

December 23, 2020

To: Members of the Miami-Dade HIV/AIDS Partnership, Committees, and Subcommittee

From: Support Staff at Behavioral Science Research Corp.

Regarding: 2021 In-Person Meeting Protocols

---

First, we would like to thank you for your dedication to the Partnership and people with HIV throughout the years and especially during these recent unprecedented months of the COVID-19 pandemic.

From May through October 2020, the Partnership was permitted to hold meetings using telecommunication technology (Zoom). The meetings were successful in not only meeting our legislative requirements and deadlines, but also in ensuring the highest level of safety for all participants.

The Executive Order allowing fully virtual meetings has expired. We are now required – as a County Advisory Board – to establish in-person quorum to hold meetings. In order to continue to conduct the business of the Partnership, we have secured the Auditorium Room at the Main Library, as seen here:





On advice of legal counsel, we have established a new meeting structure which we believe will allow the Partnership to continue its business and keep our members and staff safe.

Staff will make every effort to ensure in-person quorum before each meeting. Meetings which fail to reach in-person quorum will be cancelled. Likewise, meetings lacking actionable business will be cancelled.

Please note these significant changes to the *meeting structure*:

- Meeting agendas will be streamlined to include only actionable items, e.g. roll call, agenda and minutes approval, Floor Open to the Public (public is urged to participate via Zoom), action items requiring a motion, next meeting date, and adjournment.
- Regular reports (Recipient, Grantee, Vacancies) will be distributed in advance for informational purposes. Questions or concerns about reports should be directed to staff in advance of the meeting.
- Announcements should be forward to staff and will be shared with the Partnership listserv or committee(s), as appropriate.
- While meetings are scheduled for two hours, the meetings will likely conclude early.
- Staff will provide meeting materials in advance electronically via <http://aidsnet.org/meeting-documents>. Please review materials in advance – *paper documents will not be provided at the meetings* but will be projected both in the meeting room and via Zoom.

Please note these *safety protocols*:

### **Masks**

- Mask are required to be worn to enter the Library and must be worn at all times during the meeting.
- Staff will provide a mask to anyone who needs one.

### **Temperature Check**

- Staff will conduct a temperature check before you enter the meeting. Persons with a temperature exceeding 100.4°F will not be allowed in the meeting room.
- Members exhibiting signs of COVID-19 or who think they may have been exposed to COVID-19 are required to submit the “Request to Participate by Communication Media Technology” Memo and should not attend the meeting in-person.

### **Hand Sanitizer**

- Hand sanitizer is readily available inside and outside the meeting room.

### **Social Distancing**

- The room is configured so that each person will sit at opposite ends of a six-foot table.
- No more than 20 persons will be allowed in the meeting room.

### **Additional Measures**

- The Library disinfects the Auditorium after each use.
- No refreshments will be served; you are permitted to bring food and drink, but it is discouraged.
- No paper or handouts of any kind will be provided; all meeting documents will be distributed in advance and projected on the meeting room screen and via Zoom.

**Attendance Requirements:**

- As was the case pre-COVID-19, *Partnership and committee members are expected to attend meetings.*
- As detailed above, we have made every effort to provide a safe meeting environment.
- Unless you have a medical reason for non-attendance, you are expected to be present. If it is medically necessary that you do not attend a meeting, you may attend via Zoom on the following conditions:
  1. You complete the “Request to Participate by Communication Media Technology” Memo (see sample on page 4).
  2. Your completed Memo is received by staff ***no later than 48 hours prior to each meeting.*** A separate Memo must be submitted for each meeting.
- Members who do not attend in-person and do not complete the Memo ***will be counted as absent for the purposes of member attendance records and are not allowed to vote on action items.***

<b>MEMORANDUM</b>	
<b>TO:</b> [Chairperson], [Administrative Staff]	<b>DATE:</b> [date]
<b>FROM:</b> [Member]	<b>SUBJECT:</b> Request to Participate by Communication Media Technology for the [date] [board or committee] Meeting.
<p>This memorandum is to inform you that it is medically necessary that I <u>not attend</u> the [board or committee] meeting on [date] at [location] in person. I am available to participate and vote at the meeting through the use of communications media technology provided that a quorum of the [board or committee] is physically present. Pursuant to Resolution No R-1160-20 passed by the Board of County Commissioners on November 16, 2020, I request that I be allowed to participate and vote at the [date] meeting of [board or committee] through the use of communications media technology. Please have County staff contact me to arrange the technology necessary to allow my participation in the meeting.</p> <p>Thank you for your attention to this matter.</p> <p>cc: <u>Melissa Adames</u>, Director, Clerk of the Board [ ], Assistant County Attorney</p>	

*A fillable PDF of this memo will be sent to members prior to each meeting.*

*See Page 4 for a sample.*

**Attendance via Zoom**

- Members who submit the Request to Participate by Communication Media Technology Memo will be provided the Zoom instructions.
- Guests will be strongly encouraged to participate via Zoom thereby reducing the number of individuals in the room.
- Guests who RSVP will be provided the Zoom instructions.

---

If you have any questions or concerns regarding 2021 meetings, please do not hesitate to contact us:

Dr. Robert Ladner, [rladner@behavioralscience.com](mailto:rladner@behavioralscience.com)

Marlen Meizoso, [marlen@behavioralscience.com](mailto:marlen@behavioralscience.com)

Christina Bontempo, [cbontmepo@behavioralscience.com](mailto:cbontmepo@behavioralscience.com)

Phone: 305-445-1076

# MEMORANDUM

---

**TO:** Christina Bontempo,  
Administrative Support Staff

**DATE:**

**FROM:**

**SUBJECT:** Request to Participate by  
Communication Media  
Technology for the [date]  
Miami-Dade HIV/AIDS  
Partnership Meeting.

---

This memorandum is to inform you that it is medically necessary that I not attend the Miami-Dade HIV/AIDS Partnership meeting on \_\_\_\_\_ at the Miami-Dade County Main Library, 101 West Flagler Street, Auditorium, Miami, FL 33130, in person. I am available to participate and vote at the meeting through the use of communications media technology provided that a quorum of the Miami-Dade HIV/AIDS Partnership is physically present. Pursuant to Resolution No R-1160-20 passed by the Board of County Commissioners on November 16, 2020, I request that I be allowed to participate and vote at the \_\_\_\_\_ meeting of Miami-Dade HIV/AIDS Partnership through the use of communications media technology. Please have County staff contact me to arrange the technology necessary to allow my participation in the meeting.

Thank you for your attention to this matter.

cc: Melissa Adames, Director, Clerk of the Board  
Terrence A. Smith, Esq., Assistant County Attorney

SAMPLE