



MIAMI-DADE HIV/AIDS PLANNING COUNCIL

POLICY AND PROCEDURES MANUAL

**Approved June 15, 2020
Amended December 15, 2021**

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INTRODUCTION

This manual outlines the Policies and Procedures of the Miami-Dade HIV/AIDS Partnership (hereafter, the Partnership), its committees, subcommittees, and workgroups; and of Partnership Staff in their work with the Partnership. The Miami-Dade HIV/AIDS Partnership is the Ryan White HIV/AIDS Program planning council for Miami-Dade County.

All duties, responsibilities and assignments of tasks are detailed in the Miami-Dade HIV/AIDS Partnership Bylaws. In any case where there is a discrepancy between these Policies and Procedures and the Bylaws, the Bylaws prevail.

Unless otherwise indicated, the following terms and definitions apply:

- The **Recipient** is the Miami-Dade County Office of Management and Budget - Grants Coordination/Ryan White Program.
- **County** is Miami-Dade County, Florida.
- **Representatives of the affected community** indicates persons with HIV/AIDS who may or may not receive Ryan White Program services.
- **Staff** refers to persons who are employed by Behavioral Science Research Corporation (BSR), operating under contract with the Recipient to provide administrative support to the Partnership. At the present time, the persons employed by BSR to provide this administrative support include:
 - Dr. Robert Ladner, President, rladner@behavioralscience.com
 - ~~Barbara Kubilus, MPA, Associate Director, bkubilus@behavioralscience.com~~
 - Marlen Meizoso, M.A., Project Manager/Research Associate, marlen@behavioralscience.com
 - Christina Bontempo, Project Manager/Community Liaison, cbontempo@behavioralscience.com
 - ~~Jimmy Hernandez~~ Frank Gattorno, ~~Clinical Quality Management~~ Data Analyst, fgattornojhernandez@behavioralscience.com
 - Morela Lucas, Fiscal Administrator and Office Manager, mlucas@behavioralscience.com
- The **contact address** of Partnership Staff Support is Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134.
- **Subrecipients** are Ryan White Program Part A/Minority AIDS Initiative direct service providers.
- **FDOH** is the Florida Department of Health in Miami-Dade County.
- Where items are indicated as being posted **online**, the website is www.aidsnet.org.

MEETINGS

A. SCHEDULES

- The Partnership and its committees meet monthly, unless there is no business on the agenda, or there is a local or national emergency that would preclude holding a meeting.
- The Subcommittee meets monthly January-November, unless no business is on the agenda, or there is a local or national emergency that would preclude holding a meeting.
- A meeting may be cancelled upon consultation and concurrence of the Chair (for Community Coalition Committee); and/or Recipient (for Partnership, Care and Treatment Committee, Strategic Planning Committee, and Medical Care Subcommittee meetings); and/or grantees (FDOH for Prevention Committee meetings; City of Miami for Housing Committee meetings).
- The Partnership Chair, or five (5) Partnership members upon written request to the Chair, may call for a special Partnership meeting.
- A committee or subcommittee Chair, or five (5) committee or subcommittee members, upon written request to the Chair, may call for a special committee or subcommittee meeting.
- Meetings are publicly noticed via email at least 13 calendar days before the scheduled meeting date.
- Meetings are posted to the County calendar quarterly.
- Each calendar year's meeting dates are posted online annually in January.

B. MINUTES

- Audio recordings are made of all Partnership, committee, subcommittee, and workgroup meetings.
- Audio recordings and distributed materials are kept on file by Staff for no less than six (6) years and are available by written request.
- Minutes are drafted by Staff memorializing the decisions made at each meeting. Drafted minutes are approved by members in each group's subsequent meeting. Approved minutes are posted online for up to one year. Older minutes are available by request.

C. PROTOCOL

- All meetings must comply with Florida's Government in the Sunshine Laws (Florida Statute, Chapter 286).
- The *Miami-Dade HIV/AIDS Partnership Bylaws* (Bylaws) are the governing document of the Partnership, its committees, subcommittees, and workgroups.
- Meetings are scheduled with specified start and end times. Meetings must start on time and end no later than the scheduled end time.
 - A meeting may be extended by a motion made by any voting member, upon approval by a majority of those present.

- A meeting without quorum (see below) can be cancelled at the Chair's discretion.

D. QUORUM

- Quorum is the minimum number of voting members who must be present at a meeting in order to conduct business.
 - Quorum for the Partnership is thirteen (13) voting members.
 - Quorum for each standing committee, subcommittee, and workgroup is one-third (1/3) of the voting members plus one (1).
 - The Partnership Chair counts toward quorum at all Partnership, committee, subcommittee, and workgroup meetings which s/he attends.
- No agenda items can be addressed without a quorum.
- If a quorum is not present at the start time of a meeting, the Chair will determine how long to wait for a quorum to be established before dismissing the meeting.
- If a meeting is cancelled for lack of quorum, no audio recording or minutes are taken.

E. VOTING

Voting shall be by voice vote, raised hand, or paper ballot.

Standing committees, subcommittees and workgroups may only make recommendations and suggest motions that the Partnership and other standing committees or workgroups, where applicable, may consider. They do not have the authority to bind the Partnership or the County.

PRIORITY SETTING AND RESOURCE ALLOCATIONS (PSRA)

The Care and Treatment Committee (Committee) shall recommend Ryan White Part A/MAI Program service priorities and resource allocations to the Miami-Dade HIV/AIDS Partnership, as needed to ensure Health Resources and Services Administration (HRSA) mandates are met.

All resource allocation recommendations are tied to service categories only, and not to individual subrecipients.

A. PRIORITY SETTING AND INITIAL ALLOCATION

Annual Needs Assessment for the Next Fiscal Year

- Staff will provide training on Needs Assessment expectations and understanding data.
- Staff will provide a comprehensive manual to Committee and Partnership members, including, but not limited to:
 - Epidemiology Data
 - Ryan White Program HIV Care Continuum Data
 - Ryan White Program Service Utilization Data
 - Ryan White Program Demographic Data
- Based on data analysis, the Committee will use established principles to determine service priorities and resource allocations.
- Recommendations will be approved by motion and forwarded to the Partnership for final approval.

B. REVISED ALLOCATIONS

Following receipt of the actual HRSA Ryan White Program Part A/MAI grant award, resource allocations may be adjusted.

- The Recipient will present the actual grant award totals.
- The Committee may adjust service category allocations, taking into account Needs Assessment data and decisions, service priorities, prior expenditures and any expenditure request to allocate funding to service categories.
- Recommendations will be approved by motion and forwarded to the Partnership for final approval.

C. SWEEPS AND REALLOCATIONS

Throughout the year, the Recipient will report over- and under-spending by service category and the Committee will hold additional resource allocations (“sweeps”) as often as needed in order to maximize expenditures prior to the end of the fiscal budget year (end of February, annually).

- The Recipient will present to the Committee sweeps/reallocations expenditure spreadsheets, which include requests by subrecipient reported in aggregate by service categories.
- The Committee will use Needs Assessment data and decisions, service priorities, and expenditures to reallocate funding to service categories.

- Recommendations will be approved by motion and forwarded to the Partnership for final approval.

D. FINAL REALLOCATIONS

For the final reallocation of the year, the Recipient will request authorization to move funds expeditiously to needed service categories in order to maximize expenditures.

- The recommendation will be approved by motion and forwarded to the Partnership for final approval.
- The Recipient will provide the Committee and the Partnership with final allocations and expenditures at the close of the fiscal year's finances.

REIMBURSEMENTS

Persons with HIV who are members of the Partnership, its committees, subcommittees, and workgroups are eligible to be reimbursed for expenses related to their participation.

A. ALLOWABLE EXPENSES

Allowable reimbursements include:

- Mileage reimbursement for the member's driving his or her automobile to and from Partnership, committee, subcommittee, and workgroup meetings, and approved events at which the member is acting as a designated representative of the Partnership.
- The rate of reimbursement will be on a per-mile basis, documented by a door-to-door mileage calculation by Google Maps. The amount will be based on the allowable IRS rate for use of privately owned vehicles as updated annually by the County.
- Toll charges, as documented by SunPass receipts referencing the specific trip.
- Parking expenses, as documented. A receipt must be submitted for all parking expenses. Note that:
 - Garage parking at the 2121 Ponce de Leon Blvd building is free for meetings held at the BSR offices.
 - Garage parking at the Miami-Dade County Main Library is available at a reduced rate for members and guest when parking tickets are validated at the front desk. Members of the affected community who attend their respective meetings may have their parking validated by staff. ~~and outside parking lot parking at the United Way Ansin Building is free for meetings held at the United Way.~~
 - ~~Parking at the Edison Neighborhood Center lot is free.~~
- Other expenses (only with written prior approval):
 - Bus, rail, shuttle, ride-share (Uber, Lyft), or taxi expenses
 - Lost wages
 - Telephone
 - Babysitting fees
 - Out-of-town conference attendance (registration fees, meals, travel, lodging) when this attendance is specifically approved by the Partnership.

B. PROCEDURES FOR OBTAINING REIMBURSEMENTS

- Staff will provide members with the Expense Report Form by request. The forms are available at all meetings and can be emailed.
- Expense Report Forms must be submitted no more than four (4) months after the expense was incurred.
- Expense Report Forms can be mailed, faxed, emailed, or provided to staff.
- Expense Report Forms shall be signed and dated and include receipts, if applicable.

- For members who drive, sStaff will calculate mileage based on the shortest driving route indicated on Google Maps.
- All ride-shares services, (e.g., Uber, Lyft), -require PRIOR WRITTEN authorization from staff. For members who used~~approved to use a ride share service, a receipt for the trip will be required for reimbursement. All ride shares require PRIOR WRITTEN authorization from staff~~
- Allow fifteen (15) business days for processing. Checks will be mailed to the address listed on the expense report.
- Staff is not required to replace checks that have been misplaced or lost by the member.
- Checks that have not been cashed within six months of being issued will be voided.

CONFLICT OF INTEREST

Conflict of interest exists when a member works for a subrecipient which is the sole provider of services in a Ryan White Part A/MAI funded service category.

Conflicted members shall:

- Refrain from participating in the discussions concerning the designated conflict of interest services category, and from voting on motions related to that service category;
- Immediately identify the nature of his/her conflict, when the service category comes to discussion, and step out of the room before discussion begins;
- Remain outside the room until business – including motions – related to the relevant service category is completed; and
- Complete Form 8B - *Memorandum of Voting Conflict for County, Municipal and other Local Public Officers* and provide it to Staff before the meeting is adjourned.

Staff shall:

- Ensure conflicted members follow the above protocol, notifying them in the course of the meeting if necessary;
- Inform the conflicted member when business related to the relevant service is completed, so that s/he may return to the meeting;
- Collect the completed Form 8B; and
- Include the completed Form 8B in the meeting minutes.

If quorum will be broken due to a member leaving the meeting because of a conflict of interest, action on the item must be tabled.

ATTENDANCE

Regular meeting attendance is vital to the success of the work of the Partnership, committees, subcommittees, and workgroups.

- Members must comply with the attendance requirement (Sections 2-11.39 and 2-1102(j) of the Code of Miami-Dade County), namely:
 - Five (5) absences in the County fiscal year (October 1 of the current year through September 30 of the following year) shall constitute grounds for removal, and members with five (5) absences are automatically removed from the Partnership, committee, or subcommittee.
 - Members must be in attendance for at least 75% of the announced duration of any scheduled meeting in order to be counted as present at the meeting. A member is counted as absent from a meeting if s/he attends the meeting for less than 75% of the scheduled or actual duration of the meeting, whichever is less.
- Absences due to Partnership-approved business/travel are not counted against the total of five (5) absences.
- Staff will monitor attendance monthly:
 - An attendance reminder will be sent via email – with read receipt – to any member who misses three (3) meetings in the County fiscal year (October 1 of the current year through September 30 of the following year).
 - A warning of removal for absenteeism will be sent via email – with read receipt – to any member who misses four (4) meetings in the County fiscal year (October 1 of the current year through September 30 of the following year).
 - Notification of removal will be sent via email – with read receipt – to members with five (5) absences.

PUBLIC COMMENT

Guests and members of the public shall be given a reasonable opportunity to be heard on any matter *that is on the agenda* at a Partnership, committee, subcommittee, or workgroup meeting, pursuant to section 286.0114, Florida Statutes. “Public” specifically refers to persons in attendance who are not voting members of the assembled group.

This opportunity shall be a standing item on every meeting agenda.

The Chair will read the following into the record to open this portion of the meeting:

“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.”

Members of the public indicating a desire to speak will be recognized by the Chair.

- Each member of the public shall be given a minimum of three (3) minutes to speak, and shall begin by identifying themselves fully, including name and address, to the members present.
- Staff will keep track of the time limit and memorialize comments in the meeting minutes.
- If there is no public to comment, or following comments, the Chair will declare that the floor is closed.

RULES OF DEBATE

All members shall comply with the following rules of debate, abstracted from Robert's Rules of Order:

- **Questions under Debate**

When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to adjourn, lay on the table, to postpone, or to amend, until the question is decided. These motions shall have preference in the order in which they are mentioned and the first two shall be decided without debate. Final action upon a pending motion may be deferred until a date certain by the majority of the members present.

- **As to the Chair or Vice-Chair**

The Chair, upon relinquishing the Chair, may move, second, debate and vote, subject only to such limitations as are by these rules imposed upon all members. Otherwise, the Chair may not move or second any motion.

- **Getting the Floor; Improper References to be Avoided**

Every member desiring to speak for any purpose shall address the presiding officer, and upon recognition, shall be confined to the question under debate avoiding all personalities and indecorous language.

- **Interruption; Call to Order; Appeal a Ruling of the Chair**

A member, once recognized, shall not be interrupted when speaking unless it be a call to order as herein otherwise provided.

If a member is called to order, the member shall cease speaking until the question of order is determined by the presiding officer, and if in order, the member shall be permitted to proceed.

Any member may appeal to the Partnership, standing committee, subcommittee, or workgroup from the decision of the presiding officer upon a question of order, when, without debate, the presiding officer shall submit to the Partnership, standing committee, subcommittee, or workgroup, as applicable, the question, "Shall the decision of the chair be sustained?" and the Partnership, standing committee, subcommittee, or workgroup shall decide by a majority vote.

- **Privilege of Closing the Debate**

The member sponsoring or moving the adoption of a motion shall have the privilege of closing the debate.

- **Method of Voting**

Voting shall be by voice vote, raised hand, or paper ballot.

- **Conflicts of Interest**

Any member with a conflict of interest on a particular matter shall refrain from participating in the proceedings related to that matter, and from voting on that matter. (See Conflict of Interest, above).

- **The Votes**

Whenever action cannot be taken because the vote of the members has resulted in a tie, and no other available motion on an item is made and approved before the next item is called for consideration or before a recess or adjournment is called, whichever occurs first, then the item shall be removed from the agenda.

- **Vote Change**

Any member may change their vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter.

- **No Motion or Second**

If an agenda item fails to receive a motion or second, it shall be removed from the agenda.

- **Reconsideration**

An action of the Partnership, a standing committee, subcommittee, or workgroup may be reconsidered only at the same meeting at which the action was taken or at the next regular meeting thereafter.

A motion to reconsider may be made only by a member who voted on the prevailing side of the question and must be concurred by a majority of those present at the meeting.

A motion to reconsider an item resulting in a tie vote is not in order, and no such motion shall be reconsidered.

A motion to reconsider shall not be considered unless at least the same number of members are present as participated in the original vote.

- **Recording of Motions and Votes**

Staff will record all motions and memorialize in the minutes.

Names of members voting “against” a motion will be memorialized in the minutes, regardless of the outcome of the vote.

Any person whose name is not indicated as voting “against” a motion is, by virtue of being marked as present, counted as being “for” that motion.

- **Adjournment**

A motion to adjourn shall always be in order and decided without debate.

RULES OF DECORUM

The following rules of decorum shall apply to all meetings:

- Any person making impertinent or slanderous remarks or who becomes boisterous while addressing any person in attendance shall be barred by the presiding officer from further appearance at that meeting, unless permission to address the members is granted by the majority vote of the members present.
- No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker for their remarks shall be permitted. No signs or placards shall be allowed in the meeting. Persons exiting the meeting shall do so quietly.
- The use of cell phones in the meetings is not permitted. Ringers must be set to silent mode to avoid disruption of the proceedings. Individuals, including those on the dais, must exit the meetings to answer incoming cell phone calls.

BYLAWS APPROVAL

The Bylaws are the governing document of the Miami-Dade HIV/AIDS Partnership and as such will be reviewed by the Executive Committee, at an interval determined by the committee. The process for review will be as follows:

1. The Executive Committee will review the Bylaws and recommend changes.
2. Staff will memorialize recommended changes in the meeting minutes and generate a revised draft based on recommendations.
3. The Committee will review the revised draft Bylaws and may make additional changes. This process may be repeated until the Committee is satisfied that the draft is ready to be adopted as final.
4. The Committee will make a formal motion to adopt the draft Bylaws, subject to review for legal sufficiency.
5. The draft Bylaws will be provided to the (Assistant) County Attorney for legal sufficiency review.
6. The final draft Bylaws and response from the County Attorney on suggested changes will be provided to the Partnership no less than five (5) days prior to their next scheduled meeting.
7. A motion will be called to adopt the revised Bylaws.
8. The revised Bylaws will be adopted with a 2/3 vote of the current members and will become official at the conclusion of that vote and signature by the County Attorney.

REPRESENTATION OF PARTNERSHIP

Any Partnership member, including Chairs or Vice-Chairs, must be authorized by the Partnership to act as an official representative of the Partnership.

This policy applies to members attending local and/or national events, such as the Ryan White All Parts Program Conference, even when the rationale for the member's attendance is grounded on the member being affiliated with the Partnership.

A Partnership member may say that s/he is "attending as a member [or officer] of the Miami-Dade HIV/AIDS Partnership, the Miami-Dade Ryan White Planning Council," but s/he may not say that s/he "speaks for the Partnership" on a particular issue unless the position that is being taken has been authorized by the Partnership.

In the event that a Partnership member or officer is attending a specific event as a representative of the Partnership, and there are financial costs involved, the Partnership must authorize the reimbursement of these costs in advance of the attendance, and staff will advise on funding availability and limitations.

This policy also applies to communication on behalf of the Partnership. No letter, email, or other public statement may be made or published by a Partnership member or officer in his/her official capacity as a Partnership member or officer without the express authorization of the Partnership.

Notwithstanding the above, Partnership members are always encouraged to identify themselves as members of the Partnership, particularly in regards to recruitment efforts.

FLORIDA COMMUNITY PLANNING NETWORK (FCPN)

The Care and Treatment Committee makes recommendations to appoint two nominees for the FCPN Patient Care Planning Group. At least one member selected shall be a Partnership member.

The Prevention Committee makes recommendations to appoint two nominees for the FCPN Prevention Planning Group. At least one member selected shall be a Partnership member. At least one member shall be a representative from FDOH (this can be the same person).

Members serving an extended term may not be considered for nomination.

Staff will inform each relevant committee when the FCPN is seeking nominations.

Both committees shall nominate FCPN representatives by majority vote. The vote will then go before the Partnership.

Following nominations, staff will assist with the application process.

PLANNING COUNCIL (PARTNERSHIP) APPOINTMENTS

Members of the Miami-Dade HIV/AIDS Partnership are appointed by the Mayor of Miami-Dade County.

A. APPLICATION PROCESS

- Interested applicants will complete a Partnership Membership application and submit it to staff.
- Staff will verify that the application is complete, including signatures, dates and including current copy of voter's registration, as applicable.
- For applicants of the Representative of the Affected Community category, staff will verify that: 1) the applicant is non-conflicted, meaning s/he is not employed by a Ryan White Program Part A/MAI subrecipient; and 2) the applicant has been a recipient of Ryan White Part A and/or MAI program services within the previous 12 months.
- Staff will notify applicants that their application will be reviewed by the Community Coalition Committee and secure the applicant's attendance at the next Community Coalition Committee meeting.

B. NOMINATION PROCESS – STEP 1

- Staff will prepare an application score sheet, including PIR, for each applicant for Community Coalition Committee member review.
- Applicant(s) will be introduced, state their interest in serving on the Partnership, and answer any questions posed by voting members.
- Committee members will rank and score application(s) using the score sheet.
- Staff will tally the scores and present them to committee.
- A voting member of the Community Coalition Committee will make a motion to *recommend the applicant's appointment to the Partnership*, and the vote will be recorded.

C. NOMINATION PROCESS – STEP 2

- Staff will secure the applicant's attendance at the next Partnership meeting.
- Staff will prepare a new member packet – including two (2) copies of the recommended appointment memorandum, current parity, inclusion and representation (PIR) scores, current list of Partnership members, authorization to conduct a background check and affiliation of nominees, as applicable, to be given to the Recipient upon a majority vote in favor of a recommended appointment.
- During Committee Reports, applicant(s) will be introduced, state their interest in serving on the Partnership, and answer any questions posed by voting members.
- A voting member will make a motion to *recommend the applicant's appointment to the Mayor of Miami-Dade County*.

D. APPOINTMENT

- The County will deliver the new member packet to the Office of the Mayor.
- At his/her discretion, the Mayor will appoint (or not appoint) members to the Partnership by issuing a memo to the County, who will inform Staff and – if the member has been approved by the Mayor – furnish a welcome packet to the approved member(s).
- Newly appointed members need to complete the Oath of Office prior to their first meeting in order to complete the appointment process.
- Staff will forward a welcome packet outlining member expectations and responsibilities.
- If not already serving on a committee or subcommittee, the Partnership Chair will appoint a new member to a committee or subcommittee. The appointments will be ratified by majority vote of the Partnership.
- Additional training and filing requirements for new members are outlined in the Partnership Bylaws.

COMPOSITION OF PARTNERSHIP

The Miami-Dade HIV/AIDS Partnership is comprised of 39 members, three (3) alternate members, and two (2) Ex-officio members as follows:

A. MEMBERS

- Fifteen (15) member representatives of affected communities, including thirteen (13) persons living with HIV/AIDS, who are not affiliated or employed by a Part A funded provider and are recipients of Part A services, and historically underserved groups and subpopulations that reflect the demographics of the population within the eligible metropolitan area;
- One (1) health care provider representing a Federally Qualified Health Center;
- One (1) Community Based AIDS Service Organization representative;
- Two (2) housing, homeless or social service providers;
- One (1) mental health provider;
- One (1) substance abuse provider;
- One (1) HIV prevention service provider;
- One (1) representative of a hospital or health care planning agency;
- One (1) Ryan White Program Part A local grantee representative;
- One (1) state government Ryan White Program Part B grantee representative;
- One (1) representative from agencies receiving grants under Ryan White Part C;
- One (1) representative from agencies receiving grants under Ryan White Part D, or from organizations with a history of providing services to children, youth, and families, if funded locally;
- One (1) State of Florida General Revenue grantee representative;
- Four (4) grantee representatives of other federal HIV programs including, but not limited to, Centers for Disease Control and Prevention (CDC), HOPWA, Ryan White Part F, and Substance Abuse and Mental Health Services Administration (SAMHSA), if funded locally;
- One (1) state government/Medicaid Agency representative;
- One (1) local public health agency representative from the Florida Department of Health in Miami-Dade County;
- One (1) Miami-Dade County Public Schools representative;
- One (1) non-elected community leader who does not provide HIV related health care services subject to funding under the Partnership programs;
- One (1) former inmate of a local, state, or federal prison released from the custody of the penal system during the preceding three (3) years and had HIV disease as of the date of release, or a representative of HIV positive incarcerated persons;
- One (1) representative of a federally recognized Indian tribe as represented in the population from the affected community; and
- One (1) representative co-infected with hepatitis B or C from the affected community.

B. ALTERNATES

The Partnership membership shall include three (3) representatives of the affected community who are not affiliated or employed by a Part A/MAI- funded subrecipient, and who are recipients of Part A/MAI services.

- Alternate members are subject to the same application, nomination, and appointment process as outlined, above.
- Alternate members are non-voting members of the full Partnership except when a voting member is unable to serve, at which time an alternate member designated by the Chair shall serve as voting member for the full Partnership and the Partnership's committees.

C. EX-OFFICIO REPRESENTATIVES

The Partnership membership shall include two (2) ex-officio representatives:

- One (1) ex-officio representative from the Office of the Miami-Dade County Mayor; and
- One (1) ex-officio representative from the Board of County Commissioners.

COMMITTEE AND SUBCOMMITTEE APPLICATION AND NOMINATIONS PROCESS

Persons interested in committee or subcommittee membership will complete a committee/subcommittee application and submit it to staff.

Staff will check that the application is complete, signed, and dated, and verify that the applicant is a qualified Miami-Dade County elector.

Staff will notify potential nominee(s) when their application(s) will be reviewed by the committee/subcommittee of interest and will invite nominee(s) to that meeting.

Nominees will present themselves to the committee/subcommittee to indicate their interest.

The committee/subcommittee will vote to either accept or reject membership. If accepted, staff will generate a welcome packet to forward to new members informing them of membership requirements and invite them to the next scheduled New Member Orientation.

STANDING COMMITTEES, SUBCOMMITTEES AND WORKGROUP COMPOSITION

A. STANDING COMMITTEES

There are six standing committees:

1. Executive
2. Care and Treatment
3. Community Coalition
4. Housing
5. Prevention
6. Strategic Planning

Each sStanding committee may have a maximum number of members:

Committee	Maximum Number of Members
Executive	12
Care and Treatment	16
Community Coalition	16
Housing	16
Prevention	24
Strategic Planning	16

Standing committees shall strive to include 1/3 of members who are representatives of the affected community.

~~There are six standing committees:~~

- ~~4.1 Executive~~
- ~~5.1 Care and Treatment~~
- ~~6.1 Community Coalition~~
- ~~7.1 Housing~~
- ~~8.1 Prevention~~
- ~~9.1 Strategic Planning~~

J.B. SUBCOMMITTEES

A Subcommittee can have a ~~total~~ maximum of ~~24~~ 16 members.

There is one subcommittee:

1. Medical Care Subcommittee

Should additional subcommittees be formed, their formation and composition shall be ratified by the Partnership.

The Medical Care Subcommittee has representation of membership, ~~at a minimum~~ as follows:

- ~~Eight Five (85)~~ Five (5) Representatives of Affected Community
- Four (4) Licensed Medical Providers (MD, DO, ~~A~~PRNP, PA)
- ~~Two (2)~~ One (1) Pharmacists

- ~~One (1) Nutritionist~~
- One (1) Psychiatrist/Mental Health Professional
- One (1) ADAP representative
- One (1) General Revenue representative
- ~~Two~~ One (2) Nurse/Medical Case Manager
- One (1) Substance Abuse Treatment
- ~~As available~~ One (1) General Seats

K.C. WORKGROUPS

Committees and subcommittees may request the Partnership create a workgroup to address a specific issue.

The recommendation to create a workgroup will include the purpose of the workgroup, duration of authorization, and membership composition.

Once approved, the workgroup will report to the authority that requested its creation.

MEMBERSHIP TERMS

A. PARTNERSHIP MEMBERS

Members shall be appointed to terms not to exceed three (3) years from the date of the Mayor's appointment of said member.

No Partnership board member shall be permitted to serve more than two (2) consecutive and complete terms of three (3) years except as required by law.

Notwithstanding the prior sentence, for the purpose of continuity, an appointed Partnership member's term can be extended until the Mayor has appointed a replacement. These 'placeholder' members may stay on the Subcommittee/Committee they are on until the seat they hold is replaced. For non-grantee appointee seats, all efforts will be made to fill vacancies within a year.

Members who have served six (6) years on one (1) or any combination of committee(s) or subcommittee(s) must wait two (2) years before reapplying to any standing committee, subcommittee, workgroup, or the Partnership.

B. STANDING COMMITTEES AND SUBCOMMITTEES MEMBERS

For standing committees and subcommittees, members may serve a maximum of six (6) years on one (1) or any combination of committee(s) or subcommittee(s).

Government or grantee seats are exempted from the above; those members may serve as long as they are designated by their respective agencies to serve.

Members who have served six (6) years must wait two (2) years before reapplying to any standing committee, subcommittee, workgroup, or the Partnership.

C. WORKGROUP MEMBERS

Workgroups shall not exist for more than one year unless extended by the Partnership.

Once their work is concluded the workgroup will dissolve.

Members who have served six (6) years on one (1) or any combination of committee(s) or subcommittee(s) must wait two (2) years before reapplying to any standing committee, subcommittee, workgroup, or the Partnership.

ROLES AND RESPONSIBILITIES OF ALL MEMBERS

All members of the Partnership, standing committee(s), subcommittee, or workgroup(s) shall abide by the following

- Read and abide by the Miami-Dade HIV/AIDS Partnership Bylaws.
- RSVP and attend meeting(s) of groups of which one is a member.
- Read materials provided in advance.
- Participate in meetings, remembering you are serving the HIV positive community in Miami-Dade and not your personal interest.
- Read, sign and abide by the Code of Conduct
- Complete New Member Orientation within three months.
- Complete Ethics Training.
- Complete Sexual Harassment training (Partnership members only).
- Complete yearly source of income form and if vacating a committee, complete a final source of income form.
- For Subcommittee members, complete an annual Conflict of Interest form in January.

OFFICERS

The Partnership, committees, and subcommittees shall elect a Chair and Vice-Chair (Officers) from among its members.

All officers are full voting members.

Members serving an extended term may not be considered for officer roles.

If elections can not be held when scheduled, the election will be held at the next meeting.

A. COMPOSITION

- The Partnership
 1. At least one (1) officer of the Partnership must be a person with HIV.
 2. The Chair and Vice-Chair of the Partnership shall not be representatives of a grantee organization, and shall not personally provide, represent entities that provide, or otherwise possess a financial relationship with entities that provide HIV-related services funded by programs under the purview of the Partnership.
 3. No individual shall serve concurrent terms as an officer of the Partnership and an officer of a standing committee or subcommittee. The exception to this rule is for officers of workgroups, which may be led by the Chair or Vice-Chair of the committee under whose purview the workgroup was authorized.
- Standing Committees, Subcommittees, and Workgroups
 1. Each standing committee, subcommittee, or workgroup shall elect a Chair and a Vice-Chair from among its members; they shall serve at the will of the standing committee, subcommittee, or workgroup.
 2. At least one (1) officer of each standing committee must be a Partnership member who shall be designated to report committee activities to the Partnership.
 3. Standing committees, subcommittees, and workgroups shall strive to elect at least one (1) officer who is a person with HIV.
 4. No individual shall serve concurrent terms as an officer of the Partnership and an officer of a standing committee or subcommittee. The exception to this rule is for officers of workgroups, which may be led by the Chair or Vice-Chair of the committee under whose purview the workgroup was authorized.

B. NOMINATIONS AND ELECTIONS

- Nominations for Officers shall be held in the month prior to elections. Members may also be nominated from the floor on the date of elections.
- The Partnership shall hold elections in March of each calendar year.
- Standing committees and subcommittees shall hold elections in January of each calendar year.

- Workgroups shall designate Officers when they convene. Officers of standing committees may also serve as Officers of the workgroup(s) which report to their committee.
- Upon conclusion of the first one-year term in the month preceding election of a new Vice-Chair, elections shall be held in accordance with the Bylaws.

The Chair of the Partnership, standing committee, or subcommittee may be nominated at this time to be elected for a second term.

- Other eligible members of the Partnership, standing committee, or subcommittee, including but not limited to the Vice-Chair, may also be nominated regardless of whether the current Chair has elected to seek a second term as Chair of the Partnership, standing committee or subcommittee.

C. TERM OF OFFICE

- Officers of the Partnership, standing committees, and subcommittees shall serve until the next regularly scheduled election.
- No Officer may serve more than two (2) consecutive one-year terms.
- Notwithstanding the foregoing, the terms of office of elected Chairs of workgroups may be for less than one year depending on expiration date of the workgroup.
- An individual who has served for two (2) years as an officer of a committee may reapply to be nominated as an officer of the same committee after a minimum of one year following completion of the prior term.

OFFICER RESPONSIBILITIES

A. ALL CHAIRS

All Chairs shall:

- Preside at meetings at which they are present and have been elected an officer.
- Exercise their right to vote at their respective meetings.
- Maintain decorum, ensure the participation of all members, and facilitate the enactment of business at all meetings.
- Complete the annual Officer Training.

B. THE PARTNERSHIP CHAIR

The Partnership Chair:

- Has full voting rights at Partnership meetings and at all other committee meetings they attend.
- May make appointments of Partnership members to standing committees, subcommittees, or workgroups. The appointments will be ratified by majority vote of the Partnership.

C. THE VICE-CHAIR

The Vice-Chair shall act as Chair in the Chair's absence or inability to conduct business.

PARTNERSHIP GRIEVANCE PROCEDURE

The Partnership has adopted Grievance Procedures to provide, in accordance with the Ryan White Program (42 USC § 300f-12 (a) (6) and 42 USC § 300f-12 (c) (A) and (B), an orderly procedure for resolving disputes concerning deviations from an established, written priority setting or resource allocation process (e.g., failure to follow established conflict of interests procedures), and deviations from an established, written process for any subsequent changes to priorities or allocations and those attendant rules and regulations that may affect such deviations from established processes, priorities, or allocations.

See Addendum A of the Bylaws for the complete Grievance Procedures.

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ROLES AND RESPONSIBILITIES OF PLANNING COUNCIL STAFF SUPPORT

The work of the Partnership and its standing committees, subcommittees, and work groups is facilitated by the Partnership Staff Support (PSS) subrecipient under contract with Miami-Dade County, Office of Management and Budget – Grants Coordination. Staff Support provides professional and clerical support to the Partnership, standing committees, subcommittees, and workgroups as part of the provision of services by the Mayor’s designee (Office of Management and Budget-Grants Coordination).

Staff shall:

- Arrange for meeting space.
- Maintain and keep the records of the Partnership.
- Prepare, in cooperation with the Chair, the agenda for each meeting.
- Prepare reports, minutes, documents, or correspondence as the Partnership may direct.
- Assist the Partnership, its standing committees, subcommittees and workgroups in the conduct of various evaluations and research projects intended to provide the Partnership and its committees with the information they need to conduct meaningful discussion and prioritize and allocate resources. This assistance facilitates the creation of the Annual State of the HIV/AIDS Epidemic in Miami-Dade Report, the Miami-Dade HIV/AIDS Integrated Plan, Assessment of the Administrative Mechanism, and various other important documents which are spearheaded by various committees but whose actual production remains largely with the Support Staff subrecipient.
- Maintain a comprehensive website, www.aidsnet.org, including approved Partnership and committee meeting agendas and minutes, and other documents as directed by the planning council or the Recipient.
- Perform general administration of the business and affairs of the Partnership subject to budgetary restrictions.

Staff assignments over and above duties described in the County’s Ryan White Program Administrative contract for staff support require approval by the respective funding entity.

The Partnership may allocate additional funds to provide for additional professional support for keeping the organizational records and carrying out its policies, procedures and programs in accordance with the Bylaws and in conformity with applicable state laws and regulations, County ordinances, and applicable contracts.

Staff maintains the records of the Partnership, including this document. Public records requests must be made to staff. All request should be made in writing. All requests will be reviewed to ensure compliance with local, state, and federal regulations.

EVALUATION OF CONTRACTED PARTNERSHIP STAFF SUPPORT SUBRECIPIENT AND REVIEW OF SUBRECIPIENT'S BUDGET

The work of the Partnership and its standing committees, subcommittees, and work groups is facilitated by the Partnership Staff Support (PSS) subrecipient under contract with Miami-Dade County, Office of Management and Budget – Grants Coordination. The Partnership is tasked with assessing, evaluating and reviewing the work of this contracted PSS organization. This oversight and review is accomplished in several ways:

1. The Strategic Planning Committee, through its annual Assessment of the Administrative Mechanism, surveys the individual members of the Partnership and direct service subrecipients funded by the Ryan White Program (RWP) as to their satisfaction with the performance of the administrative infrastructure of the RWP. Some of the questions on this survey pertain to the level of satisfaction of the Partnership members and direct services subrecipients with the work of the PSS subrecipient. The findings from this survey are shared with the Partnership and the Recipient, and are incorporated in the annual Ryan White Program grant application.
2. The Executive Committee, as part of its annual review of the administrative structure of the Partnership, reviews the PSS subrecipients funded scope of work and operating budget. This review is conducted in two parts:
 - The annual PSS scope of work for the March – February RWP fiscal year is reviewed by the Executive Committee in January of the program year, prior to the scope of work being submitted to the Recipient as part of the PSS subrecipient's annual contract renewal with the Recipient. The Executive Committee is made cognizant of the statutory obligations for specific services necessarily included in the PSS subrecipient's scope of work, and the fact that the work undertaken in the scope of work must be accomplished within a fixed budget specified by Miami-Dade County Office of Management and Budget for the conduct of these activities. While the Executive Committee may provide comments and suggestions on the scope of work, the final decisions concerning the content of the scope remain with the Recipient as the contracting entity.
 - The operating budget for the PSS subrecipient is reviewed in March of the program year, subsequent to its submission to the Recipient as part of the annual contracting process between the PSS subrecipient and the Recipient. The budget will be provided in narrative form, with salary information redacted, so that the Executive Committee may see the way in which the PSS subrecipient seeks to accomplish the work specified in the scope of work within the budget limitations specified by the Recipient, in light of contractual obligations, federal mandates, and emergent Partnership needs.

OPERATIONAL PROCEDURES FOR NATURAL DISASTER AND HEALTH EMERGENCY

In the event of any natural disaster or health emergency, every effort will be made to ensure the safety of members and staff.

All county, state and Federal directives will be followed when scheduling meetings prior to, during, and after a natural disaster or health emergency.

Meeting feasibility will be examined, and communications will be shared with the Recipient, officers, and members.

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REIMBURSEMENTS

~~Persons with HIV who are members of the Partnership, its committees, subcommittees, and workgroups are eligible to be reimbursed for expenses related to their participation.~~

~~D. ALLOWABLE EXPENSES~~

~~Allowable reimbursements include:~~

- ~~▪ Mileage reimbursement for the member's driving his or her automobile to and from Partnership, committee, subcommittee, and workgroup meetings, and approved events at which the member is acting as a designated representative of the Partnership.~~
- ~~▪ The rate of reimbursement will be on a per mile basis, documented by a door to door mileage calculation by Google Maps. The amount will be based on the allowable IRS rate for use of privately owned vehicles as updated annually by the County.~~
- ~~▪ Toll charges, as documented by SunPass receipts referencing the specific trip.~~
- ~~▪ Parking expenses, as documented. A receipt must be submitted for all parking expenses. Note that:
 - ~~— Garage parking at the 2121 Ponce de Leon Blvd building is free for meetings held at the BSR offices.~~
 - ~~— Garage parking and outside parking lot parking at the United Way Ansin Building is free for meetings held at the United Way.~~
 - ~~— Parking at the Edison Neighborhood Center lot is free.~~~~
- ~~▪ Other expenses, allowable only with prior written approval:
 - ~~— Ride-share (Uber, Lyft), or taxi expenses: IMPORTANT: Rideshare reimbursement rate is based on mileage, documented by a door to door mileage calculation by Google Maps, NOT cost of service. The reimbursement will be based on the allowable IRS rate for use of privately owned vehicles as updated annually by the County.~~
 - ~~— Bus, rail, shuttle~~
 - ~~— Lost wages~~
 - ~~— Telephone~~
 - ~~— Babysitting fees~~
 - ~~— Out of town conference attendance (registration fees, meals, travel, lodging) when this attendance is specifically approved by the Partnership.~~
 - ~~— Printing expenses~~
 - ~~— Mailing expenses~~~~

~~— PROCEDURES FOR OBTAINING REIMBURSEMENTS~~

- ~~▪ Staff will provide members with the Expense Report Form by request. The forms are available at all meetings and can be emailed.~~
- ~~▪ Expense Report Forms must be submitted no more than four (4) months after the expense was incurred.~~

- ~~Expense Report Forms can be mailed, faxed, emailed, or provided to staff.~~
- ~~Expense Report Forms shall be signed and dated and include receipts, if applicable.~~
- ~~Staff will calculate mileage based on the shortest driving route indicated on Google Maps.~~
- ~~Allow fifteen (15) business days for processing. Checks will be mailed to the address listed on the expense report.~~
- ~~Staff is not required to replace checks that have been misplaced or lost by the member.~~
- ~~Checks that have not been cashed within six months of being issued will be voided.~~

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Membership application process

Partnership membership is open to persons with HIV/AIDS, service providers, funders, and other community members connected to the HIV/AIDS service system in Miami-Dade County.

Membership applications are under review and revision by the Community Coalition Committee. The following is based on those revised applications.

A. PARTNERSHIP MEMBERSHIP

1. Partnership Representative of the Affected Community (ROAC) applicants are required to:
 - Complete the Representative of the Affected Community Application;
 - Attend a Community Coalition Committee (CCC) meeting to introduce themselves and state their interest in serving as a member;
 - Attend the subsequent Miami-Dade HIV/AIDS Partnership meeting to introduce themselves and state their interest in serving as a member;
 - Agree to a criminal background check conducted by the Mayor of Miami-Dade County; and
 - Agree to disclosure of personal health information (HIV-status).
2. Partnership General Membership (non-ROAC) applicants are required to:
 - Complete the General Membership Application;
 - Attend a Community Coalition Committee (CCC) meeting to introduce themselves and state their interest in serving as a member;
 - Attend the subsequent Miami-Dade HIV/AIDS Partnership meeting to introduce themselves and state their interest in serving as a member;
 - Agree to a criminal background check conducted by the Mayor of Miami-Dade County; and
 - Agree to review of voter registration status.
3. Staff Responsibilities for Partnership Applicants:
 - Ensure applications are completed in full and contact applicants if information is missing or unclear.
 - Look up voter registration status for non-ROAC applicants.
 - Confirm Ryan White Program Part A service receipt for ROAC applicants.
 - Advise applicants of upcoming CCC meeting where their application will be reviewed.
 - Provide CCC members with a ballot including applicant's name and affiliation (if any), statement of interest, requested Partnership seat assignments(s), areas of expertise, and current Parity, Inclusiveness, and Representation (PIR) chart.
 - Tally ballots and advise the Chair of the results.
 - Advise recommended applicants of next steps as detailed in the application.
 - Following Partnership approval, send a packet to OMB for review by the Mayor, including two (2) copies each of:
 - Cover memo;
 - Complete membership application;
 - PIR; and
 - Current Partnership Member Roster.
 - Follow up with OMB on pending applications and notify applicants of progress.
 - Keep applications on file.

- Following Mayoral approval, send welcome packet including reminders on required training, meeting calendar, Code of Conduct, and Bylaws.

B. COMMITTEE/SUBCOMMITTEE MEMBERSHIP

1. Committee/Subcommittee applicants are required to:

- Complete the Committee-specific application, including agreement to review of voter registration status.
- Attend a meeting of the requested committee to introduce themselves and state their interest in serving as a member.

2. Staff Responsibilities for Committee/Subcommittee Applicants:

- Ensure applications are completed in full and contact applicants if information is missing or unclear.
- Look up voter registration status.
- Advise applicants of upcoming meeting where their application will be reviewed.
- Advise Chair of new applicant(s).
- Keep applications on file.
- Following committee approval, send welcome packet including reminders on required training, meeting calendar, Code of Conduct, and Bylaws.