



MIAMI-DADE
HIV/AIDS PARTNERSHIP

Get on Board!

Station 1: Returning to In-Person Meetings

January 28, 2021





Get on Board!

- **Get on Board!** is a new monthly training series for Miami-Dade HIV/AIDS Partnership members, Ryan White Program clients, and the HIV/AIDS community.
- Topics include New Meeting Procedures, Understanding Monthly Reports, Recruitment Strategies, Ending the HIV Epidemic, Needs Assessment, Integrated Planning, and more!
- Today's training is led by Partnership Staff, Marlen Meizoso and Christina Bontempo, who have more than 20 years combined experience with the Partnership and the Ryan White Program.
- Participants are welcome to chat questions or comments to staff throughout the presentation.
- This presentation will be posted online at aidsnet.org/orientation/.



Today's Topics

- Why we are required to hold in-person meetings.
- How we establish quorum.
- How to complete the *Communication Media Technology Request* form.
- How member attendance is recorded.
- What are the meeting room safety protocols?
- Be Prepared! How to access meeting documents and reports.
- Q&A



Why are we meeting in person?

- The Miami-Dade HIV/AIDS Partnership is a County Advisory Board.
- The Board is bound by Florida's Sunshine Law which assures open government and requires that any gathering (formal or casual) of two or more members of the same governing body to discuss some matter on which foreseeable action will be taken by the governing body must be open to the public.
- From May 2020 through October 2020, the Governor of Florida issued an Executive Order lifting that requirement and allowing virtual meetings.
- The Partnership and other Boards contacted the Mayor of Miami-Dade County and Board of County Commissioners urging support of the continuation of the virtual meeting platform. However, the Executive Order expired on October 31, 2020, and was not renewed.



How we establish quorum

- Quorum: The minimum number of members of an assembly or society that **must be present** at any of its meetings to make the proceedings of that meeting valid.
- Partnership meetings require a quorum of 13 members.
- Partnership Committee meetings require a quorum of $1/3 + 1$ of current committee members.
- Quorum is determined by the number of members **physically present** in the meeting room.
- Meetings will be cancelled if we are unable to establish physical quorum either before the meeting or on site.





Communication
Media Technology
Request
“Zoom Request”

MEMORANDUM

TO: Christina Bontempo,
Administrative Support Staff

DATE: Today's Date

FROM: Your Name

SUBJECT: Request to Participate by
Communication Media
Technology for the Meeting 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 Meeting Date 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 Date 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



Communication Media Technology Request “Zoom Request”

- Members who have a medical reason for non-in-person attendance must complete the “Request to Participate by Communication Media Technology.”
- A meeting-specific, preformatted request form will be distributed to members prior to each meeting and is posted online at aidsnet.org/meeting-documents/.
- A separate request must be submitted for each meeting.
- Each request must be submitted to staff no later than 48 hours prior to each meeting.
- Do not include specific information regarding your medical reason(s) for requesting to participate via Zoom.
- If you have a *non-medical reason* for not being able to participate, simply RSVP “No” to the meeting notice.



How member attendance is recorded

- Five absences in the meeting year – October 1 to September 30 – constitutes grounds for removal.
- Members physically present in the meeting room are counted as present.
- Members who have submitted the Zoom request and who log in via Zoom are counted as present.
- Members who do not attend in-person and do not complete the Zoom request are counted as absent.
- Members who do not do not complete the Zoom request may join the meeting via Zoom but,
 - **are counted as absent** for purposes of recording member attendance, and
 - **are not permitted to vote** on action items.



What are the meeting room safety protocols?



Miami-Dade County Main Library
101 West Flagler Street
Auditorium
Miami, FL 33130



What are the meeting room safety protocols?

- Mask are required to be worn to enter the Library and throughout the meeting.
- Staff will conduct a temperature check on all attendees before they are permitted to enter the Auditorium.
- Hand sanitizer is readily available throughout the Library.
- The Auditorium has a maximum capacity of 20 people.
- Each person will sit at opposite ends of a six-foot table.
- Agendas are streamlined to shorten meeting time.
- No paper or handouts of any kind will be provided.
- Guests should attend via Zoom.
- Refreshments will not be served; bringing outside refreshments is discouraged.



Meeting documents and reports



- Meeting documents and reports are online at aidsnet.org/meeting-documents/



Meeting documents and reports

Partnership Meeting Reference Documents

This page includes reference documents for meetings of the Miami-Dade HIV/AIDS Partnership and its committees. Many documents are marked **DRAFT** until approved by the committee and/or Partnership, and should not be distributed as final versions. Where a listing is not "clickable", the document is under development and will be posted prior to the meeting. Please contact designated Staff Support for additional information.

Monthly Reports

In order to streamline meetings, oral reports will not be given. Please submit questions or requests for earlier reports to hiv-aidsinfo@behavioralscience.com.

- [Partnership and Executive Committee Report to Committees](#)
- [Vacancy Report](#) (updated 11/25/20) Please promote [Membership Opportunities](#)
- [Grantee/Recipient Reports](#)
 - [Ryan White Program Part A / Minority AIDS Initiative \(MAI\) - January 19, 2021](#)
 - [Ryan White Program Part A / MAI - January 4, 2021](#)
 - [Ryan White Program Part B - November 2020](#)
 - [General Revenue - November 2020](#)



Announcements

Meeting announcements should be [forwarded to Staff](#) for distribution through this website and the weekly [Community Newsletter](#).

- Please review Monthly Reports and scroll down the page to review your committee meeting documents and **action items!**
- Please submit questions to staff in advance.
- Please forward announcements to staff. Announcements will not be made during meetings.



Q&A

- Thank you for joining our first **Get on Board** presentation!
- Please raise your hand or chat your questions.
- Answers to questions we do not get to today will be posted with this presentation at aidsnet.org/orientation/.
- Contact us for more information or to learn how you can join the Partnership!
 - Marlen Meizoso, M.A., Project Manager/Research Associate, Marlen@behavioralscience.com
 - Christina Bontempo, Project Manager/Community Liaison, Cbontempo@behavioralscience.com