



Executive Committee

Wednesday, December 15, 2021

10:00 AM – 12:00 PM

Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 240,
Coral Gables, FL 33134 and Zoom

AGENDA

| | | |
|-------|--|-------------|
| I. | Call to Order | Travis Neff |
| II. | Housekeeping/Meeting Rules | Travis Neff |
| III. | Introductions and Roll Call | All |
| IV. | Floor Open to the Public | Travis Neff |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of October 27, 2021 | All |
| VII. | Standing Business | All |
| | ▪ Vacancy Updates | Staff |
| VIII. | New Business | All |
| | ▪ Policy and Procedure Clarifications | All |
| | ▪ Discussion of Integrated Plan Meetings | All |
| IX. | Announcements | All |
| X. | Next Meeting: Wednesday, February 23, 2022 | Travis Neff |
| XI. | Adjournment | Travis Neff |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x106 or cbontempo@behavioralscience.com.



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Partnership Meeting Housekeeping

**Hybrid Meetings
(In-Person and Zoom
at BSR)**

Updated November 11, 2021

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.

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 requested to be worn at meetings.
- 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 identify yourself by name before speaking.
- When speaking project your voice towards the camera or move closer to the camera.
- Members shall refrain from side-bar conversations in accordance with Florida Government in the Sunshine laws.
- Please ensure you entered your car tag number on the sign-in sheet to have your parking validated.

General Reminders – Zoom Attendees

- 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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In-Person Attendees



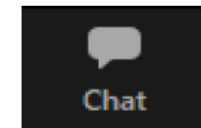
In-Person Attendees must
SIGN IN
to be counted as present.



Zoom Attendees



Zoom Attendees must
CHAT YOUR NAME
to be counted as present.



*Contact staff after the meeting
if you are not able to chat.*



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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
October 27, 2021

| # | Members | Present | Absent | Guests |
|---|--------------------|---------|--------|-------------------------|
| 1 | Duberli, Francesco | x* | | Alecia Trammel-McIntyre |
| 2 | Gallo, Giselle | x* | | |
| 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

Committee Vice Chair, Dennis Iadarola, called the meeting to order at 10:04 a.m. since the chair was running late.

II. Housekeeping/Meeting Rules

Mr. Iadarola presented 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.

III. Introductions and Roll Call

Members and staff introduced themselves; staff announced online attendees.

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 and accepted it as presented.

Motion to approve the agenda.

Moved: Stephen Herz

Seconded: Francesco Duberli

Motion: Passed

VI. Review/Approve Minutes of August 23, 2021

Members reviewed the minutes of the Executive Committee meeting of August 23, 2021, and accepted them as presented.

Motion to approve the minutes of the August 23, 2021, meeting as presented.

Moved: Giselle Gallo

Seconded: Francesco Duberli

Motion: Passed

VII. Standing Business

▪ Vacancy Updates

Marlen Meizoso reviewed the Vacancy Report (copy on file). Three applicants for the Partnership have been forwarded to the Mayor for approval. Members were encouraged to invite others to meetings or have interested parties contact staff.

▪ Bylaws-Clarification to recent query

Mrs. Meizoso reviewed Executive Committee Bylaws query results (copy on file). Three items were forwarded to Terrence Smith, Assistant County Attorney, for comment. The first items were related to elections and officers. At the prior meeting possible edits to the language of the elections was suggested striking the month of elections and instead indicating the elections would take place annually. Mr. Smith indicated that the language was fine if the elections indicated as being held annually. Elections have always taken place annually since the establishment of the Partnership in 1998. The Committee decided that no changes were needed to the bylaws since the election issues of 2021 were an anomaly. Edits could be made to the policies and procedures indicating steps to take in case of election delays. The second item related to exemptions of removals for members of the affected community. Members of the Partnership's affected community can temporarily serve as a placeholder after their terms have ended but this is time limited. Language will be modified in the Partnership policies and procedures to reflect practice. Finally, a question had been raised as to whether changes in policies, procedures or bylaws would be retroactive once they were adopted; the response from Mr. Smith that they would not be retroactive.

VIII. New Business

▪ Community Coalition Roundtable Feedback Assignments

The Committee reviewed the Community Coalition Roundtable Feedback document (copy on file). The feedback document listed the concerns and comments of the Community Coalition shared over the course of two meetings and grouped the items in some overarching topics. The items were assigned to either one or more committees, Behavioral Science Research staff or quality

management, or the recipient. The items will be shared with the assigned groups for feedback.

▪ **2021 Holidays and 2022 Meeting Dates**

The Committee discussed the fact that the last two meeting dates for November and December fall very close to the holidays. The November meeting is the week of Thanksgiving, but the meeting is a placeholder and should not be needed. The November meeting date can be used by the Community Coalition. The December meeting is scheduled for December 20, but the committee opted to move it up to December 15.

Motion to move the Executive Committee's December 20 meeting to December 15.

Moved: Giselle Gallo

Second: Francesco Duberli

Motion: Passed

The Committee then reviewed the meeting dates for 2022 (copy on file). Since the committee will meet in December 2021, the 2022 meetings will take place on even months. A revised meeting schedule will be posted. The April meeting can be dedicated to training new officers since all elections would have taken place.

IX. Announcements

Staff indicated all announcements are posted online.

X. Next Meeting

The next regularly scheduled Executive Committee meeting will be December 15, 2021.

XI. Adjournment

Motion to adjourn:

Moved: Francesco Duberli

Second: Giselle Gallo

Motion: Passed

Travis Neff adjourned the meeting at 11:35 a.m.



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Membership Report

December 13, 2021

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

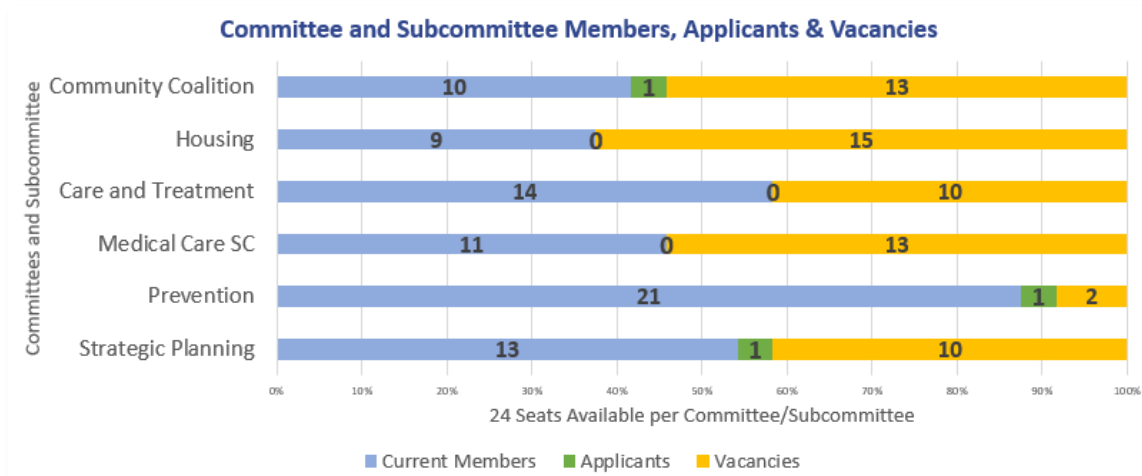
General Membership Opportunities

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

Committees are accepting applications for new members. People with HIV are encouraged to apply.



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

MEMBERSHIP

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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MEMBERSHIP TERMS

A. PARTNERSHIP MEMBERS

Members shall be appointed to terms not to exceed three (3) years from the date of the Mayor's appointment of said member.

No Partnership board member shall be permitted to serve more than two (2) consecutive and complete terms of three (3) years except as required by law.

Notwithstanding the prior sentence, for the purpose of continuity, an appointed Partnership member's term can be extended until the Mayor has appointed a replacement. *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.*

Members who have served six (6) years on one (1) or any combination of committee(s) or subcommittee(s) must wait two (2) years before reapplying to any standing committee, subcommittee, workgroup, or the Partnership.

B. STANDING COMMITTEES AND SUBCOMMITTEES MEMBERS

For standing committees and subcommittees, members may serve a maximum of six (6) years on one (1) or any combination of committee(s) or subcommittee(s).

Government or grantee seats are exempted from the above; those members may serve as long as they are designated by their respective agencies to serve.

Members who have served six (6) years must wait two (2) years before reapplying to any standing committee, subcommittee, workgroup, or the Partnership.

C. WORKGROUP MEMBERS

Workgroups shall not exist for more than one year unless extended by the Partnership.

Once their work is concluded the workgroup will dissolve.

Members who have served six (6) years on one (1) or any combination of committee(s) or subcommittee(s) must wait two (2) years before reapplying to any standing committee, subcommittee, workgroup, or the Partnership.

OFFICERS

The Partnership, committees, and subcommittees shall elect a Chair and Vice-Chair (Officers) from among its members.

All officers are full voting members.

Members serving an extended term may not be considered for officer roles.

If elections can not be held when scheduled, the election will be held at the next meeting.

A. COMPOSITION

- The Partnership
 1. At least one (1) officer of the Partnership must be a person with HIV.
 2. The Chair and Vice-Chair of the Partnership shall not be representatives of a grantee organization, and shall not personally provide, represent entities that provide, or otherwise possess a financial relationship with entities that provide HIV-related services funded by programs under the purview of the Partnership.
 3. No individual shall serve concurrent terms as an officer of the Partnership and an officer of a standing committee or subcommittee. The exception to this rule is for officers of workgroups, which may be led by the Chair or Vice-Chair of the committee under whose purview the workgroup was authorized.
- Standing Committees, Subcommittees, and Workgroups
 1. Each standing committee, subcommittee, or workgroup shall elect a Chair and a Vice-Chair from among its members; they shall serve at the will of the standing committee, subcommittee, or workgroup.
 2. At least one (1) officer of each standing committee must be a Partnership member who shall be designated to report committee activities to the Partnership.
 3. Standing committees, subcommittees, and workgroups shall strive to elect at least one (1) officer who is a person with HIV.
 4. No individual shall serve concurrent terms as an officer of the Partnership and an officer of a standing committee or subcommittee. The exception to this rule is for officers of workgroups, which may be led by the Chair or Vice-Chair of the committee under whose purview the workgroup was authorized.

B. NOMINATIONS AND ELECTIONS

- Nominations for Officers shall be held in the month prior to elections. Members may also be nominated from the floor on the date of elections.
- The Partnership shall hold elections in March of each calendar year.
- Standing committees and subcommittees shall hold elections in January of each calendar year.

- Workgroups shall designate Officers when they convene. Officers of standing committees may also serve as Officers of the workgroup(s) which report to their committee.
- Upon conclusion of the first one-year term in the month preceding election of a new Vice-Chair, elections shall be held in accordance with the Bylaws.

The Chair of the Partnership, standing committee, or subcommittee may be nominated at this time to be elected for a second term.

- Other eligible members of the Partnership, standing committee, or subcommittee, including but not limited to the Vice-Chair, may also be nominated regardless of whether the current Chair has elected to seek a second term as Chair of the Partnership, standing committee or subcommittee.

C. TERM OF OFFICE

- Officers of the Partnership, standing committees, and subcommittees shall serve a one (1) year term. *The term begins from election date.*
- No Officer may serve more than two (2) consecutive one-year terms.
- Notwithstanding the foregoing, the terms of office of elected Chairs of workgroups may be for less than one year depending on expiration date of the workgroup.
- An individual who has served for two (2) years as an officer of a committee may reapply to be nominated as an officer of the same committee after a minimum of one year following completion of the prior term.



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365

January 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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365

February 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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365

March 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 13 | 27 | 28 | 29 | 30 | 31 | | |

365

April 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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365

May 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 22 | 29 | 30 | 31 | | | | |

365

June 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 22 | | | | 1 | 2 | 3 | 4 |
| 23 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 24 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 25 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 26 | 27 | 28 | 29 | 30 | | |

365

July 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 26 | | | | | | 1 | 2 |
| 27 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 28 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 29 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 30 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 31 | | | | | | |

365

August 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 31 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 32 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 33 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 34 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 35 | 28 | 29 | 30 | 31 | | | |

365

September 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 35 | | | | | 1 | 2 | 3 |
| 36 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 37 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 38 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 39 | 25 | 26 | 27 | 28 | 29 | 30 | |

365

October 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 39 | | | | | | | 1 |
| 40 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 41 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 42 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 43 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 44 | 30 | 31 | | | | | |

365

November 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 44 | | | 1 | 2 | 3 | 4 | 5 |
| 45 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 46 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 47 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 48 | 27 | 28 | 29 | 30 | | | |

365

December 2022

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----|-----|-----|-----|-----|-----|-----|-----|
| 48 | | | | | 1 | 2 | 3 |
| 49 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 50 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 51 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 52 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

1 Jan New Year's Day
17 Jan Martin Luther King Day
12 Feb Lincoln's Birthday
14 Feb Valentine's Day
21 Feb Presidents Day
1 Mar Mardi Gras Carnival
13 Mar Daylight Saving (Start)

17 Mar St. Patrick's Day
1 Apr April Fool's Day
15 Apr Good Friday
17 Apr Easter
18 Apr Easter Monday
5 May Cinco de Mayo
8 May Mother's Day

21 May Armed Forces Day
30 May Memorial Day
5 Jun Pentecost
6 Jun Pentecost Monday
14 Jun Flag Day
19 Jun Father's Day
4 Jul Independence Day

5 Sep Labor Day
11 Sep September 11th
17 Sep Citizenship Day
23 Sep Native American Day
10 Oct Columbus Day
15 Oct Sweetest Day
17 Oct Boss's Day

31 Oct Halloween
6 Nov Daylight Saving (End)
11 Nov Veterans' Day
24 Nov Thanksgiving
7 Dec Pearl Harbor
25 Dec Christmas Day
31 Dec New Year's Eve

Calendar & Holidays

2022

Calendar-365.com



Executive Committee

Wednesday, December 15, 2021

10:00 AM – 12:00 PM

Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 240,
Coral Gables, FL 33134 and Zoom

AGENDA

- | | | |
|-------|--|-------------|
| I. | Call to Order | Travis Neff |
| II. | Housekeeping/Meeting Rules | Travis Neff |
| III. | Introductions and Roll Call | All |
| IV. | Floor Open to the Public | Travis Neff |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of October 27, 2021 | All |
| VII. | Standing Business | All |
| | ▪ Vacancy Updates | Staff |
| VIII. | New Business | All |
| | ▪ Policy and Procedure Clarifications | All |
| | ▪ Discussion of Integrated Plan Meetings | All |
| IX. | Announcements | All |
| X. | Next Meeting: Wednesday, February 23, 2022 | Travis Neff |
| XI. | Adjournment | Travis Neff |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x106 or cbontempo@behavioralscience.com.



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