



Community Coalition Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 230, Coral Gables, FL 33134
September 24, 2018

Approved October 22, 2018

#	Members	Present	Absent	Guests	
1	Carr, Antoinette	X		Bosserman, Brian	
2	Henry, Terrence		X	Duarte, Manny	
3	Hill, Lileaus		X	Ellison, Jennifer	
4	Jefferson, Cameka		X	Lozano, Michael	
5	Jones, Sandra	X			
6	Lamb, Roy		X		
7	Mitchell, Synthia	X			
8	Pierre, Rudy		X		
9	Reynolds, Brandon	X			
10	Rice, Christopher		X		
11	Tamayo, George	X			
12	Troutman, Zena	X			
13	Vaughn, Sannita	X			
14	Vacant				
15	Vacant				
16	Vacant				
17	Vacant				
18	Vacant				
19	Vacant				
20	Vacant				
21	Vacant				
22	Vacant				
23	Vacant				
24	Vacant				
Quorum: 6				Staff	
				Bontempo, Christina	
				Ladner, Robert	

I. Call to Order/Introductions

Committee Vice Chair Synthia Mitchell called the meeting to order at 6:15 p.m. She welcomed everyone and asked for introductions.

II. Identify Resource Persons

Ms. Mitchell 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: Antoinette Carr

Motion: Passed

IV. Floor Open to the Public

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

“Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any item on our agenda today. 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.”

There were no comments; the floor was then closed.

V. Review the Minutes of July 23, 2018

Members reviewed the July 23, 2018 meeting minutes (copy on file). There were no changes.

Motion to approve the July 23, 2018 meeting minutes as presented.

Moved: Zena Troutman

Seconded: Sandra Jones

Motion: Passed

VI. Membership

Christina Bontempo

Committee members reviewed a copy of the *Partnership and Committees Vacancy Report* dated July 16, 2018 (copy on file) which outlines the vacancies remaining on all standing committees, subcommittees, and the Partnership.

All committees and the Partnership are lacking in members, particularly Ryan White Client Representatives of the Affected Community/Persons Living with HIV/AIDS (PLWHA). For this meeting, over 200 Ryan White clients were called and invited to the meeting. Of those, 32 said they would attend; only one person actually did attend. Staff will reach out to those who had shown interest and invite them to future meetings.

The input of PLWHA on the Partnership is vital to ensuring resources are allocated to the areas of greatest need and is a Health Resources and Services Administration (HRSA) requirement for Ryan White Program planning councils.

VII. Standing Business

- **Partnership Report**

Synthia Mitchell

The committee received the September 17, 2018 *Partnership Report* (copy on file), for reference.

- **Grantee Reports**

All

Members reviewed the Ryan White Program Part A/MAI; Part B; AIDS Drug Assistance Program (ADAP); and State General Revenue reports (copies on file).

Members reviewed the total expenditures of Ryan White Part A and Minority AIDS Initiative (MAI) funds. Staff reminded members that priority ranking and allocations of Part A/MAI funds are determined by the Partnership based on recommendations of the Care and Treatment Committee during Annual Needs Assessment. All members are encouraged to be a part of the Needs Assessment meetings.

Staff explained the “sweeps” process for Part A/MAI funds to ensure all funds are spent before the end of the Ryan White Program fiscal year (February 28, 2018). Sweeps will be conducted in December and members are encouraged to attend the Care and Treatment Committee meeting to give input on sweeps allocations.

▪ **Community Events Updates**

- *Farm Share*

Staff attended this event and advised that although it is a good venue for promoting Ryan White Program services, it is not a good venue for outreach to potential members.

- *Future Events*

Future events will be targeted to collaborations with Ryan White Program providers where Ryan White Program clients are more likely to be reached and recruited.

▪ **Meeting Barriers Mini Survey Review**

All

The *Mini Survey on Barrier to Membership* (copy on file), was distributed at the August 1, 2018 ViiV event. Results showed that the greatest barrier was that people do not know what the Partnership is or its role in the community. Some of the survey questions and instructions need to be clarified; a revised version will be brought the committee next month. The survey should be given out at Ryan White Program provider agencies, at Clinical Quality Management meetings, and at Medical Case Manager trainings.

When reaching out to potential meeting attendees, it was recommended to include questions such as:

- Before we contacted you, what did you know about the Partnership?
- What is your experience being a Ryan White Program client?
- If I told you that you could come to a mixer and network with providers, pharmaceutical representatives, and other Ryan White Program clients, would that interest you?
- Are you interested in making the Ryan White Program service system better in Miami-Dade County?

Potential members should also be encouraged to attend Clinical Quality Management Committee (CQMC) meetings. The CQMC is not a Partnership committee and therefore has a much less restrictive application and membership process.

▪ **Strategies for Recruitment – What Can We Do?**

All

Going forward, the committee needs to return to meeting on a monthly basis until membership vacancies are filled. Future meetings will be in the format of a mixer including presentations and Q&A with Ryan White Program providers.

More presentations at provider agencies should be scheduled and providers should help assemble clients most likely to volunteer with the Partnership and committees.

VIII. New Business

▪ **Meeting Dates and Locations for October & November 2018**

The committee agreed to meet on October 22, 2018 and November 19, 2018 (the same day as the Partnership meeting). There will not be a meeting in December.

▪ **Meeting Structure for 2019.**

As noted above, future meetings will be in the format of a mixer including presentations and Q&A with Ryan White Program providers. Meetings will be held monthly until vacancies are filled.

IX. Announcements

There were no announcements.

X. Next Meeting

Ms. Mitchell announced the next meeting is October 22, 2018 at Behavioral Science Research (BSR).

XI. Adjournment

Ms. Mitchell called the meeting adjourned at 7:54 p.m.