



Executive Committee

Monday, August 23, 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.	Moment of Silence	Travis Neff
III.	Housekeeping/Meeting Rules	Travis Neff
IV.	Introductions and Roll Call	All
V.	Floor Open to the Public	Dennis Iadarola
VI.	Review/Approve Agenda	All
VII.	Review/Approve Minutes of June 9, 2021	All
VIII.	Standing Business	All
	▪ Vacancy Updates	Staff
IX.	New Business	All
	▪ Clarification to Bylaws-Elections and PWHC Community Members	All
	▪ Executive Meeting Date Change	Staff
X.	Announcements	All
XI.	Next Meeting: TBD	Dennis Iadarola
XII.	Adjournment	Travis Neff

Please mute or turn off all cellular devices.

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Partnership Meeting Housekeeping

Hybrid Meetings (In-Person and Zoom)

Updated August 12, 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

- You must sign in to be counted as present.
- Per County mandate, masks are to be worn in all County buildings.
- 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.
- If you are at the table, please use the microphone.
- Members shall refrain from side-bar conversations in accordance with Florida Government in the Sunshine laws.
- See the front desk attendee to have your parking validated (Library meetings only), or see Staff after the meeting for a parking sticker (available to members of the affected community).

General Reminders – Zoom Attendees

- You must chat your name to be counted as present.
- 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
- Chat is seen only by the moderator.

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.*
- Meetings should start at the posted start time, based on quorum.
 - ❖ *If quorum is not reached within 15 minutes of the meeting start time, the meeting may be cancelled by the Chair.*

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
Hybrid Meeting: Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134 and via Zoom
June 9, 2021

#	Members	Present	Absent	Guests
1	Duberli, Francesco	x*		
2	Gallo, Giselle	x*		
3	Goldberg, David	x*		
4	Gonzalez, Victor	x*		
5	Herz, Stephen		x	
6	Iadarola, Dennis	x		
7	Labbée, Andrea		x	
8	Neff, Travis	x*		Staff
9	Sarmiento, Abril	x*		Bontempo, Christina
10	Vaughn, Sannita	x*		Ladner, Robert
11	Vacant			Meizoso, Marlen
12	Vacant			
Quorum = 4				
* 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 Chair, Travis Neff, called the meeting to order at 10:06 a.m.

II. Housekeeping/Meeting Rules

Behavioral Science Research Corp. (BSR) staff presented the PowerPoint, *Zoom Meeting Housekeeping Items* (copy on file), which briefly explains best meeting practices, the chat box, other commonly used features, and specific instructions for in-person attendees. 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

Members and staff introduced themselves; staff announced online attendees.

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.

I. Review/Approve Agenda

The committee reviewed the agenda. Floor Open to the Public was moved to before the review of the agenda. Staff requested the addition of a membership update in the Standing Business section. The Committee voted to accept these additions.

Motion to approve the agenda with the noted updates.

Moved: Giselle Gallo

Seconded: David Goldberg

Motion: Passed

II. Review/Approve Minutes of April 12, 2021

Members reviewed the minutes of the Executive Committee meeting of April 12, 2021. There were no changes.

Motion to approve the minutes of the October 30, 2020 meeting as presented.

Moved: Giselle Gallo

Seconded: Abril Sarmiento

Motion: Passed

III. Standing Business

▪ Membership Updates

Mr. Neff noted vacancies on all committees and the Miami-Dade HIV/AIDS Partnership as indicated on the Vacancy Report (copy on file).

▪ Committee Reports

Members reviewed the *Committee Reports to the Executive Committee*, (copy on file) since the Partnership was unable to meet in June.

STRATEGIC PLANNING COMMITTEE – MAY 10, 2021

The committee reviewed and approved their remaining meeting dates and assignments for 2021.

The committee reviewed and approved the final drafts of the annual Assessment of the Administrative Mechanism surveys (copies on file); versions for review include all edits.

Motion to accept the Partnership Assessment of the Administrative Mechanism Survey as presented.

Moved: Giselle Gallo

Seconded: Victor Gonzales

Motion: Passed

Motion to accept the Subrecipient Assessment of the Administrative Mechanism Survey as presented.

Moved: Giselle Gallo

Seconded: Victor Gonzales

Motion: Passed

HOUSING COMMITTEE – MAY 11, 2021

The committee heard HOPWA Program and Tenant-Based Rental Assistance Program updates and were advised of the Health Council of South Florida HOPWA Special Project.

COMMUNITY COALITION COMMITTEE – MAY 24, 2021

The committee worked on the Recruitment Campaign assignment for the TargetHIV Learning Collaborative.

Staff read member Andrea Labbé's testimonial into the record (copy on file). Ms. Labbé expressed her frustration at the lack of inclusion in committee work, particularly for people with HIV. Community Coalition Chair Sannita Vaughn reiterated the need for the voices of people with HIV to be considered in all decision-making and the need to be more inclusive.

As Officers of committees, members were asked to consider the work of the Partnership from the perspective of people with HIV who may not be familiar with jargon and acronyms and may feel lost due to the often fast-pace of meetings. It was noted that Partnership meetings are for conducting business and are not social groups; better training to understand the responsibilities of membership needs to be developed.

In the meantime, the Community Coalition Committee will be rebranded Community Coalition Roundtable and will serve as a welcoming group for joining the Partnership. Other committees are asked to slow the pace of meetings enough to make sure all participants are following the topics, and to define acronyms and jargon for those who may be unfamiliar with the intricacies of the Ryan White Program. Further, all members are encouraged to bring clients to meetings and the Roundtable to encourage greater participation.

The committee reviewed second term Partnership applicants and voted to recommend the slate of candidates:

Motion to recommend second-term appointments to the Mayor of Miami-Dade County for Miami-Dade HIV/AIDS Partnership members: David Goldberg, Local Health Department Representative; John McFeely, Representative of the Affected Community; and Stephen Herz, Housing, Homeless or Social Service Provider.

Moved: Sannita Vaughn

Seconded: Giselle Gallo

Motion: Passed

CARE AND TREATMENT COMMITTEE – JUNE 3, 2021

The committee did not reach quorum at the June 3 meeting; the next meeting is scheduled for June 18, 2021, 10:00 a.m. –1:00 p.m., Annual Needs Assessment.

PREVENTION COMMITTEE

The committee has not met since the last Executive Committee meeting. The next meeting will include updates from the Prevention Mobilization Workgroups and review of the Integrated Plan Guidance (if it has been released). Ending the HIV Epidemic updates will be reviewed at the Joint Ending the HIV Epidemic Team meeting in November.

Motion to accept the Membership Update and Committee Reports as presented.

Moved: Giselle Gallo

Seconded: David Goldberg

Motion: Passed

▪ **Policy and Procedures Manual Updates**

The Policy and Procedures Manual, Introduction page (page 4), and Operational Procedures for Natural Disasters and Health Emergencies (page 34) were reviewed for changes (copy on file).

The Introduction page included updated staff contacts.

The Operation Procedures page was edited to indicate staff will follow local, state and Federal regulations in the event of a natural disaster or health emergency. Language was vetted by legal counsel as appropriate process for a County advisory board.

Motion to accept the noted Policy and Procedures Manual Updates.

Moved: Giselle Gallo

Seconded: David Goldberg

Motion: Passed

IV. New Business

There was no new business.

V. Announcements

The following announcements were made:

- The meeting agenda and Partnership calendar include a QR code to RSVP for meetings.
- Beginning July 1, all meetings will return to in-person only format.
- Pride Celebration en Español at Cuba Ocho Nightclub on June 16.
- PrEP Up Sis Sip and Chat event on June 20.

VI. Next Meeting

Members suggested returning to the every-other-month schedule unless an emergency meeting is needed. The next meeting will be in August.

VII. Adjournment

Mr. Neff called the meeting adjourned at 11:27 a.m.



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BYLAWS

Effective July 20, 2020

Excerpts presented August 2021

The Miami-Dade HIV/AIDS Partnership, having been duly established by the Board of County Commissioners of Miami-Dade County, Florida by Ordinance No. 98-127 codified in Chapter 2, Article LXXX of the Code, hereby adopts these Bylaws for the purpose of establishing the basic rules by which it shall conduct its business and discharge its obligations



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B. Term of Office (Standing Committees)

1. Members may serve a maximum of six (6) consecutive years on one (1) or any combination of standing committees, subcommittees, or workgroups.
2. Any standing committee member who completes two consecutive terms [totaling six (6) years] on one (1) or any combination of standing committees, subcommittees, or workgroups shall be excluded from reapplying for membership of that standing committee, subcommittee, or workgroup for a period of (2) years, unless such term limit is waived by the Board of County Commissioners.
3. Change in Representative Status
 - a. If a member appointed to represent a category listed in Section 3.1 (B) above loses such representative status, fails to maintain the qualifications for membership set forth in Section 2-11.38, fails to maintain attendance requirements, voluntarily resigns, or for other good cause is removed, the member shall forfeit membership on the Partnership.
4. Exemptions
 - a. Notwithstanding the above, for the purpose of continuity, a committee member's term may be extended beyond the six years specified in Section B.1, above, until the Mayor has appointed a replacement. Such persons may continue as members of the committees to which they had been appointed, or may serve as members of other committees or subcommittees at the discretion of the Partnership.
 - b. Members serving an extended term may not stand for election for another term of office, nor may they stand for election as an officer of any committee, subcommittee or workgroup of which they are a member.
 - c. Notwithstanding the above, members appointed to a committee to fill government, Recipient, or other grantee seats may serve as members of the committee for as long as they are designated by their respective agencies to serve in this capacity.

C. Duties and Responsibilities (Standing Committees)

1. General Requirements
 - a. Be able to devote a minimum of two (2) hours per month to committee activities, including, but not limited to:
 - i. Replying to committee meeting notices by confirming attendance with Partnership staff;
 - ii. Preparing for meetings by reviewing agendas, minutes, and other materials distributed in advance of a meeting by Partnership staff, in order to facilitate the business of the committee;
 - iii. Attending meetings; and, as appropriate
 - iv. Submitting reports and/or feedback.
 - b. Contribute professional and personal expertise to further the work of the committee
 - c. Uphold the goals, objectives, policies, and procedures of the committee

- d. Standing committee members removed for cause shall receive written notice by mail or email of their membership termination.
- e. All members removed for cause are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

SECTION 4.3. Subcommittees

A. Applications, Nominations, and Requirements

1. Subcommittees shall maintain at all times a fair and open applications process.
2. Membership Requirements
 - a. Pursuant to Section 2-11.36 et seq. of the Code, which sets forth the standards for County boards, all members of subcommittees shall:
 - i. Be permanent residents of Miami-Dade County;
 - ii. Be electors of Miami-Dade County, unless the Board of County Commissioners, by a two-thirds vote of its membership, waives this requirement;
 - iii. Have reputations for integrity and community service;
 - iv. Possess the knowledge, skills and expertise relevant to the position for which they are applying; and
 - v. Be currently employed in the field of expertise they wish to represent (as applicable).
3. Subcommittee Appointments
 - a. Partnership members who are not members of a committee, subcommittee, or workgroup shall be appointed to membership in a standing committee, subcommittee, or workgroup by the Partnership Chair.
 - b. All appointees shall be approved for membership by the Partnership.
4. Subcommittees are exempt from the restriction to not have representation by more than one (1) representative from a Part A funded subrecipient or other organization.

B. Term of Office (Subcommittees)

1. Members may serve a maximum of six (6) consecutive years on one (1) or any combination of standing committees, subcommittees, or workgroups.
2. Any subcommittee member who completes two consecutive term limits [totaling six (6) years] on one (1) or any combination of standing committees, subcommittees, or workgroups shall be excluded from reapplying for membership as a Partnership member or member of a standing committee, subcommittee, or workgroup for a period of (2) years, unless such term limit is waived by the Board of County Commissioners.
3. Change in Representative Status
 - a. If a member appointed to represent a category listed in Section 3.1 (B) above loses such representative status, fails to maintain the qualifications for membership set forth in

Section 2-11.38, fails to maintain attendance requirements, voluntarily resigns, or for other good cause is removed, the member shall forfeit membership on the Partnership.

4. Exemptions

- a. Notwithstanding the above, for the purpose of continuity, a subcommittee member's term may be extended beyond the six years specified in Section B.1, above, until the Mayor has appointed a replacement. Such persons may continue as members of the subcommittee to which s/he had been appointed.
- b. Members serving an extended term may not stand for election for another term of office, nor may they stand for election as an officer of any committee, subcommittee or workgroup of which they are a member.
- c. Notwithstanding the above, members appointed to a subcommittee to fill government, Recipient, or other grantee seats may serve as members of the subcommittee for as long as they are designated by their respective agencies to serve in this capacity.

C. Duties and Responsibilities (Subcommittees)

1. General Requirements

- a. Be able to devote a minimum of two (2) hours per month to subcommittee activities, including, but not limited to:
 - i. Replying to subcommittee meeting notices by confirming attendance with Partnership staff;
 - ii. Preparing for meetings by reviewing agendas, minutes, and other materials distributed in advance of a meeting by Partnership staff, in order to facilitate the business of the subcommittee;
 - iii. Attending meetings; and, as appropriate,
 - iv. Submitting reports and providing feedback.
- b. Contribute professional and personal expertise to further the work of the subcommittee.
- c. Uphold the goals, objectives, policies, and procedures of the subcommittee.
- d. Comply with attendance and training requirements detailed in these Bylaws;
- e. Submit an annual Financial Disclosure Statement, required by Section 2-11.1(i) of the Code; and
- f. Adhere to all other federal, state, and local civil rights laws and regulations.

2. Attendance Requirements

- a. All members shall comply with attendance requirements in accordance with Sections 2-11.39 and 2-11.02 (G) of the Code, as follows:
 - i. Five (5) absences from scheduled subcommittee meetings in any County fiscal year (from October 1 of the current calendar year through September 30 of the year following) shall constitute grounds for removal.

5. Subject to the approval of the Partnership, from time to time as the need arises, the Chair or Vice-Chair of the Partnership may also present oral presentations and/or reports to the Miami-Dade Board of County Commissioners, the Florida Department of Health in Miami-Dade County, the City of Miami Commissioners, and the general community.

C. The Vice-Chair

1. The Vice-Chair shall act as Chair in the Chair's absence or inability to conduct business.

SECTION 5.3. Term of Office

- A. Elected officers of the Partnership, standing committees, subcommittees, and workgroups shall serve a one (1) year term. No elected officer may serve more than two (2) consecutive one-year terms.
- B. The terms of office of elected Chairs of workgroups may be for less than one year depending on expiry date of such workgroup.
- C. Upon conclusion of the first one-year term in the month preceding election of new officers, elections shall be held in accordance with Section 5.4 of these Bylaws. If eligible, the current Chair of the Partnership, a standing committee, or a subcommittee may be nominated at this time to be elected for a second term. Other eligible members of the Partnership, standing committees or subcommittees, 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.
- D. Approval of a second one-year term requires a majority vote.
- E. An individual who has served as an officer of a committee may reapply to be nominated as an officer of the same committee after a minimum of one (1) year following completion of the second term.

SECTION 5.4. Nominations and Elections of Officers

A. Partnership

1. Nominations for Partnership Chair and Vice Chair shall be made in February of each year.
2. Elections for Partnership Chair and Vice Chair shall be held in March of each year.

B. Standing Committees and Subcommittees

1. Nominations of standing committee and subcommittee officers shall be made in the meeting prior to the scheduled election.
2. Elections of officers to standing committees and subcommittees shall be held in January of each year.

C. Workgroups

1. Elections of officers to workgroups shall be held at the first meeting of such workgroup.

Executive Committee

August 23, 2021

Bylaws Issues

Elections and officers

At the July 2021 meeting of the Partnership Sect. 5.3 of the bylaws related to elections was temporarily waived. The regular election schedule will resume January 2022. The current language should be modified to allow for more flexibility for elections in the case that there are issues with not meeting or other unforeseen circumstances. See Terms of Office Section 5.3 and Nominations and Election of Officers Section 5.4 page 29.

Suggestion 5.4:

2. Elections for Partnership Chair and Vice Chair shall be in March of year. *If the March meeting is not held, the elections will take place at the next viable meeting.*

Language should also be included that for the off-cycle election, the term is not extended for officers.

Suggestion 5.3:

A. Elected officers of the Partnership, standing committee, subcommittee, and workgroups shall serve a one (1) year term. *Terms for officer begin in March for the Partnership regardless of election date.* No elected officers may serve more than two (2) consecutive one-year terms.

If the Executive Committee makes changes to Sections 5.3 and 5.4 regarding elections and officers, similar language changes will need to be made to section Subcommittees section 5.4 (B).

Exemptions for removal

Regarding exemptions to members terming off are found on pages 17 (B. 4) and 21 (B.4) and cover members of the Partnership, members filling government, recipient, or grantee seats.



Executive Committee

Monday, August 23, 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. | Moment of Silence | Travis Neff |
| III. | Housekeeping/Meeting Rules | Travis Neff |
| IV. | Introductions and Roll Call | All |
| V. | Floor Open to the Public | Dennis Iadarola |
| VI. | Review/Approve Agenda | All |
| VII. | Review/Approve Minutes of June 9, 2021 | All |
| VIII. | Standing Business | All |
| | ▪ Vacancy Updates | Staff |
| IX. | New Business | All |
| | ▪ Clarification to Bylaws-Elections and PWH Community Members | All |
| | ▪ Executive Meeting Date Change | Staff |
| X. | Announcements | All |
| XI. | Next Meeting: TBD | Dennis Iadarola |
| XII. | 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.

Proposed Changes to Executive Committee Meeting Dates

Because of the Executive Committee's function to ratify motions in the event the Partnership can't meeting, staff is proposing moving the Executive meetings to the dates below. The meetings with * would be place holders in the event the Partnership does not make quorum and motions need to be voted on. The dates with ▲ would be dates the committee would meet based on every other month option that was previously discussed. All dates are after the Partnership meeting in order to publicize the meetings and reach quorum to conduct business.

Key: Placeholders*/Every other month▲

Current dates

*Tuesday, September 7, 2021

▲Monday, October 4, 2021

*Monday, November 1, 2021

▲Monday, December 6, 2021

Proposed dates

Wednesday, September 29, 2021

Wednesday, October 27, 2021

Monday, November 22, 2021

Monday, December 20, 2021



Executive Committee

Monday, August 23, 2021

10:00 AM – 12:00 PM

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