

METROPOLITAN JACKSONVILLE AREA HIV HEALTH SERVICES PLANNING COUNCIL



Planning Council Meeting Minutes

Thursday, September 28, 2023 – 3:00 p.m.

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

PLANNING COUNCIL MEMBERS PRESENT	PLANNING COUNCIL MEMBERS ABSENT	STAFF PRESENT
Dan Merkan, Chair	Chuck Flaherty	Brittany Joiner
Frances Lynch	Glen Edwards	Sandy Arts
Heather Kilpatrick	Deweyne Robinson	Rosa Knight
Lynnette Cuebas		Zane Urbanski
Pamela Hagley		
	ASSOCIATE MEMBERS PRESENT	GUESTS PRESENT
	Patrick Perkins	Chief, Johnetta Moore
	Travis Neff	Cedric Williams
	Chrissy Guiriba	Josh Walker
		Johnny Ramos
	GUESTS PRESENT BY ZOOM	Johanne Belizaire
	Lolita Hill	Tim Purcell
	David Vandygriff	Tom Steele
	La'Tina Willis	Justin Bell
	Riesha Thomas	Regina Livingston
	Chrissy Edmonds	Anthony Pough
		Walldeline Francois
		Mark Cleveland
		Kim Thomas
		Elinor Herring

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Call to Order: D. Merkan, Chair, called the meeting to order at 3:04 p.m.

Moment of Silence for those affected by HIV.

NHAS Goals: F. Lynch read the NHAS goals.

Roll call: was taken by D. Merkan, Chair.

Introduction of Guests

Quorum is established.

Approval of Agenda (*P. Hagley*) made a motion to approve the agenda for September 28, 2023, as written, and it was seconded by (*F. Lynch*). There were 5 yeas, 0 nays and 0 abstentions. **Motion #1 carried.**

Approval of Planning Council Minutes. (*P. Hagley*) made a motion to approve the minutes from July 27, 2023, and it was seconded by (*L. Cuebas*). There was a discussion that Walldeline Francios was not listed as present on the roll call for the July 27th Planning Council meeting but was present. (*P. Hagley*) made a motion to approve the minutes as amended. It was seconded by (*L. Cuebas*). There were 5 yeas, 0 nays and 0 abstention. **Motion #2 carried.**

Public Comment: None

Officer and Committee Reports:

Chair (D. Merkan):

- An email was sent from representatives of FCPN before the meeting, but there was not enough time to review it. There was also no access available to the email platform during the meeting to provide an update for attendees at the Planning Council meeting.
- Currently the Vice Chair and Community Representative offices are vacant, but there are several people going through the Planning Council membership process and once they have been affirmed that will add to our pool of options and hopefully there will be some that show interest in those roles of leadership.

Executive Committee Reports (D. Merkan):

- The Executive Committee did take a few actions to vote on the membership applications of individuals who are currently in coordination with the Mayor's Office to be appointed to the Planning Council. It was requested that all approved applications be sent with memos recommending their appointment as soon as possible, because there was no clarity on when the next opportunity for the mayor would be to make appointments.

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- (D. Merkan) announces that Lynette Cuebas has agreed to take the TEAM Co-Chair leadership role.
- (D. Merkan) announces that during the previous Planning Council meeting that Chuck Flaherty gave a verbal resignation. Planning Council Support staff, Brittany Joiner, has reached out to Mr. Flaherty to confirm if he plans to submit his resignation in writing as the Planning Council bylaws require. Mr. Flaherty would not affirm his resignation and stated that he needed a break but would get back to the Planning Council on his decision. This leaves in question whether Mr. Flaherty is still Co-Chair of the Bylaws committee and a member of the Planning Council. If the Planning Council body decides that action is necessary to maintain proper function, we may vote to take it. In the interim, since he has not provided anything in writing, Mr. Flaherty remains a member.
- (D. Merkan) gauges any interest from the Planning Council in the vacant CPC Committee Chair role. The commitment would be for 6 months to assist in this current term ending February 29th, 2024. Patrick Perkins has announced interest in filling the CPC Committee Chair vacancy but is currently an associate member of the Planning Council pending appointment by Mayor Deegan to the Planning Body. Currently, policies require that committee chairs be current Planning Council members for at least 12 months. The Planning Council was advised that Mr. Perkins may serve as chairman of the CPC Committee if the Planning Council members vote to waive the current rule to allow Mr. Perkins to serve as the chairperson. Since it is a vote against an active policy, the vote would need to pass with two-thirds in favor of the waiver. **(F. Lynch)** motions to waive the current policy for Patrick Perkins that requires 12 months of Planning Council membership for committee chairman representation. Motion seconded by **(D. Merkan)**. There were 5 yeas, 0 nays and 0 abstention. **Motion #3 carried.**
- (D. Merkan) gauges any interest from the Planning Council in the vacant Planning Council Vice Chair office. The commitment would be for 6 months to assist in this current term ending February 29th, 2024. Chrissy Guiriba was nominated to be Vice Chair of the Planning Council. However, Chrissy is also currently an associate member of the Planning Council. The Planning Council Vice Chair office is an executive position and cannot be waived without a ruling. The Planning Council will wait to hold an election for the remaining vacant offices.

Vice Chair (Vacant)

Community Representative (Vacant):

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Bylaws Committee (H. Kilpatrick):

- The next Bylaws Committee meeting is scheduled for November 7, 2023, at 10a in the Large Conference Room at 1809 Art Museum Dr, Jacksonville, FL, 32207 to Revisit/Update Bylaws.

Items of discussion will also include:

- a) whether to update Bylaws to include allowing the Executive Committee to make Executive vote decisions on behalf of the Planning Council only on emergent items (items that need decision before the next scheduled Planning Council meeting and if so, what the process would look like).
 - b) whether to update the language regarding Planning Council resignation.
 - c) Clarification on membership policies
- Travis Neff raises questions and request clarification on the policy differences between Office seats and Committee Chair seats. It was explained that the Offices (Planning Council Chair, Vice Chair and Community Representative) can only be held by current and appointed members of the Planning Council per federal legislation. Committee Chair and Co-Chair representation may be determined by the Planning Council bylaws, which the Bylaws committee plan to revisit during their next meeting.

CPC (D. Merkan):

- D. Merkan announced that the CPC Committee reviewed the 2023 Priority & Allocation – Reallocation & Carryover Distribution Chart, which identifies various types of core services, support services and their financial flexibility at current. Some core and support service types are requesting more funds for the remainder of the grant year, while other core and support service types are offering to return some funds. With all requests to increase/decrease funding for all core and support services considered, there is still a shortage of \$322,200.00 to meet the request to increase funding for most core and support services. There was not much that could be disclosed about the organizations of each service type. During the CPC Committee meeting there was discussion on whether there should be a vote to reallocate funding with the limited information available to the CPC Committee or to allow Sandy Arts, Program Manager to exercise authority to independently decide on reallocations in November for the time remaining in the grant year. The decision was made by the CPC committee to take no action on proposed allocation to allow more data to come in and to have Sandy Arts revisit in November.

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- D. Merkan announced that Directives #2 and #3 were previously approved by the Planning Council. The Planning Council did not approve Directive #1 and sent it back to the CPC Committee for review. During their previous meeting, The CPC committee reviewed the 2021-2022 Grant Year Directives for clarification on Directive 1 and on whether to keep the language of the Directive as it is. Directive 1 was explained as emergency financial assistance that will only pay for pharmacy services in the event of an emergency. (This is if the regular means to pay for the medication is unavailable, as Ryan White assistance is a payer of last resort). Motion moved by **(P. Hagley)** to bring back Directive #1 and approve it as recommended by the CPC Committee through the Priority & Allocation process. Motion was seconded by **(H. Kilpatrick)**. There was discussion and a question was raised on the reasons why many had changed their vote from no to yes. The reasons provided included more explanation that non-core services (which includes emergency assistance) had an allocation of just 0.05% of service funds and the amount of funds available could not adequately cover additional categories for emergency assistance. Also, there are already other organizations that provide emergency services for housing, utilities, etc. Additionally, there were concerns raised about the requirements and qualifications of organizations that provide emergency services such as housing, utilities, etc. and if there might be any area where individuals living with or affected by HIV are underserved. For example, persons formerly incarcerated may not be eligible for assistance with these organizations because of their record. For these reasons:

The CPC Committee recommended to include and keep the language of Directive 1 as is for the 2024/2025 fiscal year and to form an ad hoc committee and/or case manager Co-Op to explore and research organizations to develop a resource list that provide various emergency assistance for housing, utilities, (etc.), their qualifications and if there are areas where individuals living with or affected by HIV are underserved. The information gathered will be used to help determine priorities and allocations for the next determination year. The directive will be voted on individually by a roll call vote.

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

Lynette Cuebas- Yea
Heather Kilpatrick- Yea
Dan Merkan- Yea
Pamela Hagley- Yea
Frances Lynch- Yea

Motion #4 carried.

Directive 1 Ad hoc Committee Volunteers:

Dan Merkan, Chrissy Guiriba, Heather Kilpatrick, and Lynnette Cuebas.

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Needs Assessment:

- (D. Merkan) announced that there is data available for a needs assessment, but the data needs to be pulled and formatted in a way that makes sense and is useful for comprehensive planning. (D. Merkan) suggests that an ad hoc committee be created for Needs Assessment.

Needs Assessment Ad hoc Committee Volunteers:

Dan Merkan, Travis Neff, and Sandy Arts.

AEAM:

- Prior to the restructuring of the Planning Council's current function, the AEAM was handled by the Executive Committee. After Paula Burn's recent resignation, the Executive Committee voted to take up the AEAM tool and responsibilities for the remainder of the current grant year. (D. Merkan) reminds the Planning Council to complete the AEAM survey which will close the week of October 6, 2023.

TEAMS Committee (F. Lynch):

- Applications and memorandums for Chrissy Guiriba, Travis Neff, Chardae Chaney, Elinor Herring, and David Vandygriff have been submitted to the mayor's office for recommendation to appoint to the Planning Council. Interviews are scheduled next month during the TEAM Committee Meeting for Anthony Pough, Regina Livingston, and Cedric Williams. After next month's meeting interview opportunities for aligned membership will open.
- New Membership / Annual Membership Training will be on November 14th, 2023, from 8:30a-12:30p at 1809 Art Museum Drive in the Large Conference Room.
- Ethics Training will be on November 30th, 2023.

Community Connections (F. Lynch):

- The Community Connections Committee have had successful meetings recently, attendance and participation have been good, and the Committee will always welcome continued participation as we look to be more involved in the community. We have had speakers come from various organizations in recent months and Heather Kilpatrick did a presentation during the last meeting educating attendees on the importance of having legal documentation in order and estate planning. Additionally, attendees were encouraged to reach out if they needed assistance or had any questions.

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Agency Reports:

Administrative Agency – Part A (S. Arts):

- The application for the non-compete continuation has been submitted. The RFP is complete and currently being handled by the Procurement Department. It is scheduled to be on their agenda next Thursday and once it is approved, they will provide a date for release.
- The city will hold a non-mandatory RFP overview for providers so they may have a great understanding of how their proposals should be submitted.
- Program Manager, Sandy Arts and Contract Manager, Zane Urbanski have been preparing for monitoring. All the provider agencies are scheduled to meet with them between October 9th through November 2nd.
- The financial report through August (40% mark of the grant year) shows total expenditures of \$2,498,263.00 which is about 40.3% which is on target.
- The posting for the DATA AND QUALITY COORDINATOR/SPE position has closed and once Chief of Department of Social Services, Johnnetta Moore and Program Manager, Sandy Arts have availability they will review the applications.
- Chief of Department of Social Services, Johnnetta Moore and Program Manager, Sandy Arts have met with Mayor's Office liaison for public non-profits, Tracye Polson. There was great discussion, Tracye reached out to learn more about the Ryan White Part A program and the Planning Council. Sandy advised that the Planning Council would be glad to have her at a Planning Council meeting and Tracye Polson agreed that she would attend once we reach our membership goal. Tracye Polson introduced Garrett Dennis, who is over the Boards and Commissions and whom the Planning Council would forward membership recommendations. Mr. Dennis acknowledged that he has received the online applications for the recommended Planning Council appointments.

Lead Agency Part B (J. Belizaire):

- Please see attached document entitled, "Part B Lead Agency Report to the Metropolitan Jacksonville Area HIV Health Service Planning Council".

FL DOH C.A.B. Report (J. Belizaire):

- Next meeting October 19th, 2023

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UF CARES C.A.B. Report (G. Edwards):

- Please see attached document entitled, “UF CARES Community Resources Group”

CHAG (T. Neff):

- Please see attached document entitled, “COMMUNITY HIV ADVISORY GROUP”

FCPN Updates (D. Merkan):

- There are currently four Ryan White Part B management model options that are being considered for possible revision with intent of improving the developing, writing, monitoring, and evaluating the Integrated HIV Prevention and Care Plan for the State of Florida. The Part B ad hoc option review committee has finalized recommendations and they have been approved by the FCPN Executive Co-Chairs Committee and are now before the FCPN for final review and vote. The meeting will take place Wednesday, October 4th from 11a-12p.

Old Business: None

New Business: None

Public Comments:

- Mark Cleveland introduces himself to the Planning Council and expresses interest in joining. Mr. Cleveland explains that he has previously served on the Planning Council and looks forward to joining the Community Connections and Bylaws Committees.

Announcements:

- **Save HIV Funding** - Unite on September 28th and call Florida Senators Rubio & Scott and encourage them to save HIV funding in Florida (flyers provided with contact information).
- **Sistas Organizing to Survive: Painting with a Purpose** - September 30, 2023, from 1:30p-4p at Overflow Health Alliance Inc, 5045 Soutel Rd, Jacksonville FL, 32208.
- **Trunk or Treat** – October 20th at Reza Health, 949 Lane Avenue S. from 6pm – 8pm.
- **Lutheran Social Services** – The new Acting Director, Elaine Bertel, started Monday, September 25th.

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- **Florida Agency for Health Care Administration** - Letters start going out on October 23rd for Medicaid recipients in Duval County and Region 4 for open enrollment. Recipients are being encouraged to re-enroll and informing them of opportunities to select a new managed care plan for 2024.

Next Meeting: October 27, 2023.

Adjournment:

Meeting adjourned at 4:55 p.m.

Minutes approved by:

Dan Merkan, Planning Council Chair