



**Executive Committee Meeting**  
**Behavioral Science Research Corporation**  
**2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134 and via Zoom**  
**October 27, 2021**

*Approved December 15, 2021*

#	Members	Present	Absent	Guests
1	Duberli, Francesco	x*		Alecia Trammel-McIntyre
2	Gallo, Giselle	x*		
3	Goldberg, David	x		
4	Herz, Stephen	x*		
5	Iadarola, Dennis	x		
6	Neff, Travis	x*		
7	Sarmiento, Abril	x*		
8	Shmuels, Diego	x*		
9	Vaughn, Sannita		x	<b>Staff</b>
10	Vacant			Bontempo, Christina
11	Vacant			Ladner, Robert
12	Vacant			Meizoso, Marlen
<b>Quorum = 5 * In-person attendees</b>				

Note that all documents referenced in these minutes were accessible to members and the public prior to (and during) the meeting, at [www.aidsnet.org/meeting-documents](http://www.aidsnet.org/meeting-documents). This meeting was held in a hybrid format with attendance in-person and via Zoom.

**I. Call to Order**

Committee Vice Chair, Dennis Iadarola, called the meeting to order at 10:04 a.m. since the chair was running late.

**II. Housekeeping/Meeting Rules**

Mr. Iadarola presented the PowerPoint, *Partnership Meeting Housekeeping Hybrid meetings* (copy on file), which briefly explains best meeting practices and decorum. Members and guests were reminded that this meeting – including video, audio, and chat box input – is being recorded and will become part of the public record.

**III. Introductions and Roll Call**

Members and staff introduced themselves; staff announced online attendees.

**IV. Floor Open to the Public**

Mr. Iadarola 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. BSR has a dedicated telephone line as well as a general email address for statements to be read into the record. No statements were received via the telephone line or email.”*

There were no members of the public present; the floor was subsequently closed.

**V. Review/Approve Agenda**

The committee reviewed the agenda and accepted it as presented.

**Motion to approve the agenda.**

**Moved: Stephen Herz**

**Seconded: Francesco Duberli**

**Motion: Passed**

**VI. Review/Approve Minutes of August 23, 2021**

Members reviewed the minutes of the Executive Committee meeting of August 23, 2021, and accepted them as presented.

**Motion to approve the minutes of the August 23, 2021, meeting as presented.**

**Moved: Giselle Gallo**

**Seconded: Francesco Duberli**

**Motion: Passed**

**VII. Standing Business**

▪ **Vacancy Updates**

Marlen Meizoso reviewed the Vacancy Report (copy on file). Three applicants for the Partnership have been forwarded to the Mayor for approval. Members were encouraged to invite others to meetings or have interested parties contact staff.

▪ **Bylaws-Clarification to recent query**

Mrs. Meizoso reviewed Executive Committee Bylaws query results (copy on file). Three items were forwarded to Terrence Smith, Assistant County Attorney, for comment. The first items were related to elections and officers. At the prior meeting possible edits to the language of the elections was suggested striking the month of elections and instead indicating the elections would take place annually. Mr. Smith indicated that the language was fine if the elections indicated as being held annually. Elections have always taken place annually since the establishment of the Partnership in 1998. The Committee decided that no changes were needed to the bylaws since the election issues of 2021 were an anomaly. Edits could be made to the policies and procedures indicating steps to take in case of election delays. The second item related to exemptions of removals for members of the affected community. Members of the Partnership's affected community can temporarily serve as a placeholder after their terms have ended but this is time limited. Language will be modified in the Partnership policies and procedures to reflect practice. Finally, a question had been raised as to whether changes in policies, procedures or bylaws would be retroactive once they were adopted; the response from Mr. Smith that they would not be retroactive.

**VIII. New Business**

▪ **Community Coalition Roundtable Feedback Assignments**

The Committee reviewed the Community Coalition Roundtable Feedback document (copy on file). The feedback document listed the concerns and comments of the Community Coalition shared over the course of two meetings and grouped the items in some overarching topics. The items were assigned to either one or more committees, Behavioral Science Research staff or quality management, or the recipient. The items will be shared with the assigned groups for feedback.

▪ **2021 Holidays and 2022 Meeting Dates**

The Committee discussed the fact that the last two meeting dates for November and December fall very close to the holidays. The November meeting is the week of Thanksgiving, but the meeting is a placeholder and should not be needed. The November meeting date can be used by the Community Coalition. The December meeting is scheduled for December 20, but the committee opted to move it up to December 15.

**Motion to move the Executive Committee's December 20 meeting to December 15.**

**Moved: Giselle Gallo**

**Second: Francesco Duberli**

**Motion: Passed**

The Committee then reviewed the meeting dates for 2022 (copy on file). Since the committee will meet in December 2021, the 2022 meetings will take place on even months. A revised meeting schedule will be posted. The April meeting can be dedicated to training new officers since all elections would have taken place.

**IX. Announcements**

Staff indicated all announcements are posted online.

**X. Next Meeting**

The next regularly scheduled Executive Committee meeting will be December 15, 2021.

**XI. Adjournment**

**Motion to adjourn:**

**Moved: Francesco Duberli**

**Second: Giselle Gallo**

**Motion: Passed**

Travis Neff adjourned the meeting at 11:35 a.m.