

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL



Planning Council Meeting Minutes

Thursday, March 23, 2023 – 3:00 p.m.

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

PLANNING COUNCIL MEMBERS PRESENT	PLANNING COUNCIL MEMBERS ABSENT	STAFF PRESENT
Justin Bell	Mary Glenn	Karen Andrade
Chuck Flaherty	Paula Burns	Sandy Arts
Dan Merkan, Chair	Frances Lynch	Cyntoria Thomas
Glenn Edwards	Heather Kilpatrick	Daniel Roberts
Lynnette Cuebas		Rosa Knight
Randal Lucero	ASSOCIATE MEMBERS PRESENT	GUESTS PRESENT
Deweyne Robinson	J C Harris (Called to vote)	Patrick Perkins
Glenn Edwards		Matthew Morrison
Pamela Hagley	GUESTS PRESENT BY ZOOM	
	David	
	Steven Greene	
	Penelope (Lolita)	
	Chrissy Edmonds	

Call to Order: D. Merkan, Chair, called the meeting to order at 2:15 p.m.

Moment of Silence for those affected by HIV.

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

Introduction of Guests

Quorum is established

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NHAS Goals: F. Lynch read the NHAS goals

Approval of Agenda R. Lucero made a motion to approve the agenda for March 23, 2023, as written, and it was seconded by D. Robinson. There were 9 ayes, 0 nays and 0 abstentions.

Motion #1 carried.

Approval of Planning Council Minutes from February 23, 2023. R. Lucero made a motion to approve the minutes from February 23, 2023, and it was seconded by L. Cuebas. Voting took place to approve the minutes. Results were 9 ayes, 0 nays and 0 abstention. **Motion #2 carried.**

Public Comments: There were no public comments.

Training Update/Working with Consultant (D. Merkan): Training will be on March 29th and April 14th at 1809 Art Museum Dr.

Officer and Committee Reports:

Vice Chair and Needs Assessment (J. Bell): Will send out a list of the FCPN meetings. Clarified on registering for the FCPN Needs Assessment via Zoom. There is no current announcement for the spring FCPN meeting.

Community Representative (R. Lucero): Planning to begin more outreach in April.

Bylaws Committee (C. Flaherty): C. Flaherty made a motion to have the second reading of amended Bylaws that coincide with the reorganization. R. Lucero seconded the motion. C. Flaherty read amended Article V- Committees and Officers and Article X -Standing Committees. See attached Bylaws update. There were 9 ayes, 0 nays and 0 abstentions. **Motion #3 carried.**

Chair & Executive Committee (D. Merkan): Policies and Procedures to be changed to reflect the Bylaws. These were approved by the Executive Committee. C. Flaherty made a motion to approve Policy 2021-16 Transparency In Operations with the approved updates, and it was seconded by J. Bell. There were 9 ayes, 0 nays and 0 abstentions. **Motion #4 carried.**

J. Bell made a motion to approve Policy 2021-21 Standing and Ad-hoc Committees with the approved updates, and it was seconded by J. Bell. There were 9 ayes, 0 nays and 0 abstentions. **Motion #5 carried.**

J. Bell made a motion to approve Policy 2021-23 Officer Duties and Responsibilities as presented, and it was seconded by C. Flaherty. There were 9 ayes, 0 nays and 0 abstentions. **Motion #6 carried.**

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C. Flaherty made a motion to approve Policy 2021-24 Priority Setting and Resource Allocation with the approved updates, and it was seconded by J. Bell. There were 9 ayes, 0 nays and 0 abstentions. **Motion #7 carried.**

Needs Assessment & FCPN (J. Bell): We have not confirmed a full schedule of meetings. P&A will meet Monday April 3rd to set the PSRA process. Following the input of the needs assessment. Submissions have slowed down. There are 379 entries so far. The target is 740. The deadline has been extended to April 30th. The Planning Council will need to create a local needs assessment survey.

TEAMS Committee (K. Andrade): Travis Neff was interviewed by the TEAMS Committee. and would like to bring him before the Planning Council for associate membership. Application for associate membership received from Patrick Perkins. L. Cuebas made a motion to move Travis Neff to the Mayor's office for recommendation for membership. It was seconded by J.C. Harris. Discussion was raised by C. Flaherty to clarify the process for interviewing new candidates. D. Robinson called the question. There were 9 ayes, 0 nays and 0 abstentions. **Motion #8 carried.**

D. Robinson made a motion to accept Patrick Perkins to be brought before the TEAMS Committee for membership. It was seconded by J. Bell. Discussion was raised by C. Flaherty to clarify the process for membership receiving the application. D. Robinson called the question. There were 9 ayes, 0 nays and 0 abstentions. **Motion #9 carried.**

Agency Reports:

Administrative Agency – Part A (S. Arts): Expenditure report as of January 31st: Currently working on February and closeout reconciliations. We are at 87-88% spending for the past grant year that closed February 28th. Budgets are being reworked with over and underspent categories. Contracts are at OGC. Expecting them back next week. We have not received the Final Notice of Award for Part A. Final Notice of Award has been received for EHE. Sandy Arts and Cyntoria Thomas attended a quality improvement training in Orlando. State DOH will be assessing all our active clients to find any persons truly out of care. Those persons will be distributed to the peer navigators, eligibility specialists and case managers in order to locate these persons. Beginning April 1st, reciprocity for annual eligibility will begin. Relevant to CPC Committee, HRSA and CDC have completed the review of ICP. Will follow up with next steps.

Lead Agency Part B: No one present to report.

FL DOH C.A.B. Report (J. Belizaire): No one present to report.

UF CARES C.A.B. Report (G. Edwards): Met on March 21st. HRSA 340B site visit was conducted with no findings. HRSA will conduct a Part C and D site visit March 29th. Offering QuantiFERON testing through the hospital. In the process of searching for a new Chair. Setting up an in-hose

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pharmacy. Outreach event June 12th at the fairgrounds. This is a part of EHE. There will be food trucks and games. Will follow-up with a flyer.

W.A.C : No one present to report

CHAG (J. Harris): Will meet March 28th at 3 p.m.

FCPN Updates (J. Bell): Referenced earlier.

Old Business:

Planning Council Training (D. Merkan): Training with the consultant will be on March 29th and April 14th at 1809 Art Museum Dr.

New Business:

Discussion on Training Topics (D. Merkan): Encouraged members to think about whether there was any additional training needed. J. Bell mentioned training on knowledge of the Planning Council and how the process works. J.C. Harris mentioned mentorship. J. Bell suggested a training for mentors.

Public Comments: No public comments

Announcements:

R. Lucero will be out intermittently.

J. Bell mentioned that Thursday April 27th is Dining Out for Life.

P. Hagley reminded everyone about Medicaid recipients updating their information. A media package can be found on the website for display.

D. Merkan mentioned JASMYN will have Strides for Pride on April 23rd in Riverside.

Next Meeting: April 27, 2023.

Adjournment:

Meeting adjourned at 3:44 p.m.

Minutes approved by:

Dan Merkan, Planning Council Chair