



**Executive Committee Meeting  
Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134**  
**August 5, 2019**

*Approved October 7, 2019*

#	Members	Present	Absent	Guests
1	Bennett, Brady	X		Valle Schwenk, Carla
2	Gallo, Giselle	X		
3	Goldberg, David		X	
4	Gonzalez, Victor	X		
5	Herz, Stephen	X		
6	Iadarola, Dennis	X		
7	Iglesias, Karen	X		
8	McFeely, John		X	
9	Neff, Travis	X		
10	Pierre, Rudy		X	
11	Puente, Miguel	X		
12	Vacant			
<b>Quorum = 5</b>				

**I. Call to Order/Introductions**

The chair, Travis Neff, called the meeting to order at 10:07 a.m. He welcomed everyone and asked for introductions.

**II. Resource Persons**

Mr. Neff indicated Behavioral Science Research staff as the resource individuals.

**III. Review/Approve Agenda**

The committee reviewed the agenda. No changes were made.

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

**Moved:** Victor Gonzalez

**Seconded:** Brady Bennett

**Motion: Passed**

**IV. Floor Open to the Public**

Mr. Neff 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 from the public. The floor was subsequently closed.

## **V. Review/Approve Minutes of June 19, 2019**

Members reviewed the minutes of the Executive Committee meeting of June 19, 2019. On page 2, in the second paragraph, the sentence, “It was noted that Miami has a significant increase in new HIV infections.” should be stricken.

**Motion to approve the minutes of the June 19, 2019 meeting with the correction noted above.**

**Moved:** Brady Bennett

**Seconded:** Giselle Gallo

**Motion:** Passed

## **VI. Standing Business**

There were no Standing Business items.

## **VII. New Business**

### **▪ Florida Comprehensive Planning Network Nominations**

In order to ensure timely filing of the Florida Comprehensive Planning Network nominations (due August 31, 2019), the Executive Committee was asked to vote on nominations received to date.

Victor Gonzalez, Care and Treatment Committee Chair, moved to accept the two Patient Care nominees:

**Motion to nominate Daniel T. Wall as the Patient Care representative for the Florida Comprehensive Planning Network.**

**Moved:** Victor Gonzalez

**Seconded:** Brady Bennett

**Motion:** Passed

**Motion to nominate Miguel Puente as the Patient Care alternate for the Florida Comprehensive Planning Network.**

**Moved:** Victor Gonzalez

**Seconded:** Stephen Herz

**Motion:** Passed

The Prevention Committee will not meet prior to the August 31 FCPN Prevention Planning Group nominations deadline. Current Prevention representative Brady Bennett has agreed to be re-nominated. Prevention Committee members were polled for their interest in serving as Prevention Planning Group alternate. No alternate has been named; staff will secure an alternate prior to the Partnership meeting. Prevention Chair Karen Iglesias, Prevention Committee Chair, moved that Mr. Bennett be nominated as the Prevention Planning Group representative:

**Motion to nominate Brady Bennett as the Prevention Planning Group representative for the Florida Comprehensive Planning Network.**

**Moved:** Karen Iglesias

**Seconded:** Dennis Iadarola

**Motion:** Passed

Staff will follow up with all nominees to ensure paperwork is filed prior to the application deadline.

### **▪ Bylaws Review**

*Note: All references to pages and sections refer to Bylaws, Effective Date, February 13, 2017 (copy on file).*

Staff advised that all suggested changes will need to be reviewed by legal counsel for legal sufficiency and to ensure compliance with County regulations.

Staff noted a few universal changes will be made throughout the document:

- “PLWHA” will be changed to “people (or person) with HIV” as is the new standard HRSA language;
- “Grantee” will be replaced by “Recipient”; and
- “Providers” will be changed to “subrecipient” or “organization” as appropriate based on the context.

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Staff will update the Table of Contents as appropriate based on recommended changes, and will standardize the labeling of sub-items throughout the finished document. The following changes were recommended:

***Page 2, Section 1.1, #7***

Move “Grievance procedures developed by the Partnership . . .” through the end of the paragraph, to Addendum A; and just include reference to Addendum A in this item.

***Page 2, Section 1.1, #8***

Consider defining “rapidly”. This will be addressed by the Strategic Planning Committee during the 2020 review of the Assessment of the Administrative Mechanism surveys.

***Page 3, Section 1.1, #9***

Make this the last item in the list.

***Page 3, Section 1.1, #10***

Change the item to read, “Adhering to national initiatives for care and treatment and prevention of HIV/AIDS.”

***Page 3, Section 1.1, #11***

Ask Assistant County Attorney Terrence A. Smith to review/update this language to the current County Code.

***Page 20, ARTICLE 6: Code of Ethics, Conflict of Interest, Government in the Sunshine, Grievances***

Move this Article to be the new ARTICLE 2, immediately following Section 1.1.

***Page 3, Section 2.1, opening paragraph***

Change to:

**Composition**

The Partnership shall be composed of thirty-nine (39) voting members appointed by the Mayor:

- Thirty-three percent (33%) of members must be HIV positive.
- No ~~funded or non funded provider~~ organization shall have more than one representative or employee as a member, except as mandated by the legal requirements of Partnership programs.
- No more than fifteen (15) individuals shall be appointed who personally provide, who represent entities that provide, or who otherwise possess a financial relationship with entities that provide HIV related services funded by Partnership programs.

***Page 3, Section 2.1, opening paragraph***

Move the last sentence, “In order to transact any business . . .” to a section labeled “Quorum.”

***Page 5, Section 2.2, paragraphs 1-3***

Change to:

The Partnership shall have standing committees and may have one or more subcommittees,

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workgroups and/or ad hoc committees. Each committee, subcommittee, workgroup and ad hoc committee shall have a maximum of 24 members.

## **Committees and Subcommittees**

- Committees and subcommittees shall strive to maintain no less than one-third (1/3) membership by representatives of the affected community (see below).
- Pursuant to Section 2-1101 of the Code of Miami-Dade County, the “composition of the Partnership, including committee and subcommittee membership, shall strive to assure the following
  - Parity, with each member having equal opportunity for input and participation as well as equal voice in voting and other decision making activities;
  - Inclusiveness, that all affected communities are represented and involved in a meaningful manner in the community planning process; and
  - Representation, that members who represent a specific community truly reflect that community's values, norms and behaviors.”

## **Current Committees**

- Executive Committee
- Care and Treatment Committee
- Community Coalition Committee
- Housing Committee
- Prevention Committee
- Strategic Planning Committee

## **Current Subcommittee**

- Medical Care Subcommittee (reporting to the Care and Treatment Committee)

## **Workgroups and Ad Hoc Committees**

Notwithstanding the foregoing, Section 2-1102(g) (1) and (2) of the Code of Miami-Dade County excludes workgroups and ad hoc committees from the requirement that such workgroups and ad hoc committees must strive to maintain no less than one-third (1/3) membership by representatives of the affected community.

Mr. Neff submitted additional edits to this section (copy on file), which the committee can consider for inclusion.

Members discussed the addition of the Clinical Quality Management (CQM) committees (CQM Committee and Retention and Relinkage Team) to the Bylaws. Staff advised that although the Partnership and CQM work together, the Partnership, as a Ryan White Program planning council, has no governing authority over CQM activities. Since both Partnership and CQM activities are advertised on the monthly calendar, staff should review how those items are listed in order to clarify this distinction.

Members completed Bylaws review up to Page 5, Section 2.2, paragraph 3. Mr. Neff requested that each officer review his/her committee description in Section 2.2 prior to the next meeting.

### **▪ 2019 Executive Committee Meeting Schedule and Locations**

Mr. Neff noted the Health Resources and Services Administration (HRSA) recommendation that the Executive Committee should be holding regular meetings to review Bylaws and the Planning Council budget. Members agreed they would meet to complete the Bylaws revision, address any issues raised by the HRSA site visit

report, and review the Planning Council budget.

**VIII. Announcements**

Karen Iglesias announced the Florida Department of Health has applied for Ending the HIV Epidemic (EtHE) initiative funding.

**IX. Next Meeting**

The next meeting is scheduled for October 7, 2019 at Behavioral Science Research.

**X. Adjournment**

Mr. Neff called for a motion to adjourn.

**Motion to adjourn.**

**Moved: Victor Gonzalez**

**Seconded: Giselle Gallo**

**Motion: Passed**

The meeting was adjourned at 12:01 p.m.