

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



**Planning Council Meeting Minutes**

Thursday, July 27, 2023 – 3:00 p.m.

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

<b>PLANNING COUNCIL MEMBERS PRESENT</b>	<b>PLANNING COUNCIL MEMBERS ABSENT</b>	<b>STAFF PRESENT</b>
Dan Merkan, Chair	Heather Kilpatrick	Sandy Arts
Justin Bell, Co-Chair	Paula Burns	Cyntoria Thomas
Chuck Flaherty		Rosa Knight
Deweyne Robinson		
Lynnette Cuebas		<b>GUESTS PRESENT</b>
Frances Lynch	<b>ASSOCIATE MEMBERS PRESENT</b>	Matthew Morrison
Pamela Hagley	Patrick Perkins	Johanne Belizaire
Glenn Edwards	Travis Neff	Cedric Williams
	Chrissy Guiriba (ZOOM)	Josh Walker
		Johnny Ramos
	<b>GUESTS PRESENT BY ZOOM</b>	Elinor Holmes
	Reginald Caldwell	Steven Greene
	David Vandygriff	Tom Steele

**Call to Order:** D. Merkan, Chair, called the meeting to order at 3:03 p.m.

**Moment of Silence** for those affected by HIV.

**NHAS Goals:** F. Lynch read the NHAS goals.

**Roll call** was taken by J. Bell, Vice Chair.

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## **Introduction of Guests**

**Quorum is established.**

**Approval of Agenda C.** Flaherty made a motion to approve the agenda for July 27, 2023, as written, and it was seconded by F. Lynch. There were 7 ayes, 0 nays and 0 abstentions. **Motion #1 carried.**

**Approval of Planning Council Minutes.** C. Flaherty made a motion to approve the minutes from June 22, 2023, and it was seconded by G. Edwards. There was a discussion that Johnny Ramos was listed twice on the roll call. There was a typo on page 4 that should say 'is' instead of 'l.' L. Cuebas made a motion approve the minutes as amended. It was seconded by C. Flaherty. There were 7 ayes, 0 nays and 1 abstention. **Motion #2 carried.**

**Public Comment:** A public comment was raised by L. Cuebas. A client attends DOH dental and was told he needed a crown. He was referred to a private dentist because DOH does not do crowns. The question/comment is why was he not referred to CAN since they do crowns. The client lost out on \$300 in deposits due to this error.

## **Officer and Committee Reports:**

**Chair (D. Merkan):** Attended FCPN conference in Lutz, FL. A lot of time was spent discussing a report for HRSA that was focused on Part B. The concern is that the model is not consistent for all areas. They are looking for uniformity across the state. The options were for each agency to continue doing what they are doing, switch to a consortia model, and two other options that were suggested, but not well received. An ad-hoc committee was formed, and they will be reviewing the four options presented. There will be no Executive Committee meeting in August due to the Chair's absence and being caught up on business.

**Vice Chair and Red Ribbon (J. Bell):** The Red Ribbon report is an overview of what happened at FCPN. The report has not come out yet, but will be distributed when it is. During a federal and state update regarding budget review and budget consideration, the recommendation coming out of the House is to not continue funding EHE.

## **Community Representative (Vacant):**

**Statewide Vacancies:** Area 4 Patient Care Representative, Patient Care Alternate, Prevention Representative Alternate, community Advisory Group Representative.

**Executive Committee Reports (D. Merkan):** We are currently not in compliance. We currently have 10 members on the Planning Council. Two of them are unaligned. We came up with a list of 8 names of people to reach out to.

**Bylaws Committee (C. Flaherty):** No Report.

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**CPC (J. Bell):** The committee recommended the allocations for the 2024/2025 fiscal year for approval by the Planning Council. It was seconded by C. Flaherty. A discussion was raised that in the past there were comments from the public that not enough time was spent on Priorities and Allocations. An hour was allotted to complete the rankings which was noted that this was not enough time. A roll call vote was taken.

Justin Bell- Yes  
Lynette Cuebas- Yes  
Chuck Flaherty- Abstain  
Dan Merkan- Yes  
Deweyne Robinson- Yes  
Glen Edwards- Yes  
Pamela Hagley- Yes  
Frances Lynch- Yes

### **Motion #3 Carried**

The committee recommended Directive 1, 2 and 3 for the 2024/2025 fiscal year for approval by the Planning Council. It was seconded by P. Hagley. Each directive will be voted on individually by a roll call vote.

**Directive 1** (Emergency Financial Assistance will be earmarked for pharmaceutical assistance.)

Justin Bell- No  
Lynette Cuebas- Abstain  
Chuck Flaherty- No  
Dan Merkan- No  
Deweyne Robinson- Yes  
Glen Edwards- Abstain  
Pamela Hagley- Yes  
Frances Lynch- Yes

**Motion #4 did not carry.**

**Directive 2** (Unit cost should allow for competitive, quality services.)

Justin Bell- Yes  
Lynette Cuebas- Yes  
Chuck Flaherty- Yes  
Dan Merkan- Yes  
Deweyne Robinson- Yes  
Glen Edwards- Yes  
Pamela Hagley- Yes

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Frances Lynch- Yes

### **Motion #5 Carried**

**Directive 3** (Transportation must be made available to PLWHA who do not seek care in their own communities due to fear of exposure and stigma, and who require such assistance so they can access care in another location within the TGA and when medically necessary a caregiver will be permitted.)

Justin Bell- Yes

Lynette Cuebas- Yes

Chuck Flaherty- Yes

Dan Merkan- Yes

Deweyne Robinson- Yes

Glen Edwards- Yes

Pamela Hagley- Yes

Frances Lynch- Yes

### **Motion #6 Carried**

**TEAMS Committee (F. Lynch):** Actively recruiting and brainstorming recruitment ideas.

**Community Connections (F. Lynch):** There will be a speaker at the August Community Connections meeting. From now through November, attending a Community Connections meeting allows an extra entry into the NFAN Christmas drawing.

### **Agency Reports:**

**Administrative Agency – Part A (S. Arts):** Contract Manager Zane Urbanski and Planning Council Support staff Brittany Joiner will be starting on Monday. Accountant will be increasing from two days in office to three days in office. Notice received for non-competitive continuation report. It will be available online September 1<sup>st</sup>. It is due October 2<sup>nd</sup>. \$6,508,872 is the total budget amount that we can apply for. The administrative cost will be taken off the top. The remainder will be applied and distributed based on the approved allocations. The list of items from the NFAN quorum was discussed at the Provider's Meeting. HRSA and CDC will be having a live call with each jurisdiction to discuss their plan. 33% expenditure for June. Providers will be providing a cost projection through the end of the year by August 17<sup>th</sup>.

**Lead Agency Part B (Johanne Belizaire):** At 1<sup>st</sup> quarter the financial report should be around 25%. Not all counties are meeting the 25% due to staffing shortages. Currently working on lead agency processes. Currently working on getting transportation via Uber or Lyft. Vacancies for CQM, linkage coordinator, Administrative Assistant for RW disease control, mobile unit staffing etc. Part A and EHE is fully funded. For June, there were 2 clients for test and treat, mobile unit saw 12 clients, 2 for PREP, none for NPEP, ADAP pick up rate is 81.18. Area 4 viral

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load suppression is 88.55. Testing numbers for Area 4 not currently available. Mobile unit saw 75 clients for outpatient ambulatory, 174 for outreach, and 53 for non-medical case management.

**FL DOH C.A.B. Report (J. Belizaire):** No report

**UF CARES C.A.B. Report (G. Edwards):** Met on June 14<sup>th</sup> with 9 members present. Patient medical Home Model has been extended. We have posted eligibility fee schedule in exam rooms and lobby. Hired a new RN. In the process of hiring a new CSR1, and Phlebotomist. Adding rapid Trichomonas testing to testing services available.

**CHAG (T. Neff):** Meeting every other month. Topics were discussed for the in-person meeting in the fall. New best practices were discussed.

**FCPN Updates (J. Bell):** Steven Greene, Statewide PLWHA Rep: Need a statewide substance abuse rep. Alternate needed for Statewide PLWHA Rep. There are plenty of opportunities to join subcommittees. There are openings available for Transgender alternate at large and Youth at large.

### **Old Business:**

#### PC Recruitment

- Biggest barrier is former members discouraging new members.
- Providers recruiting members outside of Duval.

### **New Business:**

J. Bell made the motion to cancel the August Planning Council Meeting. It was seconded by F. Lynch. There were 8 ayes, 0 nays and 1 abstention. Motion #7 carried.

**Public Comments:** No public comments

### **Announcements:**

- J. Bell submitted a resignation.
- C. Flaherty gave a verbal resignation.
- CAN has a new Peer Navigator Rashon Horne.
- As of September 1<sup>st</sup> there will be a new medical provider in the jail.
- F. Lynch will be out 8/30-9/8.

Next Meeting: September 28, 2023.

### **Adjournment:**

Meeting adjourned at 4:59 p.m.

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Minutes approved by:

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Dan Merkan, Planning Council Chair