

**Executive Committee Meeting**  
**Behavioral Science Research Corporation**  
**2121 Ponce de Leon Boulevard, Suite 240,**  
**Coral Gables, FL 33134**  
**January 25, 2023**

#	Members	Present	Absent	Guests
1	Burks, Laurie Ann		X	
2	Downs Jr., Frederick		X	
3	Goldberg, David	X		
4	Iadarola, Dennis	X		
5	McMullen, Lamar		X	
6	Mooss, Angela	X		
7	Perez-Bermudez, Alberto		X	
8	Sarmiento, Abril	X		<b>Staff</b>
9	Sheehan, Diana M.	X		Bontempo, Christina
10	Shmuels, Diego		X	Ladner, Robert
11	Tramel, Alecia		X	Meizoso, Marlen
<b>Quorum = 5</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).

**I. Call to Order**

In the absence of the Chair, David Goldberg called the meeting to order at 10:11 a.m.

**II. Meeting Housekeeping and Rules**

Mr. Goldberg reviewed the meeting rules and housekeeping presentation (copy on file), which provided the ground rules and reminders for the meeting. He identified Behavioral Science Research (BSR) staff as resource persons for the meeting.

**III. Introductions**

Dennis Iadarola, the chair arrived, introduced himself, and requested introductions of all participants around the room.

**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. Staff requested adding vacancies and elections updates to the agenda.

**Motion to approve the agenda with the change indicated.**

**Moved: Dr. Angela Mooss**

**Seconded: Dr. Diana Sheehan**

**Motion: Passed**

#### **VI. Review/Approve Minutes of November 16, 2022**

Members reviewed the minutes of November 16, 2022, and made a motion to accept the minutes as presented.

**Motion to approve the minutes of the November 16, 2022 as presented.**

**Moved: Dr. Angela Mooss**

**Seconded: Abril Sarmiento**

**Motion: Passed**

#### **VII. Standing Business**

##### **▪ Vacancies and elections update**

Mrs. Meizoso reviewed the vacancy report for January (copy on file). With the approval of the bylaws, the maximum number of members is 16 for most committees. There are fewer vacancies on most Committees except for the Housing Committee.

Elections have been held for most Committees with the exception of Housing, which did not meet this month; Community Coalition, which will meet at the end of the month; and the Medical Care Subcommittee, which will meet at the end of the week. Care and Treatment will hold an election for the vice-chair position at their next meeting. Partnership officer elections are scheduled to take place in March.

##### **▪ 2023 Policy and Procedure updates**

Mrs. Meizoso explained that with the bylaw changes, the policy and procedures need to be updated. A draft was presented at the last meeting, but additional updates were needed to the reimbursement section since, per the December HRSA program letter, reimbursements are no longer allowed. The Committee reviewed the edits and approved the changes.

**Motion to approve the policy and procedure manual with the changes.**

**Moved: Dr. Diana Sheehan**

**Seconded: David Goldberg**

**Motion: Passed**

##### **▪ Fishbone Exercise (defer to March)**

This item was deferred to March since today's meeting needed to conclude early because of a call with the HRSA Project Officer.

#### **VIII. New Business**

##### **▪ Agenda Item for Members of the Affected**

Mrs. Meizoso indicated that staff was proposing possibly adding an additional item on all agendas specifically geared to engaging and gather input from members with lived experience. The item would be

placed on all agendas, but the actual name and limits would be crafted by the Community Coalition. Members indicated that it was a good idea and look forward to an update.

**IX. Announcements**

Mr. Iadarola indicated announcements should be forwarded to staff for distribution.

**X. Next Meeting**

The next scheduled Executive Committee meeting is Wednesday, March 29, 2023.

**XI. Adjournment**

Dennis Iadarola thanked everyone and adjourned the meeting at 10:53 a.m.

DRAFT