities that participate sign an agreement and will aim to meet goals such as; 95% of people tested positive for HIV are linked to care and are virally suppressed. Dan advised that there are other cities in Florida that have joined or are in the process of joining the initiative (Miami/Broward County, Orlando/Orange County, and Tampa to name a few and an invitation was extended to us, but ultimately the mayor makes a final decision on whether we will join. Mr. Sears inquiry was forwarded to the Mayor's Office.

Vice Chair (C. Guiriba):

- C. Guiriba will complete her current term of office as Vice Chair of the Planning Council but will resign once complete. She will be moving out of the State to focus on her studies and career. C. Guiriba is appreciative of all the great work the Planning Council has done and is sad to have to resign, but also excited about her future.

Community Representative (Vacant):

Cedric Williams expressed interest in the Community Representative office at the previous Planning Council meeting. The Planning Council Chair, D. Merkan, inquired if there were any others that have an interest in serving as Community Representative for the remainder of this grant year. There were no others present that had expressed any interest or made any indication to the Planning Council Support Staff, Brittany Joiner.

- **(P. Hagley)** motions to appoint Cedric Williams as the Community Representative through February 29, 2024. The motion was seconded by **(T. Neff)**. There were 14 ayes, 0 nays and 0 abstention. **Motion #3 carried.**

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

Executive Committee Reports (D. Merkan):

- **(D. Merkan)** reminds the planning body that we are also taking nominations for next year's term beginning March 2024. There will be nominations for the office of Planning Council Chair, Vice Chair, and Community Representative. Co-chairs are also needed for both CPC and Bylaws Committees. If there is someone interested in any of these roles, please reach out to the Planning Council Support staff, Brittany Joiner, to declare your interest.

Needs Assessment Ad-Hoc (D. Merkan):

- **(D. Merkan)** The Ad-Hoc Committee held its first meeting on December 11, 2023. There was an analysis of the raw Needs Assessment data and those in attendance were assigned a range of survey questions as homework to interpret for Planning Council use. The next Ad-Hoc Committee meeting will be held on January 17, 2024.

Bylaws Committee (H. Kilpatrick):

(H. Kilpatrick) announced that at the previous Planning Council meeting, there was a first reading of the proposed changes that the Bylaws Committee presented to the Planning Council. After the announcement, a second reading was held.

- **(L. Cuebas)** motions to approve the Bylaws Committee proposed changes to Article VI, Section 1 as presented. The motion was seconded by **(P. Perkins)**. There were 14 ayes, 0 nays and 0 abstention. **Motion #4 carried.**
- The Bylaws Committee will meet to discuss necessary changes to associate membership in an upcoming meeting. The next meeting time has not been determined, but information will be forthcoming.

CPC (P. Perkins):

- The Comprehensive Planning Committee met on December 7, 2023, to review the Integrated Plan and determine the best way to format (as smart goals) parts of the plan as recommended by HRSA. It was determined that the best way to accomplish this was with the most recent Needs Assessment data available. The Comprehensive Committee will use the data from the 2022 HIV Care Needs Survey once the Needs Assessment Ad-Hoc Committee has finished interpreting the raw data.

TEAMS Committee (F. Lynch):

Brittany Joiner, Planning Council Support, presented the Planning Council's 2024-25 projected seating chart for the planning body's consideration when voting on potential

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

membership. Katrina Newman, Sherrie Newman, and Johnny Ramos are being presented to the Planning Council for appointed membership consideration. However, both Katrina and Sherrie advised that they could not make the Planning Council meeting today. The planning body has decided not to vote on Katrina Newman and Sherrie Newman's application since they were absent.

Johnny Ramos was presented to the Planning Council for appointed membership. Mr. Ramos introduced himself and answered questions from the Planning Council body.

- **(H. Kilpatrick)** made a motion to recommend that Johnny Ramos's application be moved forth to the mayor's office for appointed membership. It was seconded by **(J. Bell)**. There was discussion on whether membership, and ethics training should be prerequisites for membership. The vote was held. There were 11 ayes, 0 nays and 3 abstentions. **Motion #5 carried.**

Community Connections (F. Lynch):

- Participation has been increasing and feedback for different topics addressing concerns in the community are being supported. Meetings have been consistently well attended in recent months. Attendees discussed different ideas and topics they would like to see the Committee bring attention to in the next year. Topics were recorded on a form and will be reviewed for upcoming meetings.

Agency Reports:

Administrative Agency – Part A (S. Arts):

- We have until December 31st, 2023, to sign off on the "Estimated Unobligated Balance & Carryover Request".
- Amendment V contracts have made it through contracting and all agencies should have their final amendments for the year, barring any unforeseen reallocation of funds.
- The City of Jacksonville has received 8 responses from providers in response to the RFP released to the public that was due on December 6th, 2023. 4 Reviewers are scoring the RFPs and are expected to have completed their reviews by January 1, 2024. This year, the organizations are requesting \$700,928.00 more than was awarded to us last year and this is without the accounting of administrative costs. Last year there were 2 additional responses to the RFP (this year 1 mental health agency and 1 substance abuse agency that participated in the last grant year has not responded to the RFP).

Old Business: None

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL

New Business: None

Public Comments:

- Steven Greene addressed the Planning Council to provide his public comment regarding homelessness for individuals affected by HIV and the need for more services for this community.
- Mark Cleveland addressed the Planning Council to provide his public comment regarding the possibility of holding meetings in different locations in the city of Jacksonville to encourage more participation from the public.
- Walldeline Francois addressed the Planning Council to provide her public comment regarding the need to make continued participation in budgeting classes a requirement when receiving financial assistance from Ryan White funded programs.
- Justin Bell addressed the Planning Council to provide his public comment giving thanks to all organizations and individuals who supported the World Aids Day events.

Announcements:

Adjournment: Meeting adjourned at 1:06 p.m.

Minutes approved by:

Dan Merkan, Planning Council Chair