



Executive Committee

Wednesday, April 27, 2022

10:00 AM – 12:00 PM

Hybrid Meeting

Behavioral Science Research, 2121 Ponce de Leon Blvd, Coral Gables, FL 33134
and via Zoom

AGENDA

I.	Call to Order	Dennis Iadarola
II.	Meeting Housekeeping and Rules	Alberto Perez-Bermudez
III.	Introductions and Roll Call	All
IV.	Floor Open to the Public	Dennis Iadarola
V.	Review/Approve Agenda	All
VI.	Review/Approve Minutes of December 15, 2022	All
VII.	Standing Business	
	▪ Vacancies Update	Marlen Meizoso
	▪ Officer Training (meeting dates and presentation)	Staff
VIII.	New Business	
	▪ Quorum at meetings and the bylaws	Marlen Meizoso
	▪ July meetings of Strategic and Prevention	Christina Bontempo
IX.	Announcements	All
	• Pictures for website	
X.	Next Meeting: June 29, 2022 at Behavioral Science Research	Alberto Perez-Bermudez
XI.	Adjournment	Dennis Iadarola

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.



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Partnership Meeting Housekeeping

Hybrid Meetings *In-Person at BSR and via Zoom*

Updated March 14, 2022

Disclaimer & Code of Conduct

- This meeting – including audio, Zoom video and Chat Box input – is being recorded and will become part of the public record.



- Members serve the interest of the Miami-Dade HIV/AIDS community as a whole.
- Members do not serve private or personal interests, and shall endeavor to treat all persons, issues and business in a fair and equitable manner.
- Members shall refrain from side-bar conversations in accordance with Florida Government in the Sunshine laws.

Resource Persons

- Behavioral Science Research Corp. staff are the Resource Persons for this meeting.
 - ❖ *Will BSR staff please identify themselves?*
 - ❖ *Please see staff after the meeting if you are interested in membership or if you have a question that wasn't covered during the meeting.*

General Reminders – In Person Attendees

- Masks are recommended to be worn at meetings. Staff can provide a mask to anyone who needs one.
- Place cell phones on mute or vibrate.
 - ❖ *If you must take a call, please excuse yourself from the meeting.*
- Only voting members should be seated at the meeting table.
 - ❖ *You may move your chair if concerned about social distancing.*
- Please ensure you entered your car tag number on the sign-in sheet to have your parking validated.

Tips for Best Sound Quality – In Person Attendees

- Identify yourself by name before speaking.
- When speaking, project your voice towards the camera or move closer to the camera.

General Reminders – Zoom Attendees

- **Members are required to be on camera for the entire meeting.**
- Please remain on mute until called on by the Chair.
- Place cell phones on mute and turn off external devices (TVs, radios)
- Use the Chat Box to:
 - Record your name for the Roll Call
 - Make or second a motion (members only)
 - Vote in opposition to a motion (members only)
 - Ask a question
 - Ask to be recognized by the Chair to speak

Attendance

- All members are expected to arrive on time and remain throughout the entire meeting.
 - ❖ *If you expect to arrive late or leave early, please notify staff in advance of the meeting as this may impact quorum.*
- In-Person Attendees must **SIGN IN** to be counted as present.
- Zoom Attendees must **CHAT YOUR NAME** to be counted as present.

Meeting Participation

- All speakers must be recognized by the Chair.
 - ❖ *Raise your hand or chat to be recognized or added to the queue.*
 - ❖ *The Chair will call on speakers in order of the queue.*
- Discussion should be limited to the current Agenda topic or motion.
- Speakers should not repeat points previously addressed.
- Any attendee may be permitted to address the board as time allows and at the discretion of the Chair.

- Important!
 - *Please raise your hand or chat if you need clarification about any terminology or acronyms used throughout the meeting.*

Resources

- Today's presentation and supporting documents are online at <http://aidsnet.org/meeting-documents/>.



- Follow the Partnership on Facebook and Instagram!

Thank you for attending today's meeting!



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Floor Open to the Public

“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 phone line and email for statements to be read into the record. No statements were received.”



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Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134 and via Zoom
December 15, 2021

#	Members	Present	Absent	Guests
1	Duberli, Francesco	x*		Samantha Cadet
2	Gallo, Giselle	x*		Brad Mester
3	Goldberg, David	x		
4	Herz, Stephen		x	
5	Iadarola, Dennis		x	
6	Neff, Travis	x*		
7	Sarmiento, Abril	x*		
8	Shmuels, Diego		X	
9	Vaughn, Sannita	x*		Staff
10	Vacant			Bontempo, Christina
11	Vacant			Ladner, Robert
12	Vacant			Meizoso, Marlen
Quorum = 5 * In-person attendees				

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. This meeting was held in a hybrid format with attendance in-person and via Zoom.

I. Call to Order

Executive Committee Chair, Travis Neff, called the meeting to order at 10:15 a.m.

II. Introductions and Roll Call

Members and staff introduced themselves; staff announced online attendees.

III. Housekeeping/Meeting Rules

Mr. Neff briefly reviewed the PowerPoint, *Partnership Meeting Housekeeping -- Hybrid meetings* (copy on file), which briefly explains best meeting practices and decorum. Members and guests were reminded that this meeting – including video, audio, and chat box input – is being recorded and will become part of the public record.

IV. Floor Open to the Public

Mr. Neff 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 and accepted it as presented.

Motion to approve the agenda.

Moved: Giselle Gallo

Seconded: David Goldberg

Motion: Passed

VI. Review/Approve Minutes of October 27, 2021

Members reviewed the minutes of the Executive Committee meeting of October 27, 2021, and accepted them as presented.

Motion to approve the minutes of the October 27, 2021, meeting as presented.

Moved: Sannita Vaughn

Seconded: Giselle Gallo

Motion: Passed

VII. Standing Business

▪ **Vacancy Updates**

Marlen Meizoso reviewed the Vacancy Report (copy on file). Partnership applicants have been appointed by Mayor Daniella Levine Cava. There are still several vacancies on the Partnership, committees, and the subcommittee. Members were encouraged to invite others to meetings or have interested parties contact staff.

VIII. New Business

▪ **Policy and Procedure Clarification**

Mrs. Meizoso reviewed three suggested clarificatory statements to the Policy and Procedure. The first statement related to membership terms. Based on prior conversations, language changes and clarifications were suggested to page 26, third paragraph. The proposed language would read "These 'placeholder' members may remain on the Subcommittee/Committee they are on until their seat is replaced. For non-grantee appointee seats, all efforts will be made to fill vacancies within a year." The second and third statements related to the officers on pg. 28 and pg. 29. The proposed language would read "If elections cannot be held when scheduled, the election will be held at the next meeting" which would be added after the third paragraph. The final statement related to the terms of office. Proposed language was going to indicate that terms began from election date which would mean that if an election was late it would shift future elections. Rather than constantly move the election date, the committee offered to change the language. The new language on pg. 29 would now read, "Officers of the Partnership, standing committee, and subcommittee shall serve until the next regularly scheduled election." The committee made a motion to accept the proposed language changes to the Policy and Procedure Manual.

Motion to accept the proposed language changes to the Policy and Procedure Manual.

Moved: Giselle Gallo

Seconded: Sannita Vaughn

Motion: Passed

▪ **Discussion of Integrated Plan Meetings**

Christina Bontempo reviewed proposed changes to the meeting dates of Strategic Planning and the Prevention meetings (copy on file). The 2022-2026 Integrated Plan is due in December but both

committees only meet quarterly. To ensure the plan development is completed by Fall, staff is suggesting having regular meetings in January and joint meetings from March-June. The needs assessment will be taking place June-September. Any items that need to be addressed individually by the Strategic Planning and Prevention committees, such as membership, can be done early on the joint agenda. The committee agreed it was a good idea. Calendars will be updated, and a flyer will be shared widely. It was suggested to have one master calendar with dates shared.

IX. Announcements

David Goldberg announced that the Department of Health will be closed 12/23, 12/24, 12/30 and 12/31.

X. Next Meeting

The next regularly scheduled Executive Committee meeting will be February 23, 2022.

XI. Adjournment

Motion to adjourn:

Moved: David Goldberg

Second: Giselle Gallo

Motion: Passed

Travis Neff adjourned the meeting at 10:47 a.m.



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Membership Report

April 14, 2022

The Miami-Dade HIV/AIDS Partnership

The official Ryan White Program Planning Council in Miami-Dade County and Advisory Board for HIV/AIDS to the Miami-Dade County Mayor and Board of County Commissioners

Opportunities for People with HIV

People with HIV who receive one or more Ryan White Program Part A services and who are not affiliated or employed by a Ryan White Program Part A funded service provider are invited to join the Partnership as a Representative of the Affected Community.

9 available seats |

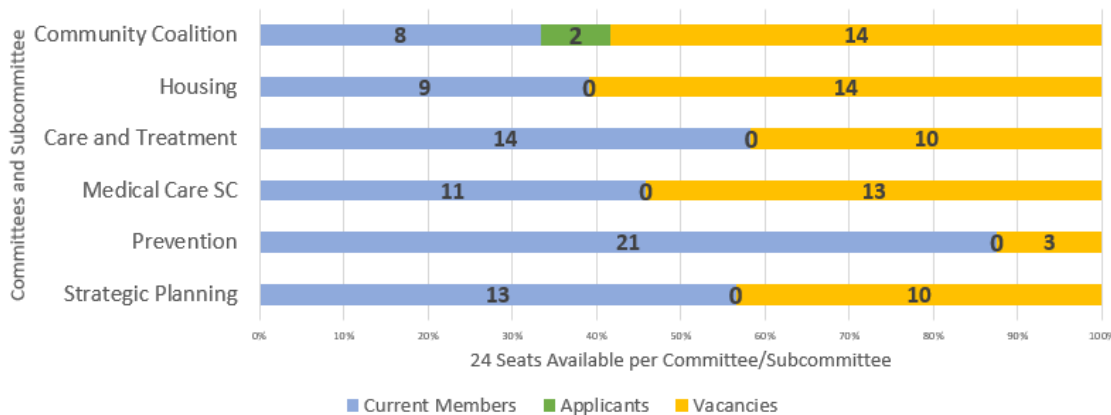
General Membership Opportunities

These Partnership positions are open to people with HIV, service providers, and community stakeholders who have reputations of integrity and community service, and possess the knowledge, skills and expertise relevant to these positions:

- Representative Co-infected with Hepatitis B or C
- Hospital or Health Care Planning Agency Representative
- Other Federal HIV Program Grantee Representative (SAMHSA)
- Federally Recognized Indian Tribe Representative
- Mental Health Provider Representative
- Miami-Dade County Public Schools Representative
- Non-Elected Community Leader, not an HIV Provider

Partnership Committees

Committee and Subcommittee Members, Applicants & Vacancies



Committees are now accepting applications for new members.

People with HIV are encouraged to apply.



Scan the QR code with your phone's camera for membership applications!

Are you a Member?

Thank you for your service to people with HIV!

Be sure to bring a Ryan White client to your next meeting!

Do You Qualify for Membership?

If you answer “Yes” to these questions, you could qualify for membership!

Are you a resident of Miami-Dade County?

Are you a registered voter in Miami-Dade County?

Note: Some seats for people with HIV are exempt from this requirement.

Can you volunteer three to five hours per month for Partnership activities?

Committee Activities

Work with a dedicated team of volunteers on these and more Partnership activities to better serve people with HIV in Miami-Dade County!

People with HIV are encouraged to join!

- ⌘ Allocate more than \$27 million in Ryan White Program funds with the **Care and Treatment Committee**
- ⌘ Develop an Annual Report on the State of HIV and the Ryan White Program in Miami-Dade County with the **Strategic Planning Committee**
- ⌘ Recruit and train new Partnership members with the **Community Coalition**
- ⌘ Work with the City of Miami Housing Opportunities for Persons with AIDS Program to address housing challenges for people with HIV/AIDS with the **Housing Committee**
- ⌘ Oversee updates and changes to medical treatment guidelines for the Ryan White Part/MAI Program with the **Medical Care Subcommittee**
- ⌘ Set priorities for Ryan White Program HIV health and support services in Miami-Dade County with the **Care and Treatment Committee**
- ⌘ Share a meal and testimonials at Roundtable Luncheons with the **Community Coalition**
- ⌘ Develop and monitor the official HIV Prevention and Care Integrated Plan with the **Strategic Planning Committee & Prevention Committee**
- ⌘ Develop your leadership skills and be a committee leader with the **Executive Committee**
- ⌘ Oversee updates and changes to the Ryan White Prescription Drug Formulary with the **Medical Care Subcommittee**
- ⌘ Develop and monitor local Ending the HIV Epidemic activities with the Florida Department of Health in Miami-Dade County with the **Prevention Committee & Strategic Planning Committee**
- ⌘ Be in the know about the latest HIV activities of the Prevention Mobilization Workgroups with the **Prevention Committee**

Visit aidsnet.org/membership for the complete list of applications and details on Partnership and committee membership opportunities. Contact us at hiv-aidsinfo@behavioralscience.com or 305-445-1076 for assistance.



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Officer

**Responsibilities and
Meetings**

April 27, 2022

Our Vision is to eliminate disparities and improve health outcomes for all people living with or at risk for HIV/AIDS.

Today's Objectives

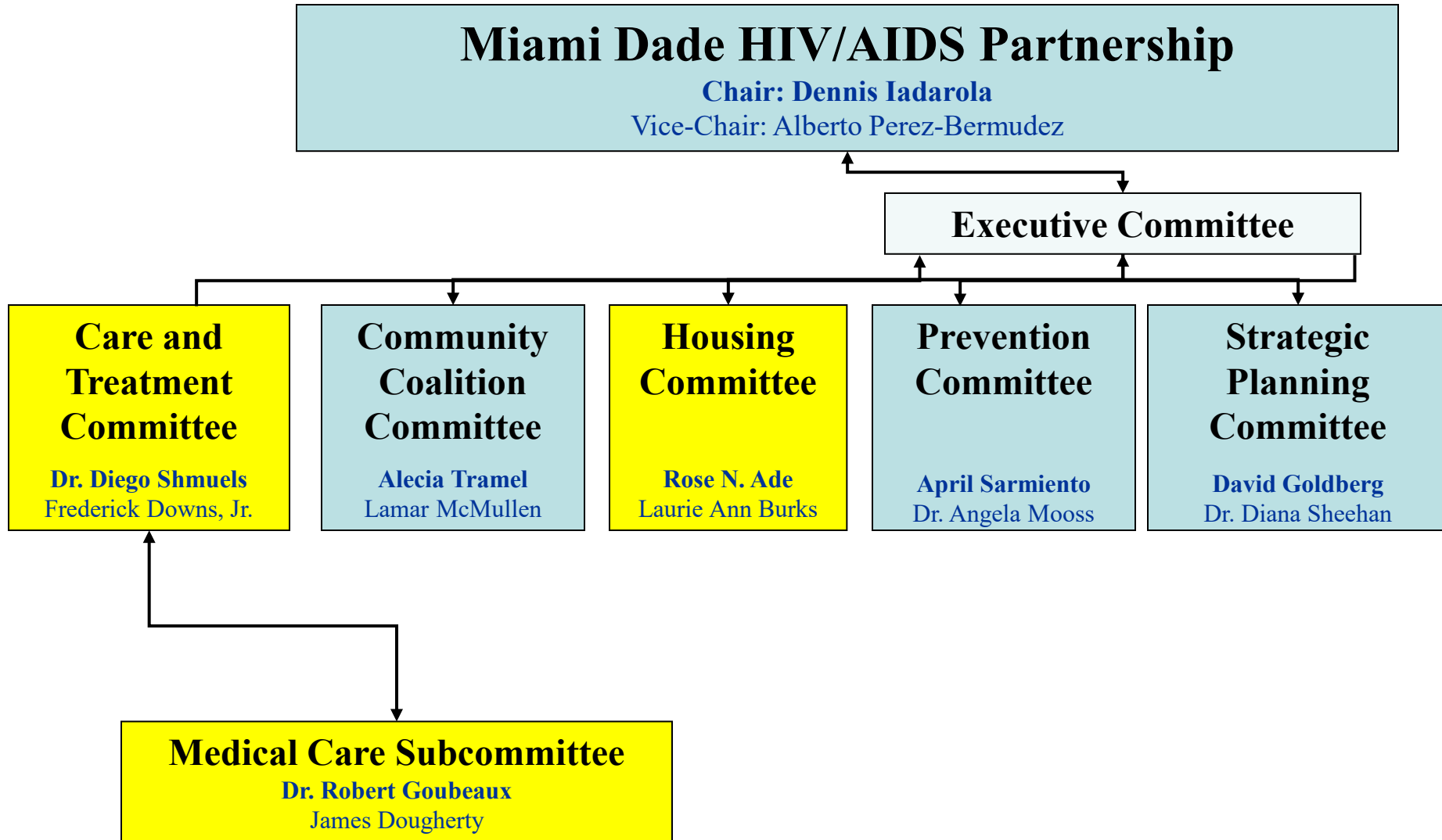
Gain an understanding of:

1. Officers' roles and responsibilities.
2. Meeting items and how to prepare for meetings.
3. Tools for facilitating meetings.
4. Decorum and maintenance of order at meetings.

Officer Toolbox

1. Officer Training
2. Agenda Guide
3. Meeting Housekeeping
4. Communication with staff
5. AIDSNET.org: aidsnet.org/meeting-documents/

Partnership Organization and Leaders



Executive Committee Responsibilities



Executive Committee

Bylaws Responsibilities

- a. Be comprised of the Chair and Vice-Chair of the Partnership and the Chair and Vice-Chair of each standing committee;
 - b. Meet monthly, but may choose to cancel a scheduled meeting if there is no business to transact;
 - c. Act on behalf of the Partnership in the event of any emergency that does not permit holding a regular meeting or calling a special meeting of the Partnership;
 - d. Establish rules of conduct for all Partnership and committee meetings;
 - e. Act as a steering committee, delegating Partnership and standing committee responsibilities in order to ensure coordination and prevent duplication of activities;
 - f. Evaluate the work of the contracted Staff Support subrecipient with all standing committees, subcommittees, and work groups, reviewing the Staff Support subrecipient's budget in light of contractual obligations, federal mandates, and emergent Partnership needs;
 - g. Review proposed changes to Partnership Bylaws and make recommendations to the Partnership, as needed; and
 - h. Review grievances that arise from the Partnership or the community regarding whether the Partnership follows its policies and procedures. Such complaints shall be thoroughly reviewed and presented to the full Partnership for its consideration.
-

Chairs and Chairing



Meeting dates for 2022

Scheduled

2/23/22

4/27/22

6/29/22

8/24/22

10/26/22

12/21/22

Place Holder (Save the date!)

1/26/22

3/30/22

5/25/22

7/27/22

9/28/22

11/30/22

Characteristics of an Effective Chair

- Leadership
- Encouragement
- Accountability
- Team Player
- Respectful
- Concise
- Fair



Roles and Responsibilities of Officers



General Responsibilities

- Reply to meeting notices.
- Review agenda and minutes in advance and reply to staff with changes or corrections.
- Come prepared to meetings by reviewing additional materials in advance.
- Assign who will maintain queue during a meeting.
- Arrive to meetings on time and stay throughout the entire meeting.
- Sign correspondence.

Terms of Service

- Officers serve for one-year terms:
 - Partnership – March through February
 - Committee/Subcommittee – January through December
- Officers can serve a **maximum** of two consecutive one-year terms.
 - Vice Chairs can serve two consecutive one-year terms and if elected transition to Chair for two consecutive one-year terms.

Partnership Officers

The Chair and Vice Chair of the Partnership serve as the Chair and Vice Chair of the **Executive Committee**.

The Partnership Chair:

- Leads the Partnership meetings and may be called upon to lead committee meetings in the absence of both committee officers.
 - The Partnership Vice Chair serves as Chair in the absence of the Partnership Chair *only in regards to running a Partnership meeting*.
 - Can appoint members to committees with ratification by full board.
 - Is a member of all committees, can vote at all meetings which they attend, and counts toward meeting quorum.
 - Is expected to represent the Partnership at public or official functions with Partnership approval and may be eligible for reimbursement for travel.
 - Will sign authorized correspondence.
-

Committee Officers

The Chair and Vice Chair of Committees serve as the members of the **Executive Committee**.

Committee Chairs:

- Lead their respective Committee meetings.
- Will sign authorized correspondence and committee welcome letters.

Committee Vice Chairs:

- Are assigned lead topics at each meeting.
- Lead their respective Committee meetings in the absence of the Chair.

Meeting Responsibilities

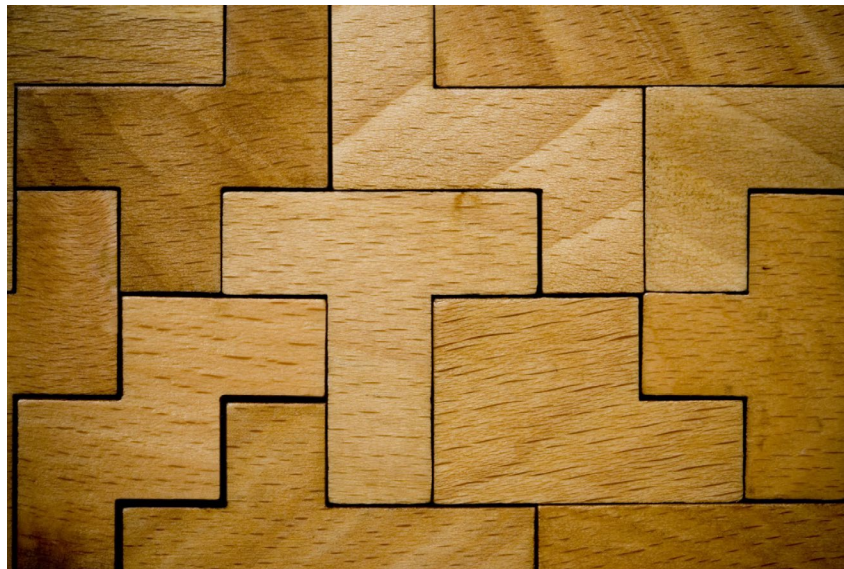
- Maintain decorum at meetings.
- Treat others with respect.
- Listen when others are speaking.
- Ensure the meeting follows Robert's Rules of Order:
 - Members and guests address the Chair and speak only after being acknowledged by the Chair.
 - Control the floor so that members speak one at a time and in the order of the queue.
 - Keep discussion on topic with the agenda.
 - Motions should be clearly stated, moved, seconded, discussed, and voted.



USE THE GAVEL!


Meeting Flow and Order

aidsnet.org



Agenda

- Agendas outline the topics and leaders of discussion at meetings.
- Chairs should read the topic listed and announce the discussion leader.
 - “And now we’ll hear the Part A Report to be given by Dan Wall.”
- If “All” is listed as discussion leader, the topic is intended to be addressed by everyone. The Chair may introduce the topic or ask staff to do so.
- An agenda guide will be provided to all chairs.
- All agendas have a similar structure – let’s break it down!

 Monday, April 18, 2022 10:00 AM – 12:00 PM Miami-Dade County Main Library, 101 West Flagler Street, Auditorium Miami, FL 33130 and via Zoom		
TOPICS	AGENDA	LEADERS
I. Call to Order		Travis Neff
II. Introductions (In-Person Attendees)		Travis Neff
III. Roll Call (Zoom Attendees)		Staff
IV. Housekeeping		Travis Neff
V. Floor Open to the Public		Travis Neff
VI. Review/Approve Agenda		All
VII. Review/Approve Minutes of February 15, 2022		All
VIII. Membership		Travis Neff
<ul style="list-style-type: none"> Recognition of New Members Committee Appointment 		
Reports		
Grantee/Recipient Reports <ul style="list-style-type: none"> Ryan White Part A/MAI Ryan White Part B AIDS Drug Assistance Program (ADAP) Miami General Revenue at SFAN Housing Opportunities for Persons With AIDS (HOPWA) 		Daniel T. Wall David Goldberg Javier Romero Angela Machado Roberto Tazoe
B. Committee Reports <ul style="list-style-type: none"> Community Coalition Announcement Executive Care and Treatment Housing Strategic Planning Prevention 		Alecia Tramel
C. Approval of Reports		All
X. Standing Business		Travis Neff
<ul style="list-style-type: none"> Officer Elections Passing of the Gavel 		
XI. New Business		All
XII. Announcements		All
XIII. Next Meeting: Monday, May 16, 2022 at Miami Main Library and via Zoom		Dennis Iadarola
XIV. Adjournment		Dennis Iadarola

Please mute or turn off all cellular devices.

For more information about the Miami-Dade HIV/AIDS Partnership, please contact Christina Bontempo, (305) 445-1076 x106 or cbontempo@behavioralscience.com

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | twitter.com/HIVPartnership | instagram.com/hiv_partnership

Call to Order

- Hit the gavel.
- Announce the meeting is called to order.
- Announce the start time.



Introductions

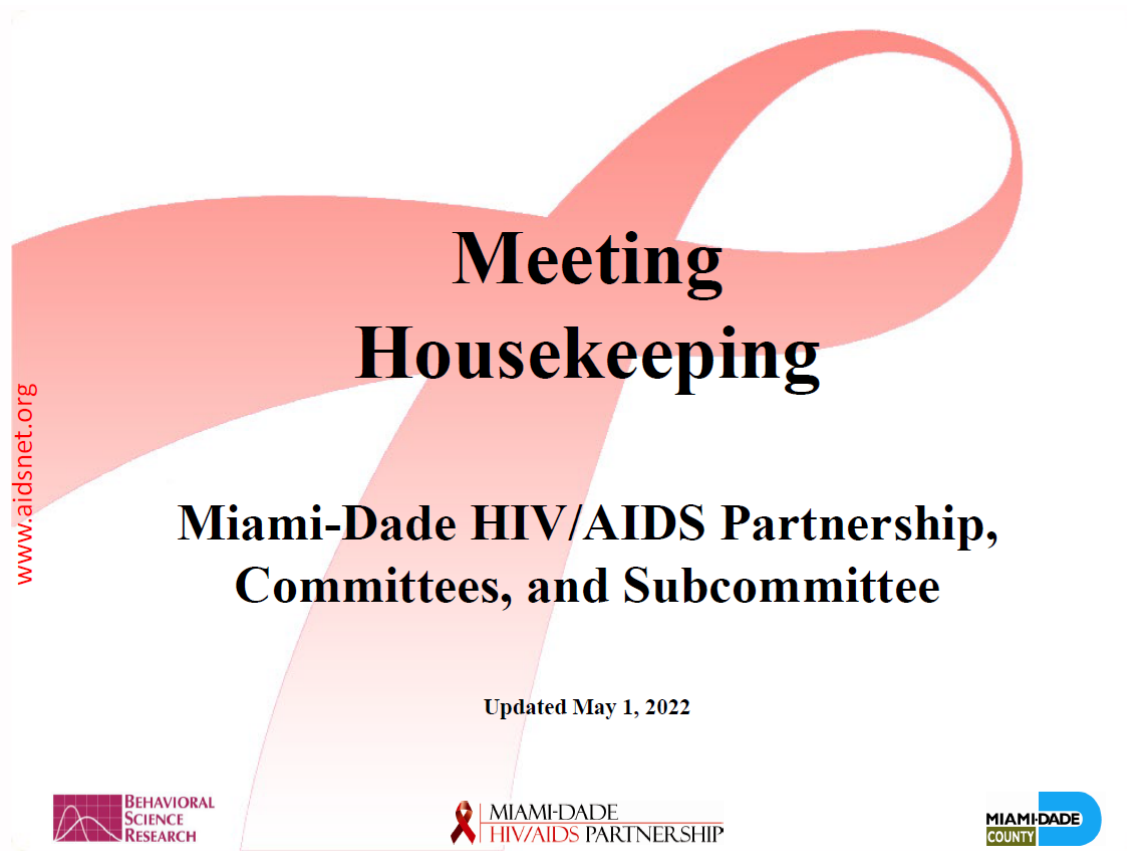
- Introduce yourself.
- Ask everyone to introduce themselves.
 - Introductions should start at the table with members and staff and then move out to guests.
- If someone arrives after Introductions, ask them to introduce themselves.



Meeting Housekeeping

- Read or paraphrase the housekeeping slides.
- **Please always note:**
 - Reminders about meeting decorum;
 - Reminder to be recognized by the Chair before speaking; and
 - Identifying BSR staff as resource persons to see after the meeting.

Meeting Housekeeping Review



Meeting Housekeeping

Miami-Dade HIV/AIDS Partnership, Committees, and Subcommittee

Updated May 1, 2022

Disclaimer & Code of Conduct

- Audio of this meeting is being recorded and will become part of the public record.



- Members serve the interest of the Miami-Dade HIV/AIDS community as a whole.
- Members do not serve private or personal interests, and shall endeavor to treat all persons, issues and business in a fair and equitable manner.
- Members shall refrain from side-bar conversations in accordance with Florida Government in the Sunshine laws.

Resource Persons

- Behavioral Science Research Corp. (BSR) staff are the Resource Persons for this meeting.
 - ❖ *Will BSR staff please identify themselves?*
 - ❖ *Please see staff after the meeting if you are interested in membership or if you have a question that wasn't covered during the meeting.*

General Reminders

- Per County mandate, masks are no longer required to be worn in County buildings but because meeting attendees maybe immunocompromised, attendees are asked to wear a mask at all meetings. While masking cannot be enforced, we hope you will respect the health concerns of members and guests and choose to wear a mask for the duration of each meeting. Mask are available from staff.
- Place cell phones on mute or vibrate.
 - ❖ *If you must take a call, please excuse yourself from the meeting.*
- Only voting members and applicants should be seated at the meeting table.
 - ❖ *You may move your chair if concerned about social distancing.*

Attendance

- All members are expected to arrive on time and remain throughout the entire meeting.
 - ❖ *If you expect to arrive late or leave early, please notify staff in advance of the meeting as this may impact quorum.*
- Please **SIGN IN** to be counted as present at the meeting.

Meeting Participation

- **Important!** *Please raise your hand if you need clarification about any terminology or acronyms used throughout the meeting.*
- All speakers must be recognized by the Chair.
 - ❖ *Raise your hand to be recognized or added to the queue.*
 - ❖ *The Chair will call on speakers in order of the queue.*
- Discussion should be limited to the current Agenda topic or motion.
- Speakers should not repeat points previously addressed.
- Any attendee may be permitted to address the board as time allows and at the discretion of the Chair.

Parking

- **Miami-Dade County Main Library**

See the front desk attendee to have your parking validated or see staff after the meeting for a parking sticker (available to members of the affected community).

- **Behavioral Science Research**

*Please write your car tag (license plate) number on the **SIGN IN** sheet to have your parking validated.*

Resources

- Today's presentation and supporting documents are online at <http://aidsnet.org/meeting-documents/>.



- Follow the Partnership on Facebook and Instagram!

Thank you for attending today's meeting!

Floor Open to the Public

- Announce the “Floor is Open,” and read the prepared statement.
 - This is strictly limited to “the public”. Members should not address the Floor during this part of the meeting.
 - Topics brought to the Floor are to be *relevant to today’s agenda*. This is not meant as an opportunity for guests to add items to the agenda.
 - If an item is brought to the Floor that falls outside *today’s agenda* topics, advise the speaker that item will be addressed at a later meeting or later in this meeting, as time allows.
 - Speakers must state their full name and address for the record before speaking.
 - When speakers are finished, announce the “Floor is Closed”.
-

Floor Open to the Public Review

Floor Open to the Public

“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 phone line and email for statements to be read into the record. No statements were received.”

Review/Approval of Agenda

- Every meeting participant will have a copy of the agenda.
- Request members review the agenda.
 - If anyone has an announcement this would be the time to indicate this.
- Request a motion to approve.
 - The motion will be to approve as presented or to approve with amendments.

Review/Approval of Minutes

- Minutes are posted for review prior to the meeting; staff will have a reference copy if needed.
- Request members review the minutes.
- If anyone has changes or corrections this would be the time to indicate this.
- Request a motion to approve.
 - The motion will be to approve as presented or to approve with amendments.



Miami-Dade HIV/AIDS Partnership Meeting Minutes
Miami-Dade County Main Library, 101 West Flagler Street, Auditorium,
Miami, FL 33130 and via Zoom
February 15, 2022

#	Partnership Members	Present	Absent	#	Alternate Representatives of the Affected Community	Present	Absent
1	Burks, Laurie Ann		x	1	Vacant		
2	Downs, Frederick		x	2	Vacant		
3	Dubert, Francesco		x	3	Vacant		
4	Forrest, David		x				
5	Garcia, Ana	x*					
6	Goldberg, David	x					
7	Henriquez, Maria	x					
8	Herz, Stephen	x					
9	Hess, Amanda						
10	Hunter, Tabitha		x				
11	Iadarola, Dennis	x*					
12	Laso, Carlos	x					
13	Machado, Angela	x					
14	McIntyre, Harold	x					
15	Neff, Travis	x					
16	Perez, Bernier, Alberto	x					
17	Puente, Miguel	x*					
18	Romero, Javier	x					
19	Sarmiento, Abril	x					
20	Shumch, Diego	x					
21	Sicari, Rick	x*					
22	Tazoe, Roberto		x				
23	Vaughn, Sannita	x					
24	Wall, Daniel T.	x					
25	Application Pending Representative of the Affected Community						
26	Vacant Representative of the Affected Community						
27	Vacant Representative of the Affected Community						
28	Vacant Representative of the Affected Community						
29	Vacant Representative of the Affected Community						
30	Vacant Representative of the Affected Community						
31	Vacant Representative of the Affected Community						
32	Vacant Representative of the Affected Community						
33	Vacant Representative Co-infected with Hepatitis B or C						
34	Vacant Other Federal HIV Program Grantee Rep. (SAMHSA)						
35	Vacant Hospital or Health Care Planning Agency Representative						
36	Vacant Federally Recognized Indian Tribe Representative						
37	Vacant Mental Health Provider Representative						
38	Vacant Miami-Dade County Public Schools Representative						
39	Application Pending Non-Elected Community Leader, not an HIV provider						
Quorum = 13							
*Indicates attendance via Zoom							

#	Ex-Officio Members	Present	Absent
1	Vacant MDC Mayor Office		
2	Vacant Board of County Commissioners		

Guests	
Alexis, Prisca*	
Cadet, Samantha*	
Carballe, Jorge*	
Easton, Jackie*	
Hodge, Vincent*	
Johnston, Jeremy*	
Larios, Alex*	
Marques, Jamie*	
Mendez, Antonio*	
Meister, Brad	
Pache, Rosa*	
Poblete, Karen*	
Singh, Hardeep*	
Tramel, Alicia	
Vallo-Schwank, Carla*	
Vega, Manny*	
Villamizar, Kira*	
Willacy, Kwesi*	

Staff	
Bontempo, Christina	
Kubiles, Barbara*	
Ladner, Robert	
Meizoso, Marlen	

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. This meeting was held in a hybrid format with attendance in-person and via Zoom. Meeting documents were projected in the meeting room and on the Zoom shared screen.

I. Call to Order

Committee Chair, Travis Neff, called the meeting to order at 10:24 a.m.

Reports

- Reports are posted for review prior to the meeting; staff will have reference copies if needed.
 - Reports vary by committee.
 - Call on the topic leader for each report.
 - Remember: If the topic leader is “All”, you may introduce the topic or ask staff to do so.
 - Regular Reports Include:
 - Partnership Report to Committees
 - Committee Reports to the Partnership
 - Vacancy Report
 - Expenditures Ryan White Program Part A / Minority AIDS Initiative
 - Clients Served and Service Units Ryan White Program Part A / MAI
 - AIDS Drug Assistance Program (ADAP)
 - Ryan White Program Part B
 - General Revenue
-

Standing / New Business

- **Standing Business** are topics requiring follow up from a prior meeting.
- **New Business** are topics being addressed for the first time.
- If there is nothing listed under the heading, announce, “There is no [New or Standing] Business.”

Announcements

- Ask staff if there are any administrative announcements.
- Offer the floor to anyone who asked to be added to the agenda for announcements
- Call for any other announcements.
- You have the authority to limit announcements based on the time remaining in the meeting.



Next Meeting/Adjournment

Next Meeting

- Call on the topic leader (usually the Vice Chair) to announce the date, time, and location of the next meeting (written on the agenda).

Adjournment

- The Chair can declare the meeting adjourned or call for a motion to adjourn.
- Always state the time the meeting is adjourned, “The meeting is adjourned at 11:54 a.m.”
- Hit the gavel!



Agenda Guide Review

Agenda Guide March 25, 2022
<p>I. Call to Order-</p> <p><i>Dr. Goubeaux</i> "Good morning everyone, welcome to the March 25, 2022, meeting of the Medical Care Subcommittee. At this time, I want to call the meeting to order at [indicate time] a.m."</p>
<p>II. Meeting Rules and Housekeeping-James Dougherty</p> <p><i>Dr. Goubeaux indicates</i> "James Dougherty will now review the meeting rules and housekeeping."</p>
<p>III. Roll Call and Introductions</p> <p><i>Dr. Goubeaux</i> "We will now go around the room and having everyone at the meeting identifying themselves with their name. We will start to with attendees at the table then move any guests around the room. Staff will read the names of attendees on Zoom. For those on Zoom, remember to chat your name for the record."</p>
<p>IV. Floor Open to the Public- James Dougherty</p> <p><i>Dr. Goubeaux indicates James Dougherty will now read the floor open the public statement.</i></p> <p>"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 phone line and email for statements to be read into the record. No statements were received."</p> <p><i>Ask if there are any comments if there are no comments or after comments completed.</i></p> <p>"The floor is now closed for public comment."</p> <div> <p>Important Reminders (for your reference – you do not have to read these into the record.)</p> <ul style="list-style-type: none"> ▪ Chair must recognize the speaker. ▪ This is a comment period for NON-MEMBERS only. ▪ The speaker must indicate their name and address for the record. ▪ Comments MUST relate to an item on the agenda. ▪ There is a time limit of three minutes to speak. </div>
<p>V. Review/Approve Agenda</p> <p><i>Dr. Goubeaux</i> "Please take a moment to review the agenda for today's meeting which was emailed in advance of the meeting. If anyone would like to be added to make an announcement, they must indicate it at this time."</p> <p><i>After a moment . . .</i></p> <p>"If there are no additions or corrections, may I have a motion to accept the agenda?"</p> <p><i>After the motion and second, any discussion, if none call for the vote.</i></p>
<p>VI. Review/Approve Minutes of February 25, 2022</p>

Agenda Guide March 25, 2022

I. Call to Order-

Dr. Goubeaux “Good morning everyone, welcome to the March 25, 2022, meeting of the Medical Care Subcommittee. At this time, I want to call the meeting to order at [indicate time] a.m.

II. Meeting Rules and Housekeeping-James Dougherty

Dr. Goubeaux indicates “James Dougherty will now review the meeting rules and housekeeping.”

III. Roll Call and Introductions

Dr. Goubeaux “We will now go around the room and having everyone at the meeting identifying themselves with their name. We will start to with attendees at the table then move any guests around the room. Staff will read the names of attendees on Zoom. For those on Zoom, remember to chat your name for the record.”

IV. Floor Open to the Public- James Dougherty

Dr. Goubeaux indicates James Dougherty will now read the floor open the public 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 phone line and email for statements to be read into the record. No statements were received.”

Ask if there are any comments if there are no comments or after comments completed.

“The floor is now closed for public comment.”

Important Reminders (for your reference – you do not have to read these into the record.)

- *Chair must recognize the speaker.*
- *This is a comment period for NON-MEMBERS only.*
- *The speaker must indicate their name and address for the record.*
- *Comments MUST relate to an item on the agenda.*
- *There is a time limit of three minutes to speak.*

V. Review/Approve Agenda

Dr. Goubeaux “Please take a moment to review the agenda for today’s meeting which was emailed in advance of the meeting. If anyone would like to be added to make an announcement, they must indicate it at this time.

After a moment . . .

“If there are no additions or corrections, may I have a motion to accept the agenda?”

After the motion and second, any discussion, if none call for the vote.

VI. Review/Approve Minutes of February 25, 2022

Agenda Guide March 25, 2022

Dr. Goubeaux “Please take a moment to review the minutes of February 25, 2022, which was posted in advance of the meeting.”

After a moment . . .

“If there are no additions or corrections, may I have a motion to accept the minutes?”

After the motion and second, any discussion, if not call for the vote.

VII. Reports

Dr. Goubeaux “All reports were posted in advance of the meeting.”

Ryan White Program

“Carla Valle-Schwenk will review the Ryan White Program report.”

ADAP Program

“Dr. Romero will now review the ADAP Program.”

Membership Vacancies

“The last report we will review is the **Membership Vacancies** which Marlen will go over.”

VIII. Standing Business

Dr. Goubeaux

HIV and Aging-Topics

“Marlen will provide background on the item.”

If there are no questions or comments, move on to New Business. You may set a limit on the amount of time for questions, at your discretion.

IX. New Business

Dr. Goubeaux

Allowable Medical Conditions List Request: Osteoarthritis

“Marlen will provide some background on the item.”

XI. Announcements

Dr. Goubeaux “Meeting announcements should be forwarded to Staff for distribution through the AIDSNET.org website and the weekly Community Newsletter.”

Invite those who indicated they had announcements to speak now.

XII. Next Meeting -James Dougherty

Agenda Guide March 25, 2022

Read the next meeting date and location into the record.

James Dougherty “The next meeting is scheduled for **Friday, April 22, 2022**, from **9:30 a.m.** to **11:30 a.m.** at **BSR**. Please remember to RSVP for the meeting since physical quorum is required.”

XIII. Adjournment

Dr. Gubeaux

The Chair can call the meeting adjourned or ask for a motion to adjourn.

“Can we have a motion to adjourn?”

After the motion and second, call for the vote.

“The meeting is now adjourned at [*indicate time*] a.m.”

Rules

Highlights from the Partnership's Code of Conduct and Bylaws, and Roberts Rules of Order



Code of Conduct

- Officers are responsible for maintaining orderly conduct.
- A queue shall be maintained.
- Remarks must be made through the presiding officers (Chair or Vice Chair).
- No private conversations while business is being conducted.
- Length of time members are allowed to speak maybe limited by the presiding officer.
- Presiding officer may restrict an individual from speaking when the individual's comments are repetitive or not germane to the issue.
- Members shall not delay or interrupt proceedings or disturb other members when speaking *except for the presiding officer* to call a member to order.
- Officers should not monopolize discussion.
- Any violation of the Code of Conduct may result in removal of a member.

Bylaws

- Any person making impertinent or slanderous remarks or who becomes boisterous while addressing members shall be barred from further appearance by the presiding officers, unless permission to address the group is granted by the majority of members present.
- No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker for their remarks.
- No signs or placards shall be allowed at meetings.
- Persons exiting will do so quietly.
- The use of cell phones is not permitted. Use of pagers is restricted. Electronic devices must be set to silent.
- Individuals who must take a call shall exit the meeting to answer incoming cell phone.

Robert's Rules of Order

- The Partnership, its committees, subcommittees, and workgroups must all abide by Robert's Rules of Order.
- A member must be recognized by the Chair in order to make a motion.
- Motions should not be made in the negative.
- Officers do not make motions. The Vice Chair can second motions if not acting as Chair.

We are next going to walk you through a sample of how motions are made.

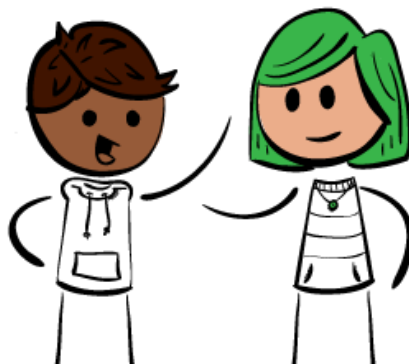
Robert's Rules of Order (Call for Motion)

When a discussion topic requires an action, officers should summarize the topic and **call for a motion**. A motion must be moved (state clearly) and then seconded.

Sample script:

Officer: We have reviewed the data. Is there a motion to approve the report?

Member 1: So moved. *or* I move that we approve the report as presented.



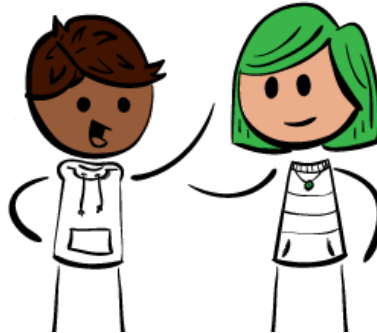
Member 2: Second. *or* I second the motion.

Robert's Rules of Order (Moving and Seconds)

- Officers should acknowledge who is moving and seconding motions to clarify the record.
- Officers should announce if there is no second for motion.
- If no one “seconds the motion”, the motion dies and should be announced as such.

Sample script:

Officer: The motion was made by Jane Doe and seconded by John Doe.

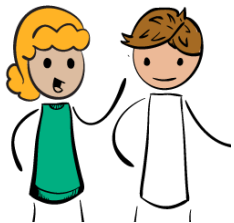


Robert's Rules of Order (Discussion and Summarizing)

- Summarize the motion and call for discussion after a motion is made and seconded.
- Make sure discussion is germane to the motion.

Sample script:

Officer: The motion is to approve the report as presented. Is there any further discussion?



Member: *Further discussion.*

Member: I call the question. *All discussion is concluded.*

Robert's Rules of Order (Voting)

- Before calling for the vote, summarize the motion.
- Allow staff to confirm all members have voted.
- Allow staff time to record names of members opposed to a motion.

Sample script:

Officer: All in favor? All opposed?

- If a motion **DOES NOT** carry a majority vote, the motion fails and should be announced.
- If a motion **DOES** carry a majority vote, the motion passes and should be announced.

Officer: The motion failed.



Officer: The motion passed.



Questions? BSR Staff Contacts

Marlen Meizoso (Habla Español)

Project Manager/Research Associate

marlen@behavioralscience.com

Assignments:

- Care and Treatment
- Needs Assessment
- Housing
- Medical Care Subcommittee
- Executive (*lead*)
- New Member Orientation

Behavioral Science Research Corp.

2121 Ponce de Leon Blvd.

Suite 240

Coral Gables, FL 33134

305-445-1076

hiv-aidsinfo@behavioralscience.com

Christina Bontempo

Project Manager/Community Liaison

cbontempo@behavioralscience.com

Assignments:

- Partnership
- Prevention
- Strategic Planning
- Integrated Plan
- Community Coalition
- AIDSNET.org





Executive Committee

Wednesday, April 27, 2022

10:00 AM – 12:00 PM

Hybrid Meeting

Behavioral Science Research, 2121 Ponce de Leon Blvd, Coral Gables, FL 33134
and via Zoom

AGENDA

- | | | |
|-------|------------------------------------------------------------|------------------------|
| I. | Call to Order | Dennis Iadarola |
| II. | Meeting Housekeeping and Rules | Alberto Perez-Bermudez |
| III. | Introductions and Roll Call | All |
| IV. | Floor Open to the Public | Dennis Iadarola |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of December 15, 2022 | All |
| VII. | Standing Business | |
| | ▪ Vacancies Update | Marlen Meizoso |
| | ▪ Officer Training (meeting dates and presentation) | Staff |
| VIII. | New Business | |
| | ▪ Quorum at meetings and the bylaws | Marlen Meizoso |
| | ▪ July meetings of Strategic and Prevention | Christina Bontempo |
| IX. | Announcements | All |
| | • Pictures for website | |
| X. | Next Meeting: June 29, 2022 at Behavioral Science Research | Alberto Perez-Bermudez |
| XI. | Adjournment | Dennis Iadarola |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.



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| X. | Next Meeting: June 29, 2022 at Behavioral Science Research | Alberto Perez-Bermudez |
| XI. | Adjournment | Dennis Iadarola |

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For more information about the Executive Committee, please contact Marlen Meizoso,
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