



# 2023 MIAMI-DADE HIV/AIDS PARTNERSHIP

Meeting Fishbone

Exercise

**March 2023**

# A Plan for Partnership Quality Improvement

- 1) List the problems the Miami-Dade HIV/AIDS Partnership faces.
- 2) Prioritize the problems, choosing the most important to work on first.
- 3) Use the fishbone process to identify the most likely “root causes” of the problem.
- 4) Develop a strategy to address the identified root cause.
- 5) Try the new strategies and see how it works.

# Step 1

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Identify the problem?

## **Problems List Related to meetings**

### **Participation problems**

- ❑ Lack of quorum, de-motivates the people who have come.
- ❑ Disengagement with the materials reviewed at meetings. (e.g., play with cell phones during the meeting, come unprepared for meetings, do not read and respond to material posted in advance of the meetings).
- ❑ Members don't bother to confirm attendance, or simply fail to show up or come late, delaying the meeting.
- ❑ Members in some committees don't feel they have meaningful work to do.
- ❑ Some members don't feel they have a reason to vote/participate on items

## **Problems list continued**

### **Membership problems**

- ❑ Under-representation of the Affected Community (e.g. 9 affected community vacancies on the Partnership, 3 on Strategic Planning, 1 on Care and Treatment, 5 on Medical Care Subcommittee).
- ❑ Epidemic has changed and should be acknowledged
- ❑ Affected community participation is an issue
- ❑ Stakeholder buy-in needed
- ❑ Case managers do not understand what Partnership is
- ❑ Minority voices not participating in meetings
- ❑ Do not see value of meetings/membership
- ❑ Focus of meetings is mostly funding

# Step 2

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Prioritize the problem?

## Priorities

### Core problems identified:

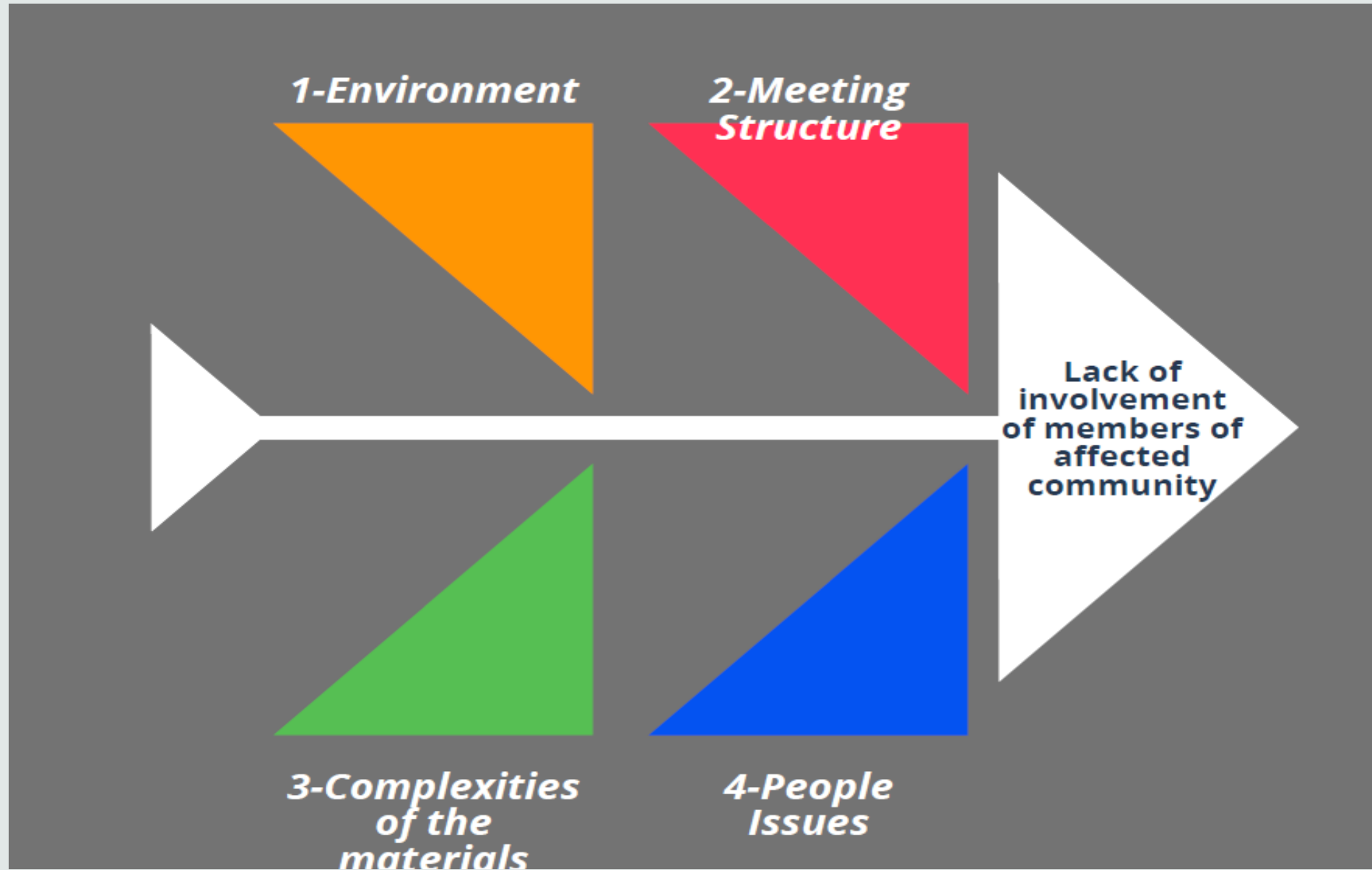
**Lack of participation / involvement of members of the affected community**

**and**

**Lack of engagement of current members**

- What problems can be easily addressed with minor **administrative changes or training**?
- What problems do you feel need clarification with **data**? What kind of data?
- What problems need everybody's **cooperation**, and not just tweaking by staff?

## BLANK – TO COMPLETE





# ***1-Environment***

## **Environment**

*Are items such as location, date, time, parking, or transportation limiting participation?*

## **2-Meeting Structure**

### **Meeting Structure**

*Are items such as meeting rules, length of meetings, or agenda items limiting participation?*

## **Complexities of the Materials**

*Are items such as the materials (reports and meeting documents) limiting participation?*



***3-Complexities  
of the  
materials***



***4-People  
Issues***

**People issues**

*Are items such as multitasking, over-commitment, or the purpose of work hindering participation.*

THANK YOU FOR  
YOUR CONTINUED  
PARTICIPATION  
TODAY!

