



**Community Coalition Committee Meeting**  
**Behavioral Science Research, 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134**  
**November 13, 2017**

*Approved January 29, 2018*

#	Members	Present	Absent
1	Carr, Antoinette	x	
2	Charles, Carol	x	
3	Diggs, Desaraye		x
4	Henry, Terrence	x	
5	Hill, Lileaus	x	
6	Jefferson, Cameka	x	
7	Jones, Sandra	x	
8	Lamb, Roy		x
9	Mitchell, Synthia	x	
10	Pierre, Rudy	x	
11	Powell, James		x
12	Reynolds, Brandon		x
13	Rice, Christopher		x
14	Tamayo, George	x	
15	Troutman, Zena	x	
16	Vaughn, Sannita	x	
<b>Quorum: 7</b>			

Guests	
Allison, David	
Bussey, Brenda	
Robinson, Louis	
Staff	
Bontempo, Christina	
Ladner, Robert	

**I. Call to Order/Introductions**

Committee Vice-Chair Zena Troutman called the meeting to order at 6:10 p.m. She welcomed everyone and asked for introductions.

**II. Identify Resource Persons**

Ms. Troutman requested Behavioral Science Research (BSR) staff identify themselves as resource individuals.

**III. Review Agenda**

The committee reviewed the agenda. No changes were requested.

**Motion to approve the agenda, as presented.**

**Moved: Sandra Jones**

**Seconded: Lileaus Hill**

**Motion: Passed**

**IV. Floor Open to the Public**

Ms. Troutman opened the floor to the public with the following statement:

*“During the 2013 session, the Florida Legislature passed Senate Bill 50 which requires state, 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.”*

Member Antoinette Carr asked if Caring Hearts was having an event in December. Ms. Troutman noted that will be part of Events Update later on the agenda. There were no further comments, questions or concerns from the public. The floor was then closed.

**V. Review the Minutes of July 24, 2017**

Meeting notes from the September 25, 2017 scheduled meeting were distributed for information only. Members reviewed the July 24, 2017 meeting minutes. There were no changes.

**Motion to approve the July 24, 2017 meeting minutes as presented.**

**Moved: Lileaus Hill**

**Seconded: Terrence Henry**

**Motion: Passed**

**VI. Membership**

*Christina Bontempo*

Committee members reviewed a copy of the Partnership and Committees Vacancy Report for October (copy on file) which outlines the vacancies remaining on all standing committees, subcommittees, and the Partnership.

Members reviewed the Parity, Inclusiveness and Representation Report (copy on file) which indicates four Hispanic Representatives of the Affected Community are needed on the Partnership, specifically three Hispanic males and one Hispanic female. Members agreed to look at future meeting sites in locations where outreach to Hispanics is most probable.

Member Carol Charles expressed interest in serving on the Housing Committee. Each subrecipient (service provider) can have only one representative on each committee. Staff will check the Housing Committee roster and advise if there is already a Public Health Trust/ South Florida AIDS Network (PHT/SFAN) representative. (Note: Following the meeting, staff confirmed the Housing Committee does already have a PHT representative.)

Staff offered to provide applications after the meeting.

**VII. Standing Business**

▪ **Partnership Report**

*Christina Bontempo*

The committee reviewed the Partnership report (copy on file). There was no further discussion.

▪ **Community Events Update**

*All*

Members and staff reported on the *Undetectable Plus* event held at the Arsht Center on October 26. The Partnership had a table at the event where members spoke to many people about the Partnership and Ryan White Program and collected more than 20 signatures. The event was well-attended and the Partnership presence there was considered a success.

Members announced other events around World AIDS Day (December 1) and the Christmas holidays:

- December 1 – Health Fair at Florida Memorial College
- December 1 – Positive People Doing Positive Things - Leap of Faith World AIDS Day Event
- December 1 – An Evening of Reflection: AIDS Through the Decades at the Bakehouse Art Complex
- December 1 – Free Concert - Bayfront Park Amphitheater - Featuring Sheila E, Becky G and Yandel
- December 8 – Caring Hearts – Holiday to Remember at Jackson Memorial Hospital

Members were encouraged to contact staff to coordinate Partnership participation if they hear of other similar community events.

▪ **Elevator Pitch Review**

*All*

Members reviewed the Elevator Pitch Worksheet (copy on file) and agreed to come back to the next meeting with their completed worksheets. The Elevator Pitch is to be a *testimony to why each member is involved in the Partnership*, what the benefits are to them, and why others should get involved.

Members noted that there are many approaches to reaching out to potential members depending on who they are speaking with at the time. The “pitch” or “testimony” is to be an easy way to start the conversation about the Partnership regardless of the audience. Member Rudy Pierre shared his experience speaking to high school students using rap and motivational speaking as an effective method.

Regarding the Partnership’s Mission Statement, members noted that “eliminating disparities” may not be realistic. However, there are many ways to “improve health outcomes.” Members will continue to explore how to get the message out in ways that people will really hear it.

Members agreed to bring their completed worksheets to the next meeting.

**VIII. New Business**

▪ **Understanding Grantee Reports: Part A/MAI Report**

*Christina Bontempo*

Members were given a copy of the “Ryan White Part A Grant Award Earmark Allocation and Expenditure Reconciliation Schedule YR27,” dated 10/30/17 (copy on file). Ms. Bontempo explained how to read the report, noting core medical and support services funded for Part A and Minority AIDS Initiative (MAI); the difference between allocations and expenditures; and the importance of the percent limitations on funding categories.

It was noted that this report is referenced in the annual Assessment of the Administrative Mechanism (AAM) survey, wherein the survey asks if members are advised of expenditures. The Recipient provides this report to the Partnership every month, and therefore members can answer the AAM survey question knowing they are receiving the expenditure information every month.

Ms. Bontempo also explained the “sweeps” process and stressed the importance of member participation in the annual Needs Assessment.

Regarding the difference between Part A and MAI funding, Dr. Ladner gave a brief explanation of how each pool of funds is acquired and the limitations on that funding.

▪ **Partnership Social Media Accounts**

*Christina Bontempo*

Ms. Bontempo showed the Committee the Partnership’s social media accounts on Facebook (@HIVPartnership) and Twitter (@HIVPartnership). By a show of hands, most members were not familiar with the Partnership’s social media presence. Members were encouraged to like and follow the sites; as they become more popular, they can be used to better promote the Partnership and Ryan White Program.

▪ 2018 Community Coalition Committee Meeting Dates and Locations

*All*

Members reviewed their upcoming meeting dates. Members agreed some meeting locations should be in Hispanic areas so as to encourage participation by potential Hispanic members as needed for the Partnership. Suggested sites were The Village and Latino Salud. Other possible venues are the African Heritage Cultural Arts Center and Notre Dame D'Haiti Catholic Church to reach potential Black/African American and Haitian members.

Staff will contact The Village Wellness Center to determine if the January meeting can be held there. The Committee will continue to review meeting locations at that time.

▪ 2018 Committee Meeting Topics

*All*

Members agreed to continue with "Understanding Grantee Reports" and role-playing different recruitment scenarios at future meetings. Staff will present and explain the ADAP Report at the next meeting.

**IX. Announcements**

Past Partnership Chair Louis Robinson announced his +Friends support group is still meeting and all are welcome to attend.

**X. Next Meeting**

*Zena Troutman*

Ms. Troutman announced the next meeting is January 29, 2018 tentatively at The Village Wellness Center. If The Village is not available, the meeting will be held at BSR.

**XI. Adjournment**

**Motion to adjourn.**

**Moved: Lileaus Hill**

**Seconded: George Tamayo**

**Motion: Passed**

The meeting was adjourned at 7:57 p.m.