



**Strategic Planning Committee Meeting  
Miami-Dade County Main Library  
101 West Flagler Street, Auditorium, Miami, FL 33130  
January 13, 2023**

*Approved February 10, 2023*

#	Members	Present	Absent
1	Cardwell, Joanna	x	
2	Gallo, Giselle	x	
3	Goldberg, David	x	
4	Hess, Amaris	x	
5	Hilton, Karen	x	
6	Hunter, Tabitha	x	
7	Machado, Angela		x
8	Monestime, Roselaine		x
9	Mooss, Angela		x
10	Neff, Travis		x
11	Puente, Miguel	x	
12	Sheehan, Diana M.	x	
13	Singh, Hardeep	x	
14	Vacant		
15	Vacant		
16	Vacant		
<b>Quorum = 5</b>			

  

Guests	
Bahamon, Monica	
Larios, Alejandro	
Mester, Brad	
Stonestreet, Stephanie	
Valle-Schwenk, Carla	
Staff	
Bontempo, Christina	
Ladner, Robert	

Note: 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). The meeting agenda was distributed to all attendees. Meeting documents related to action items were distributed to members. Meeting documents were projected on the meeting room projection screen.

**I. Call to Order**

Committee Chair, David Goldberg, called the meeting to order at 10:01 a.m.

**II. Introductions**

Attendees introduced themselves.

**III. Housekeeping/Meeting Rules**

Mr. Goldberg presented the PowerPoint, *Meeting Housekeeping*, which included meeting disclaimer, code of conduct, resources, and Language Matters, meeting participation, and protocol reminders.

**IV. Floor Open to the Public**

Vice Chair, Dr. Diana Sheehan, 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 comments. Dr. Sheehan closed the floor for public comment.

#### **V. Review/Approve Agenda**

Mr. Goldberg asked members to review the agenda. There were no changes.

**Motion to approve the agenda as presented.**

**Moved: Miguel Puente**

**Seconded: Giselle Gallo**

**Motion: Passed**

#### **VI. Review and Approve Minutes of October 8, 2021**

Members reviewed the October 8, 2021. There were no changes.

**Motion to approve the Minutes of October 8, 2021 as presented.**

**Moved: Miguel Puente**

**Seconded: Giselle Gallo**

**Motion: Passed**

#### **VII. Reports**

##### **▪ Membership**

###### *Vacancies*

Staff advised that the structure of committees is due to change from 24 members to 16 members following approval by the Miami-Dade HIV/AIDS Partnership (Partnership) next week. It was reported the Strategic Planning Committee has 15 members, however, it should be corrected to state the committee has 13 members.

This committee and the Partnership are in need of Ryan White Program client members. A significant push for new members will be implemented early this year.

###### *Contact Update*

Members were asked to make sure their contact information on the sign in sheets is correct.

###### *2023 Updates Impacting Members*

Staff presented updates as detailed in the January 11, 2023, Get on Board! Training, including a push for increased involvement by people with HIV, changes to reimbursements and parking vouchers, accessing meeting materials, and additional assistance.

##### **▪ Partnership Report to Committees**

This item was tabled since the Partnership will meet after this meeting.

## VIII. Standing Business

There was no Standing Business.

## IX. New Business

### ▪ 2023 Agenda Setting Calendar

Members were provided with *2023 Strategic Planning Committee Agenda Topics*, and voted to approve as presented.

**Motion to approve the 2023 Strategic Planning Committee Agenda Topics.**

**Moved: Giselle Gallo**

**Seconded: Hardeep Singh**

**Motion: Passed**

### ▪ Officer Nominations

Mr. Goldberg and Dr. Sheehan, current Chair and Vice Chair, respectively, were put forward as candidates for nomination. There were no other nominations from the floor. Members agreed to not delay elections, and made a motion for Officers to serve for calendar year 2023.

**Motion to reelect David Goldberg as Chair and Dr. Diana Sheehan as Vice Chair of the Strategic Planning Committee.**

**Moved: Giselle Gallo**

**Seconded; Miguel Puente**

**Motion: Passed**

### ▪ *Fiscal Year 2022-2023 Assessment of the Ryan White Program Recipient Administrative Mechanism – Review Draft Surveys*

Mr. Goldberg explained the purpose of the surveys and called on members to read each statement on the draft survey tools in turn. Members adopted the following corrections, marked with underlines; and deletions, marked with ~~strikethroughs~~.

#### □ *Subrecipient Survey*

- Statement response options should include “Not applicable.”
  - Introduction: Remove duplicate wording, “must complete this survey,” in first sentence.
  - Introduction: “. . . during the Ryan White Program (RWP) Fiscal Year FY 2022-2023: March 1, 2022-February 28, 2023.”
8. The Recipient reviewed our organization’s service utilization and reimbursement requests submissions in a timely manner.
  12. The Recipient provided our organization with a clear explanation of Ryan White Program reporting requirements (i.e., Ryan White HIV/AIDS Program Services Report (RSR) ~~RSR~~, Annual Progress Report, client eligibility screening, etc.).
  15. The Recipient informed our organization of reallocation processes (sweeps) and the requirements of a spending plan in order to adjust our organization’s budget during the contract year.
  17. The Recipient kept our organization well informed of policies, procedures, and updates from HRSA regarding COVID-19 requirements and recommendations which impacted Ryan White Program clients and subrecipients.

18. The Recipient kept our organization well informed of policies, procedures, and updates from the Centers for Disease Control and Prevention (CDC) regarding COVID-19 requirements and recommendations which impacted Ryan White Program clients and subrecipients.
  20. When contract non-compliance issues were raised, the Recipient provided adequate time for remediation specific to the issue.
  24. Behavioral Science Research Corp. (BSR), the Recipient's Ryan White Program RWP Clinical Quality Management contractor, responded to our inquiries, requests, and problem-solving needs in a timely manner.
  28. The PE Miami client database system vendor, Groupware Technologies, responds to our inquiries and data and system trouble-shooting requests in a timely manner.
  29. OPTIONAL: Additional comments/suggestions regarding the Recipient, BSR, PE Miami, Groupware Technologies, and/or other matters.
- *Partnership Member Survey*
- Introduction: “. . . during the Ryan White Program (RWP) Fiscal Year FY 2022-2023: March 1, 2022-February 28, 2023.”
  3. The ~~County~~ Recipient kept the Partnership . . . recommendations which impacted . . .
  4. The ~~County~~ Recipient kept the Partnership . . . recommendations which impacted . . .
  5. I understand the information presented on the ~~County's RWP Part A/MAI~~ Recipient's Ryan White Program Part A/Minority AIDS Initiative (MAI) expenditure reports.
  8. The ~~County~~ Recipient communicated clearly . . .
  11. . . . HIV/AIDS services funded by Part A/MAI ~~are~~ were directed . . .
  14. OPTIONAL: Additional comments/suggestions regarding the Recipient, BSR, and/or other matters.

▪ **Integrated Plan Evaluation Workgroup Update**

Staff advised the workgroup has received 16 applicants which is the limit for membership. The Partnership will vote on the slate of applicants at their January 17, 2023 meeting.

▪ **General Discussion**

The meeting business was concluded and Mr. Goldberg opened the floor to members to discuss expectations for 2023:

Amaris Hess stressed the need for Vivitrol to be added to the Ryan White Program (RWP) Prescription Drug Formulary as there is currently not an outpatient substance use recovery option to continue to use this treatment. Carla Valle Schwenk, representing the RWP Recipient, will coordinate with Ms. Hess to get the form needed to add a medication to the formulary. The process involves review by the Medical Care Subcommittee. Should the Subcommittee recommend the addition, the recommendation would go through the Care and Treatment Committee and then to the Partnership for approval. Another option is to add the

medication to the AID Drug Assistance Program (ADAP) formulary, as a cost-saving measure for the RWP. The medication is currently on the General Revenue formulary.

Members discussed the gaps in care for RWP clients transitioning to Medicare or who receive Medicare/Medicaid benefits. The RWP is intended to be the payor of last resort and clients are being turned away from RWP care and potentially lost to care because they qualify for Medicare/Medicaid and lose their RWP eligibility. Although the RWP allows for out of network referrals, billing for proving that service is not allowed and/or the process is misunderstood by RWP Medical Case Managers. Clarification is needed as to how such encounters should be documented. Members asked if peers could bill for assisting clients in navigating the changes. Ms. Valle-Schwenk will ask the HRSA Project Officer for clarification. Data on the number of clients impacted by this issue are needed.

Members were reminded that RWP subrecipients are required to have other funding sources and were asked to advise Ms. Valle-Schwenk of payor of last resort issues.

Members asked if a comprehensive list of service providers, services, and funding streams may be available. The 2022-2026 Integrated Plan includes activities to address interagency cooperation.

Members discussed the limitations of substance use residential treatment. The treatment period has been increased to 180 days per year per client. Clients are maxing out this benefit and falling back into homelessness. The service was never intended to be used for housing, but due to the local housing crisis, residential treatment is a viable substitute.

Mr. Goldberg thanked members for their input. Further discussion on these issues is merited.

**X. Announcements**

There were no announcements.

**XI. Next Meeting**

Dr. Sheehan announced the next meeting is February 10, 2023 at 10:00 a.m. at the Library.

**XII. Adjournment**

Mr. Goldberg called for a motion to adjourn.

**Motion to Adjourn.**

**Moved: Miguel Puente**

**Seconded: Giselle Gallo**

**Motion: Passed**

The meeting adjourned at 11:30 a.m.