



## Committee Reports to the Miami-Dade HIV/AIDS Partnership Presented February 21, 2023

This report contains four (4) motions and an overview of each committee's activities for the meeting date indicated.

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### EXECUTIVE COMMITTEE – JANUARY 25 , 2023 \* 1 MOTION \*

The committee approved edits to the *Policy and Procedure Manual*, as attached to this report:

- Modification of committee, subcommittee, and workgroup membership from 24 to 16 members, with the exception of the Prevention Committee,
- Correct introduction and reimbursements, and
- General editorial corrections.

#### **1. Motion to approve *Policy and Procedure Manual* changes attached to this report.**

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### COMMUNITY COALITION – JANUARY 30, 2023 \* 2 MOTIONS \*

The Committee elected Lamar McMullen as Chair and Harold McIntyre as Vice Chair.

There were several new attendees and all were given applications and encouraged to join the committee and the Partnership, and to continue attending meetings. No new applications were collected at the meeting.

The committee reviewed Partnership applications from James Dougherty for the Community-Based AIDS Service Organization Representative seat; and from Barbara Kubilus for the Representative from Agencies Receiving Grants Under Ryan White Part D, or from Organizations with a History of Providing Services to Children, Youth, and Families seat. Mr. Dougherty will take the place of Amaris Hess whose term will expire upon his appointment. Ms. Kubilus will take the place of Ana Garcia who has retired.

Members completed applicant score cards for each applicant and moved to recommend both for membership.

#### **2. Motion to recommend to the Mayor of Miami-Dade County the appointment of James Dougherty for the Community-Based AIDS Service Organization Representative seat on the Miami-Dade HIV/AIDS Partnership.**

#### **3. Motion to recommend to the Mayor of Miami-Dade County the appointment of Barbara Kubilus for the Representative from Agencies Receiving Grants Under Ryan White Part D, or from Organizations with a History of Providing Services to Children, Youth, and Families seat on the Miami-Dade HIV/AIDS Partnership.**

## PREVENTION COMMITTEE – JANUARY 20, 2023

The committee reelected Abril Sarmiento as Chair and Dr. Angela Mooss as Vice Chair.

Members discussed their expectations for committee activities for the new year.

## STRATEGIC PLANNING COMMITTEE – FEBRUARY 10, 2023

The committee reviewed the data and graphics to be included in the *2022 Annual Report*. Significant edits were suggested. This is an ongoing activity; a draft will be presented following the committee’s further review.

Members held an open discussion on Status Neutral HIV Care and Service Delivery.

## HOUSING COMMITTEE – FEBRUARY 16, 2023

*The committee had not met at the time this report was written.*

The committee is scheduled to hear updates on the Housing Opportunities for Persons with AIDS (HOPWA) Program’s long-term rental assistance (LTRA) and short term rental, mortgage, and utility assistance (STRMU), and ongoing waitlist.

## CARE AND TREATMENT COMMITTEE

The committee has not met since the last Partnership meeting.

## APPROVAL OF REPORTS \* 1 MOTION \*

### 4. Motion to accept the Membership, Grantee/Recipient, and Committee Reports as presented.

## NEXT MEETINGS


Members are expected to RSVP; Attend meetings; and Review materials in advance as posted at [www.aidsnet.org/meeting-documents/](http://www.aidsnet.org/meeting-documents/), and available from staff.

See [www.aidsnet.org/calendar/](http://www.aidsnet.org/calendar/) for details or contact staff at [hiv-aidsinfo@behavioralscience.com](mailto:hiv-aidsinfo@behavioralscience.com).

MARCH 2023				
RYAN WHITE PART A/MAI PROGRAM AND MIAMI-DADE HIV/AIDS PARTNERSHIP CALENDAR				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>REGULAR MEETING LOCATIONS</b> BSR Corp. - Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134 MDC Main Library - Miami-Dade County Main Library, 101 West Flagler Street, Auditorium, Miami, FL 33130 <b>SPECIAL MEETING LOCATION</b> Borinquen Medical Centers, 3601 Federal Hwy, Miami 33137		1	2 Care & Treatment Committee 10:00 AM to 12:00 PM at MDC Main Library	3
6	7	8 Get on Board! Virtual Training Series 12:00 PM to 1:00 PM via Zoom	9	10 National Women and Girls HIV/AIDS Awareness Day Strategic Planning Committee 10:00 AM to 12:00 PM at MDC Main Library
13	14 Integrated Plan Evaluation Work Group 10:00 AM to 1:00 PM at MDC Main Library	15	16 Housing Committee 2:00 PM to 4:00 PM at BSR Corp.	17 Clinical Quality Management Committee 9:30 AM to 11:30 AM via Zoom
20 National Native HIV/AIDS Awareness Day Miami-Dade HIV/AIDS Partnership 10:00 AM to 12:00 PM at MDC Main Library	21	22	23 Prevention Committee 10:00 AM to 12:00 PM at MDC Main Library	24 Medical Care Subcommittee 9:30 AM to 11:30 AM at BSR Corp.
27 Community Coalition Roundtable 5:30 PM to 7:30 PM at Borinquen Medical Centers	28	29 Executive Committee 10:00 AM to 12:00 PM at BSR Corp.	30	31

All events listed on this calendar are open to the public.

**People with HIV are encouraged to attend!**



**Are you attending a meeting or training?**

Your RSVP lets us know if we have the necessary participants to hold the activity and ensures we have enough materials for distribution.

To attend, RSVP to: (305) 445-1076 or [hiv-aidsinfo@behavioralscience.com](mailto:hiv-aidsinfo@behavioralscience.com)

Visit our website for more information [www.aidsnet.org](http://www.aidsnet.org)

Version 01/23/23  
Information on this calendar is subject to change



# **MIAMI-DADE HIV/AIDS PLANNING COUNCIL**

## **POLICY AND PROCEDURES MANUAL**

**Approved June 15,  
Amended December 15, 2021  
Amended February 21, 2023**

***EXCERPTS OF CHANGES  
FOR PARTNERSHIP REVIEW***

**DRAFT**

# 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](mailto:rladner@behavioralscience.com)
  - ~~Barbara Kubilus, MPA, Associate Director, [bkubilus@behavioralscience.com](mailto:bkubilus@behavioralscience.com)~~
  - Marlen Meizoso, M.A., Project Manager/Research Associate, [marlen@behavioralscience.com](mailto:marlen@behavioralscience.com)
  - Christina Bontempo, Project Manager/Community Liaison, [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com)
  - ~~Jimmy Hernandez~~ ~~Frank Gattorno, Clinical Quality Management~~ Data Analyst, [fgattornojhernandez@behavioralscience.com](mailto:fgattornojhernandez@behavioralscience.com)
  - Morela Lucas, Fiscal Administrator and Office Manager, [mlucas@behavioralscience.com](mailto: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](http://www.aidsnet.org).

## REIMBURSEMENTSPARKING AND INCENTIVES

Only members of the affected community who are non-affiliated and do not work for a Part A provider may have their parking validated at the ~~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:~~

~~G~~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 to everyone by validating tickets at the front desk.. Tickets are payable upon exit at the kiosk, and outside parking lot parking at the United Way Ansin Building is free for meetings held at the United Way.~~

~~- Members of the affected community who are members of the Partnership (Committees, Subcommittee, or Workgroups), are not affiliated, and do not work for a Part A provider, may receive a \$10 gift card for participation at meetings.~~

~~— 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.~~
- ~~Staff 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 approved to use service. 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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# 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)~~ Representatives of Affected Community
- Four (4) Licensed Medical Providers (MD, DO, APRNP, 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.

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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~~~~

### ~~E. 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.~~

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- ~~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.~~