



**Strategic Planning Committee Meeting  
 United Way Ansin Building, Conference Room A,  
 3250 SW 3<sup>rd</sup> Avenue, Miami, FL 33129  
 December 9, 2016**

*Approved on January 13, 2017*

#	Members	Present	Absent
1	Castellanos, Lina	X	
2	Carvajal, Maritza		X
3	Dardompre, Frank		X
4	Dedans, Mila		X
5	Gutierrez-Zwick, Helen	X	
6	Holmes, Deborah	X	
7	Hilton, Karen	X	
8	Hunter, Tabitha		X
9	Ibanez, Gladys		X
11	Messick, Barbara	X	
12	Neff, Travis	X	
13	Neri, Joshua	X	
14	O'Donnell, Brian	X	
15	Orozco, Eddie	X	
16	Puente, Miguel	X	
17	Rohn, David	X	
18	Siclari, Rick		X
19	Valle-Schwenk, Carla	X	
20	Villamizar, Kira		X
21	Zayas, Matilde	X	
<b>Quorum = 8</b>			

Guests	
Daino, Giamarie	
Darrow, William	
Erbstein, Silvana	
Fadul, Natalia	
Gallo, Giselle	
Hayes, Denise	
Pardo, Freddy	
Popkin, Judy	
Smith, Theresa	
Staff	
Brock-Getz, Petra	
Ladner, Robert	
Levy, Mireille	
Ross, Elizabeth	

**I. Call to Order/Introductions**

The chair, Miguel Puente, called the meeting to order at 10:05 A.M. He welcomed everyone and asked for introductions.

**II. Resource Persons**

Dr. Matilde Zayas indicated Behavioral Science Research (BSR) staff as resource individuals.

**III. Floor Open to the Public**

Mr. Puente opened the floor to the public with the following statement:

*“During the 2013 session, the Florida Legislature passed Senate Bill 50 which requires states, county and municipal boards to provide members of the public a ‘reasonable opportunity to be heard’ on items and matters before the board.*

*On items that are on today’s agenda, members of the public have an opportunity to be heard concerning each of the items. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three*

minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns.”

The floor was opened to the public. There were no comments, questions, or concerns.

#### **IV. Review/Approve Agenda**

Members reviewed the agenda. Mr. Puente was added under announcements.

**Motion to approve the agenda with the above change.**

**Moved: Barbara Messick**

**Seconded: Karen Hilton**

**Motion: Passed**

#### **V. Review and Approve Minutes of October 14, 2016**

Members reviewed the October 14, 2016 minutes. There were no changes.

**Motion to approve the minutes of October 14, 2016 as presented.**

**Moved: Eddie Orozco**

**Seconded: Barbara Messick**

**Motion: Passed**

#### **VI. Membership**

*Elizabeth Ross*

##### *Resignation*

BSR staff was notified that Frank Dardompre is no longer working for South Florida AIDS Network (SFAN) and that he will no longer represent SFAN on the committee.

##### *New Committee Applicant*

Giselle Gallo is applying to join the Strategic Planning Committee. Ms. Gallo works as the Linkage to Care Specialist for Homestead Hospital.

Ms. Gallo introduced herself to the committee.

**Motion to accept Giselle Gallo as a member.**

**Moved: Matilde Zayas**

**Seconded: Deborah Holmes**

**Motion: Passed**

##### *Appointments to and Resignations from the Retention in Care Workgroup*

There were three vacancies on the Retention in Care Workgroup. Tom Pietrogallo and Eddie Orozco have resigned, and Thomas Jardon was removed due to excessive absences.

The Partnership appointed Travis Neff and Giselle Gallo as members of the workgroup. There is one vacancy for an HIV provider remaining. Karen Hilton has expressed interest in filling this vacancy. During the committee meeting, Ms. Hilton stated that she is still interested and would like to be appointed to the workgroup.

**Motion that the Partnership appoint Karen Hilton to the Retention in Care Workgroup as a member.**

**Moved: Barbara Messick**

**Seconded: Matilde Zayas**

**Motion: Passed**

##### *Membership Term Expirations*

There are four committee members who have completed one full membership term on the committee. They are Lina Castellanos, Tabitha Hunter, Miguel Puente and Rick Siclari. These four members have served a total of three years on the committee.

The committee applauded the aforementioned committee members, and BSR staff presented them with certificates of appreciation on behalf of the committee.

There is one committee member who has completed two full membership terms on the committee. Dr. Deborah Holmes committed six years to the committee as a member.

The committee applauded Dr. Holmes, and BSR staff presented her with a certificate of appreciation.

*Partnership and Committee Vacancy Report*

Committee members have a copy of the Partnership and Committees Vacancy Report (copy on file), which outlines the remaining vacancies on all standing committees, the Medical Care Subcommittee and the Partnership. There are eight vacancies remaining on the Partnership of which two are designated seats for People Living With HIV/AIDS (PLWHA).

As a result of Frank Dardompres resignation, Dr. Holmes’s term expiration, and acceptance of Ms. Gallo as a new member, there are now four vacancies remaining on the committee.

Staff urged the members in attendance to promote the Strategic Planning Committee and Partnership at their agencies. Members may send suggested names of interested persons to staff for follow up.

**VII. Standing Business**

▪ **Ryan White Part A/MAI Program Update**

*Carla Valle-Schwenk*

Carla Valle-Schwenk reviewed the Ryan White Part A/MAI Expenditure Report for FY 2016 printed on November 30, 2016 (copy on file). This expenditure report includes year-to-date paid reimbursements for FY 2016 Part A service months up to October 2016, as of November 30, 2016. Pending Part A reimbursement requests that have been received and are in process total \$1,736,997.75. This report reflects reimbursement requests that were due by November 20, 2016. November 2016 invoices are due by December 20, 2016.

<b>Ryan White Grant Award</b>	<b>Allocation</b>	<b>Total Expenditures as of Date</b>	<b>% of Total Expenditures for direct services</b>
Part A	\$24,723,321	\$11,278,571.44	52.44%
MAI	\$2,736,895	\$1,873,093.70	71.83%

The Office of Management and Budget-Grants Coordination (OMB-GC) has conducted eight site visits. The remaining site visits are expected to be completed by February 2017. OMB-GC has cited provider improvements in policies and procedures and client documentation.

The City of Miami is one of a few cities in the United States participating in the *Fast-Track Cities Initiative*. On World AIDS Day, the City of Miami announced the launch of a web-based dashboard to track progress of the City of Miami and Miami-Dade County towards achieving the UNAIDS 90-90-90 targets for HIV care. Ms. Valle-Schwenk referenced a copy of the press release in members’ packets.

Ms. Ross stated that the link to the *Fast-Track Cities Initiative* dashboard is posted on the home page of AIDSNET.org.

The Ryan White Program has enrolled more than 700 clients into one of the eligible Affordable Care Act health insurance marketplace plans. OMB-GC has increased the Ryan White Program’s annual health insurance premium to \$1,000 and the annual health insurance deductible to \$4,500 and the annual out-of-pocket maximum of \$6,500.

▪ **Partnership Report**

*Miguel Puente*

Mr. Puente reviewed the November 14, 2016 Partnership Report (copy on file). There were no questions or concerns.

▪ **Retention in Care Workgroup Update**

*Robert Ladner/Petra Brock*

Robert Ladner reviewed the responsibilities of the Strategic Planning Committee as outlined in the Partnership Bylaws (copy on file) and discussed the purpose of the Retention in Care Workgroup. During its first year, the Retention in Care Workgroup spent most of its time reviewing data – data that the Strategic Planning Committee would normally receive.

During the last year, the committee has spent a significant amount of time developing the HIV/AIDS Integrated Prevention and Care Plan. Normally, the committee would receive periodic updates on quality management activities as they pertain to Ryan White clients' access to care, retention in care and viral load suppression. Now that the HIV/AIDS Integrated Prevention and Care Plan will go into effect January 1, 2017, the committee will soon begin to receive updates on the Integrated Plan and retention in care activities.

As examples of data reports that the committee will receive, Petra Brock-Getz presented the *New Client in Ryan White Care March 2016 – September 2016* (copy on file) and the *Semi-Annual Viral Load Analysis March 1, 2016 – August 31, 2016* (copy on file).

William Darrow asked if the Ryan White Program has been or is able to compare Ryan White Program data to other HIV/AIDS programs. Mr. Ladner replied no.

Freddy Pardo suggested that since the Men who have Sex with Men (MSM) is the highest risk factor for HIV transmission seen among Ryan White agencies' clients, it would be helpful to see the age break down for the demographic age group <35 of those who have acquired HIV by MSM risk factor. Ms. Brock-Getz agreed to add a column reflecting this.

Ms. Valle-Schwenk added that data reports to the Partnership and its committees should not have agency identifying information. She requested that BSR blind all such reports that are distributed to the Partnership and its committees.

After Ms. Brock-Getz presented both data reports, Mr. Ladner informed the committee that it should decide whether or not the Retention in Care Workgroup is necessary to hear such data reports when they will be given to the committee anyway.

Karen Hilton suggested not making a decision until a couple of months into the implementation of the HIV/AIDS Integrated Prevention and Care Plan.

Ms. Ross suggested that BSR staff can encourage Retention in Care Workgroup members to join the committee and have a standing business item agenda, "Retention in Care Initiatives", for the committee to hear feedback from the community on client challenges staying in care and discuss ways to address the loss of Ryan White clients each year.

Members agreed not to dissolve the workgroup but, that in the interim, BSR staff should try to encourage those workgroup members who are not committee members to join the Strategic Planning Committee.

## VIII. New Business

### ▪ Update on the Integrated Plan Review Team Meeting

Robert Ladner

Mr. Ladner reported that the first joint Strategic Planning Committee and Prevention Committee Integrated Plan Review (Integrated Plan Review Team) meeting was held on Monday, November 21<sup>st</sup> from 10:00 A.M. to 2:00 P.M. at the United Way Ansin Building in the Ryder conference room.

Mr. Ladner reviewed the Integrated Plan Review Team Meeting Evaluation Results (copy on file). Overall, the meeting was rated as well organized and productive.

Ms. Ross stated that the Integrated Plan Review Team meeting agenda, minutes and the presentation that was given to the Review Team are posted on AIDSNET.org.

The Integrated Plan is a cooperative document developed by the Florida Department of Health in Miami-Dade County and the Ryan White Part A/MAI Program to align local prevention and care and treatment initiatives with the United States National HIV/AIDS Strategy.

### ▪ Chair and Chair-elect Nominations

BSR Staff

Ms. Ross reviewed the list of *Eligible Members for Chair & Chair-elect Nominations* (copy on file) and gave a brief overview of the Partnership and committee officers' eligibility requirements and terms as outlined in Section 4.1: Officers of the Partnership Bylaws.

The following 15 committee members are eligible to hold an officer position:

1. Maritza Carvajal
2. Lina Castellanos
3. Mila Dedans
4. Helen Gutierrez-Zwick
5. Karen Hilton
6. Tabitha Hunter
7. Gladys Ibanez
8. Barbara Messick
9. Travis Neff
10. Joshua Neri
11. Brian O'Donnell
12. David Rohn
13. Rick Siclari
14. Kira Villamizar
15. Matilde Zayas

Ms. Carvajal, Ms. Dedans, Ms. Hunter, Mr. Siclari and Ms. Villamizar were not present to state whether or not they were interested in the officer positions. None of the aforementioned committee members have responded to BSR staff's correspondence regarding chair and chair-elect nominations.

The following people stated that they would like to be nominated for chair-elect: Travis Neff and Brian O'Donnell. No other committee member was nominated for chair-elect.

Dr. Zayas stated that she would like to be nominated for chair.

Ms. Ross stated that those who are interested in having an officer position must prepare a statement for the next committee meeting stating why he/she should be elected to the position for which he/she is nominated.

Chair and chair-elect elections will take place at the January 13, 2017 meeting.

**IX. Announcements**

Mr. Puente thanked the committee for allowing him to serve as its chair for two years. Mr. Puente stated that he will resign immediately as chair so that he can be considered for the chair-elect position of the Care and Treatment Committee.

Mr. Puente passed his gavel to the chair-elect, Dr. Zayas, so she can preside over the remainder of the meeting.

Ms. Ross reviewed the ViiV Healthcare Press Release about *Miami Launches Fast-Track Cities Dashboard to Track Progress Towards UNAIDS 90-90-90 Targets for HIV Care* (copy on file) and the December 2016 and January 2017 Partnership calendars (copies on file).

**X. Next Meeting**

The next meeting is Friday, January 13, 2017 at United Way Ansin Building in Conference Room A.

**XI. Adjournment**

**Motion to adjourn the meeting.**

**Moved: Lina Castellanos**

**Seconded: Dr. Deborah Holmes**

**Motion: Passed**

The meeting was adjourned at 11:49 A.M.