



**Executive Committee Meeting
Behavioral Science Research Corp.
2121 Ponce de Leon Boulevard, Suite 240
Coral Gables, FL 33134
October 7, 2019**

#	Members	Present	Absent	Guests	
1	Duberli, Francesco	X		Burch, Laurie Ann	
2	Gallo, Giselle	X			
3	Goldberg, David	X			
4	Gonzalez, Victor	X			
5	Herz, Stephen	X			
6	Iadarola, Dennis	X		Staff	
7	Iglesias, Karen		X	Bontempo, Christina	
8	McFeely, John		X	Ladner, Robert	
9	Neff, Travis	X		Meizoso, Marlen	
10	Pierre, Rudy		X	Schmelz, Abigail	
11	Puente, Miguel	X			
12	Vacant				
Quorum = 5					

I. Call to Order/Introductions

The chair, Travis Neff, called the meeting to order at 10:10 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: Miguel Puente

Seconded: Dennis Iadarola

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 August 5, 2019

Members reviewed the minutes of the Executive Committee meeting of August 5, 2019. There were no changes.

Motion to approve the minutes of the August 5, 2019 meeting as presented.

Moved: Giselle Gallo

Seconded: Stephen Herz

Motion: Passed

VI. Standing Business

There were no Standing Business items.

▪ Bylaws Review

Members reviewed definitions of standing committees and subcommittees: Section 2.1, A-F, of *Bylaws, Effective Date, February 13, 2017* (copy on file). Members agreed to include language regarding meeting frequency and cancellation contingency within each definition. Items currently listed in bullet format will be numbered for easier reference; subject to change based on the organization of the final document. Following are the proposed revised sections:

Standing Committees

A. Executive Committee

Note: "Steering committee" as defined within bullet #5, delegates Partnership and standing committee responsibilities in order to ensure coordination and prevent duplication of activities.

The Executive Committee shall:

- 1) Be comprised of the Chair and Vice-Chair of the Partnership and the Chair and Vice-Chair of each standing committee;
- 2) Meet monthly, but may choose to cancel a scheduled meeting if there is no business to transact;
- 3) Act on behalf of the Partnership in the event of any emergency that does not permit holding a regular meeting or calling a special meeting of the Partnership;
- 4) Establish rules of conduct for all Partnership and committee meetings;
- 5) Act as a steering committee for the Partnership, delegating Partnership and standing committee responsibilities in order to ensure coordination and prevent duplication of activities;
- 6) Review proposed changes to Partnership Bylaws and make recommendations to the Partnership, as needed; and
- 7) Review grievances that arise from the Partnership or the community regarding whether the Partnership follows its policies and procedures. Such complaints shall be thoroughly reviewed and presented to the full Partnership for its consideration.

B. Care and Treatment Committee

Note: The Medical Care Subcommittee will be moved to the end of the section.

The Care and Treatment Committee shall:

- 1) Meet monthly, including multiple dates during the Annual Needs Assessment, but may choose to cancel a scheduled meeting if there is no business to transact;

- 2) Develop and implement all care and treatment planning;
- 3) Conduct an annual comprehensive needs assessment;
- 4) Establish or revise Ryan White Part A service priorities and complete the priority setting and resource allocation processes for each fiscal year;
- 5) Make recommendations to the Partnership on service priorities and use of other funds to target the areas of greatest need; and
- 6) Make recommendations to the Partnership for two (2) nominees to the Florida Comprehensive Planning Network's (FCPN) Patient Care Planning Group (PCPG). At least one (1) member selected for the planning group shall be a Partnership member.

C. Community Coalition Committee

The Community Coalition Committee shall:

- 1) Meet monthly, but may choose to cancel a scheduled meeting if there is no business to transact;
- 2) Recruit potential Partnership and committee members from the community and encourage others from the affected HIV/AIDS communities to become more involved in Partnership activities;
- 3) Publicize an open nominations process, review applications, and nominate candidates for Partnership membership;
- 4) Develop and implement education and recruitment programs for the community to learn more about the Partnership and its activities;
- 5) Develop and implement programs for training of Partnership and community members; and
- 6) Complete community outreach initiatives and report input and action items to the Partnership from community based organizations and other groups.

D. Housing Committee

The Housing Committee shall:

- 1) Meet monthly, but may choose to cancel a scheduled meeting if there is no business to transact;
- 2) Determine priorities and make funding and policy recommendations to the Housing Opportunities for Persons with AIDS (HOPWA) grantee for the use of HOPWA funds;
- 3) Bring knowledge and expertise to the Partnership on financing, developing and managing special needs, and affordable housing;
- 4) Coordinate planning efforts to address housing and housing-related services and identify opportunities to expand available housing for people with HIV in Miami-Dade County; and
- 5) Engage key policymakers and stakeholders from both the public and private sectors in identifying additional resources and solutions to housing and housing-related service needs of people with HIV.

E. Prevention Committee

The Prevention Committee shall:

- 1) Meet monthly as a standing committee, or with the Strategic Planning Committee to review and oversee the *Miami-Dade County Integrated Prevention and Care Plan for HIV/AIDS*, but may choose to cancel a scheduled meeting if there is no business to transact;
- 2) Review all pertinent data required to prioritize HIV prevention needs and collaborate with the FDOH-MDC, Office of HIV/AIDS on how to best obtain additional data and information;
- 3) Assess existing community resources to determine the community's capability to respond to the HIV/AIDS epidemic;
- 4) Identify unmet HIV/AIDS prevention needs within defined populations;
- 5) Prioritize HIV/AIDS prevention needs by target population and geographic areas, and propose high-priority strategies and interventions; and
- 6) Make recommendations to the Partnership for two (2) nominees to the Florida Comprehensive Planning Network's Prevention Planning Group. At least one (1) nominee shall be a Partnership member.

F. Strategic Planning Committee

The Strategic Planning Committee shall:

- 1) Meet monthly as a standing committee, or with the Prevention Committee to review and oversee the *Miami-Dade County Integrated Prevention and Care Plan for HIV/AIDS*, but may choose to cancel a scheduled meeting if there is no business to transact;
- 2) Develop an annual report for the community, including the Miami-Dade County Board of County Commissioners, describing the Partnership's activities and the state of the epidemic in Miami-Dade County;
- 3) Assess the efficiency of the administrative mechanism for rapidly allocating funds to the areas of greatest need within the County; and
- 4) Make recommendations to the Partnership regarding legislative and regulatory funding issues, and policy and rule changes related to HIV/AIDS and the Ryan White Program.

Subcommittees

A. Medical Care Subcommittee of the Care and Treatment Committee

The Medical Care Subcommittee shall

- 1) Meet monthly from January through November, but may choose to cancel a scheduled meeting if there is no business to transact;
- 2) Make recommendations to the Care and Treatment Committee regarding medical policies and procedures, quality management and improvement, Ryan White Program treatment guidelines and standards, and outcome measures, performance measures, and standards of care related to the delivery of Outpatient Medical Care, Prescription Drugs and other core medical services; and

- 3) Coordinate with State AIDS Drug Assistance Program (ADAP) and General Revenue to review formularies, expenditures, and utilization data patterns to make recommendations regarding the local Ryan White Part A Program Prescription Drug Formulary.

The next section to be reviewed is Membership. Staff advised some items within Membership are mandated by County regulations for advisory boards and cannot be changed. Staff will review the section prior to the next meeting for guidance, and indicate what sections may not be modified.

VII. New Business

There were no New Business items.

VIII. Announcements

There were no announcements.

IX. Next Meeting

Members agreed to hold their next two meetings on November 4, 2019 and December 9, 2019 at Behavioral Science Research. Further meeting dates will be reviewed in December.

X. Adjournment

Mr. Neff adjourned the meeting at 11:50 a.m.

DRAFT