



Executive Committee

Wednesday, November 16, 2022

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

I.	Call to Order	Dennis Iadarola
II.	Meeting Housekeeping and Rules	Dennis Iadarola
III.	Introductions	All
IV.	Floor Open to the Public	Dennis Iadarola
V.	Review/Approve Agenda	All
VI.	Review/Approve Minutes of August 22, 2022	All
VII.	Standing Business	
	▪ Bylaws Revision: Committee/Subcommittee Membership	All
VIII.	New Business	
	▪ November 2022 Policy and Procedure updates	All
	▪ Planning for 2023	All
	▪ 2023 Meeting dates	All
IX.	Announcements	All
X.	Next Meeting: January 25, 2023 at BSR	Dennis Iadarola
XI.	Adjournment	Dennis Iadarola

Placeholder meeting date December 21, 2022

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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Meeting Housekeeping

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

Updated June 21, 2022
BSR Version

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.

Language Matters!

In today's world, there are many words that can be stigmatizing.

Here are a few suggestions for better communication.

www.aidsnet.org



Remember **People First** Language . . .

People with HIV, **People** with substance use disorders, **People** who are homeless, etc.

Please don't say **RISKS** . . .

Instead, say **REASONS**.

Please don't say, **INFECTED with HIV** . . .

Instead, say **ACQUIRED HIV, DIAGNOSED with HIV, or CONTRACTED HIV.**

Please **do not** use these terms . . .

Dirty . . . Clean . . . Full-blown AIDS . . . Victim . . .

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.*

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.

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.

Parking

- *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!



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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
August 22, 2022**

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

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.

I. Call to Order

In the chair's absence David Goldberg volunteered to chair until the chair arrived. Mr. Goldberg called the meeting to order at 10:12 a.m.

II. Meeting Housekeeping and Rules

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

III. Introductions

Mr. Iadarola introduced himself and requested members and staff introduced themselves.

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. The Committee made a motion to accept the agenda as presented.

Motion to approve the agenda as presented.

Moved: David Goldberg

Seconded: Frederick Downs

Motion: Passed

VI. Review/Approve Minutes of June 29, 2022

Members reviewed the minutes of June 29, 2022, from the Executive Committee and an error was noted. A statement indicating that the meeting was held in a hybrid format was included in error. The Committee made a motion to accept the minutes with the correction of striking the hybrid statement.

Motion to approve the minutes of the June 29, 2022, as corrected.

Moved: Abril Sarmiento

Seconded: Dr. Angela Mooss

Motion: Passed

VII. Standing Business

▪ Committee Reports to Executive

The Executive Committee was tasked with reviewing the committee report since the Partnership did not meet and the one motion was time sensitive (copy on file). Nominations for the area 11A patient care representatives are due by August 31. The Care and Treatment Committee selected the nominees, but these needed to be ratified. Mr. Downs reviewed the motion.

Motion to nominate Travis Neff (member) and Dr. Diego Shmuels (alternate) as the area 11A Florida Comprehensive Planning Network Patient Care representatives.

Moved: Frederick Downs, Jr.

Seconded: Dr. Diana Sheehan

Motion: Passed

Mr. Iadarola requested the rest of the report be reviewed, since there were no additional motions.

▪ Meeting Composition Review and Bylaws Adjustment

Mrs. Meizoso reviewed the Committee Composition "Current vs. 16-Member Scenario" Analysis (copy on file). Staff consulted Terrence Smith, Assistance County attorney, to verify if there are any legal barriers to reducing committee size, and there are none. Information on the Partnership and all committees was presented for comparison. The reduction to 16 members from 24 members on committees produces a net reduction of 60% on vacancies. The analysis presented what the ideal breakdown would be of the 16 members (with 5 members being members of the affected community). Prevention is the only committee that requires funded DOH contractors to sit on the committee, so the Committee decided not to reduce its size. The Committee made motions ratifying their selection.

Motion to leave the Prevention Committee at 24 members.

Moved: Frederick Downs, Jr.

Seconded: David Goldberg

Motion: Passed

Motion to reduce Care and Treatment, Strategic Planning, Housing, Community Coalition, and Medical Care Subcommittee from 24 to 16 members.

Moved: Dr. Angela Mooss

Seconded: Dr. Diana Sheehan

Motion: Passed

Language will need to be drafted in the bylaws and policy and procedures to change the membership threshold. A draft for review will be brought to the October meeting, or if available, the September

meeting.

VIII. New Business

▪ September 28, 2022 meeting

Mrs. Meizoso indicated that if the Partnership cannot make quorum in September the Executive Committee will need to meet, since time sensitive items required by HRSA are on the agenda. Members were advised to mark their calendars for the date. Staff polled members present and except for Dr. Sheehan, who will be out of state at a conference, all members can attend a September 28 meeting. Staff will endeavor to contact Partnership members to gauge participation. A notice would be sent out the week before if the Executive Committee would need to meet.

IX. Announcements

Mrs. Meizoso announced the monthly symposium (June-September) presented by FIU/BSR on research conducted on the Ryan White Program will next be held August 31. Zoom information for the symposium has been posted online. Community Coalition will be meeting this month at Pridelines if anyone wishes to promote the event. Details regarding the event are also posted online. Christina Bontempo indicated pictures of officers are still being sought though not required. Please forward a picture as soon as possible for posting. At this week's Ryan White Conference, Miami-Dade County will be presenting information on community involvement in the integrated planning process. Information on the session will be forwarded by staff for those interested in attending. Abril Sarmiento indicated that at the Florida Comprehensive Planning Network meeting integrated planning discussions were held and input will be provided back to local areas within the next two weeks.

X. Next Meeting

The next regularly scheduled Executive Committee meeting is October 26, 2022.

XI. Adjournment

Dennis Iadarola adjourned the meeting at 10:50 a.m.



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BYLAWS

Effective July 20, 2020

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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ARTICLE 2. Legal Compliance

SECTION 2.1. Code of Ethics

- A. All members of the Partnership, standing committees, subcommittees, and workgroups (collectively referred to as “members”) shall comply with all applicable federal, state and County Code of Ethics governing financial interest, ownership or other business disclosure and conflict of interest rules, including those which pertain specifically to the Ryan White Program and except those which are specifically excluded by the Ordinance creating the Miami-Dade HIV/AIDS Partnership or opinions rendered by the Miami-Dade Commission of Ethics and Public Trust.

SECTION 2.2. Conflict of Interest

- A. Members shall abide by the state, county, and federal laws, Florida Statutes and the Code regarding conflicts of interest, except that Section 2-11.1 (c) and (d) of the Conflict of Interest and Code of Ethics Ordinance of the County are waived for members transactions arising from the exercise of those powers given the members by the Ryan White Program. Notwithstanding this, members are governed by all other sections of the Conflict of Interest and Code of Ethics ordinance.
- B. Members may vote on funding recommendations that affect a specific category of service that includes themselves or their organization, but under federal law, they may not vote on any funding recommendation that will specifically and directly benefit their organization if they are the sole provider of that service, and the funding recommendation does not designate amounts or percentages among the various providers in a particular service category..
- C. Pursuant to Miami-Dade Commission on Ethics and Public Trust Opinion Nos. 02-43 and 05-50, all members in specific service categories are prohibited from voting for funds in their specific service category if they are the sole subrecipient in that category.
- D. Members with a conflict of interest must recuse themselves from discussion and voting on any subject matter pertaining to the allocation of funds for a service category where the member has a conflict of interest.

SECTION 2.3. Government in the Sunshine

- A. Meetings: All meetings must be held in accordance with Florida’s Government in the Sunshine Law, chapter 286, Florida Statutes, which prohibit discussion outside a properly noticed meeting between two or more members of the same board regarding any matter of business that may possibly come before the body for action (see 2.3.B, Members, below).
- B. Members: All members of the Partnership and its standing committees, subcommittees, or workgroups must comply with Florida’s Government in the Sunshine Law. This prohibition extends to all methods of communications between the parties, including but not limited to written communications, or ~~communicatens~~communications via telephone, social media, texting or emailing. If a member is in doubt of the legal responsibilities under the Florida Sunshine law, s/he should consult directly with the County Attorney’s Office.

SECTION 2.4. Grievances

- A. The Partnership is required by the Ryan White Program to establish grievance procedures for addressing grievances with respect to funding. These grievance procedures are set forth in Addendum A to these Bylaws and are hereby incorporated by reference.

ARTICLE 3. Miami-Dade HIV/AIDS Partnership Composition

SECTION 3.1. The Partnership

A. Composition

1. The Partnership shall be composed of thirty-nine (39) voting members appointed by the Mayor;
2. Thirty-three percent (33%) of members must be HIV positive;
3. No organization shall have more than one representative or employee as a member, except as mandated by the legal requirements of Partnership programs; and
4. No more than fifteen (15) individuals shall be appointed who personally provide, who represent entities that provide, or who otherwise possess a financial relationship with entities that provide HIV related services funded by Partnership programs.
5. Pursuant to Section 2-1101(g) of the Code, the Partnership shall reflect in its composition the demographics of the epidemic ~~in~~ Miami-Dade County, with particular consideration given to disproportionately affected and historically underserved groups, subpopulations, and geographic areas in Miami-Dade County.
 - a. Composition of the Partnership, including committee and subcommittee membership, shall strive to assure the following:
 - (i) **Parity**, with each member having equal opportunity for input and participation as well as equal voice in voting and other decision making activities;
 - (ii) **Inclusiveness**, that all affected communities are represented and involved in a meaningful manner in the community planning process;
 - (iii) **Representation**, that members who represent a specific community truly reflect that community's values, norms and behaviors.
 - b. The requirements set forth in subsection a, above, shall not apply to workgroups established by the Partnership.

B. Members

The Partnership shall include thirty-nine (39) members:

1. Fifteen (15) member representatives of affected communities, including thirteen (13) persons living with HIV/AIDS, who are not affiliated or employed by a Part A funded subrecipient and are recipients of Part A services, and historically underserved groups and

2. Alternate members shall be appointed by the Mayor.
3. Alternate members may be assigned as voting members of committees, but are non-voting members of the full Partnership except when a voting member is unable to serve, at which time an alternate member designated by the Chair shall serve as voting member for the full Partnership and the Partnership's committees.

D. Ex-officio Representatives

1. The Partnership shall include two (2) ex-officio representatives:
 - a. One (1) ex-officio representative from the Office of the Miami-Dade County Mayor; and
 - b. One (1) ex-officio representative from the Board of County Commissioners.

SECTION 3.2. Standing Committees

A. Composition

1. The Partnership shall have standing committees.
2. The purpose of standing committees is to serve in an advisory capacity to the members of the Partnership.
3. Standing committees do not have the authority to bind the Partnership or the County. Accordingly, standing committees may only make recommendations and suggest motions that the Partnership and other standing committees, where applicable, may consider.

B. Membership

1. Each standing committee shall have a maximum of ~~24~~16 members, except for the Prevention Committee which shall have a maximum of 24 members, and the Executive Committee which shall have a maximum of 12 members.
2. Pursuant to Section 2-1103 of the Code, the size and membership composition of the standing committees shall be vested solely in the Partnership, and members may be appointed who are not Partnership members.
3. Pursuant to Section 2-1103 of the Code, each standing committee shall strive to maintain no less than one-third (1/3) membership by representatives of the affected community.
4. Persons who are appointed to serve as members of standing committees must also meet the minimum requirements of Section 2-11.36 et seq. of the Code which sets forth the standards for County boards, including being a resident of Miami-Dade County and a qualified elector.
5. Quorum for each standing committee shall consist of one-third (1/3) plus one (1) of the current voting members.

C. Standing Committees

1. Executive Committee

- f. Make recommendations to appoint two (2) nominees to the Florida Comprehensive Planning Network's Prevention Planning Group. At least one (1) nominee shall be a Partnership member. Applicants must meet the requirements for nominees in accordance with the Centers for Disease Control and Prevention guidelines.

6. Strategic Planning Committee

The Strategic Planning Committee shall:

- a. Meet monthly as a standing committee, or with the Prevention Committee to review and oversee the *Miami-Dade County Integrated Prevention and Care Plan for HIV/AIDS*, but may choose to cancel a scheduled meeting if there is no business to transact;
- b. Develop an annual report for the community, including the Miami-Dade County Board of County Commissioners, describing the Partnership's activities and the state of the epidemic in Miami-Dade County;
- c. Assess the efficiency of the administrative mechanism for rapidly allocating funds to the areas of greatest need within the County; and
- d. Make recommendations to the Partnership regarding legislative and regulatory funding issues, and policy and rule changes related to HIV/AIDS and the Ryan White Program.

SECTION 3.3. Subcommittees

A. Composition

1. The Partnership may have one or more subcommittees.
2. Subcommittees are appointed as needed by the Partnership to assist a standing committee and the Partnership with a specific issue or need.
3. The purpose of subcommittees to serve in an advisory capacity to the members of the Partnership.
4. Subcommittees do not have the authority to bind the Partnership or the County. Accordingly, subcommittees may only make recommendations and suggest motions that the Partnership and standing committees, where applicable, may consider.
5. Subcommittees are expected to meet on a monthly basis and shall operate indefinitely or until such time as the Partnership determines they are no longer integral to the committee's functioning.

B. Membership

1. Each subcommittee shall have a maximum of 24-16 members.
2. Pursuant to Section 2-1103 of the Code, the size and membership composition of subcommittees shall be vested solely in the Partnership, and members may be appointed who are not Partnership members.
3. Pursuant to Section 2-1103 of the Code, each subcommittee shall strive to maintain no less than one-third (1/3) membership by representatives of the affected community.

4. Persons who are appointed to serve as members of subcommittees must also meet the minimum requirements of Section 2-11.36 et seq. of the Code which sets forth the standards for County boards, including being a resident of Miami-Dade County and a qualified elector.
5. Quorum for each subcommittee shall consist of one-third (1/3) plus one (1) of the current voting members.

C. Subcommittees

1. Medical Care Subcommittee

The Medical Care Subcommittee shall:

- a. Meet monthly from January through November, but may choose to cancel a scheduled meeting if there is no business to transact;
- b. Make recommendations to the Care and Treatment committee regarding medical policies and procedures, quality management and improvement, Ryan White Program treatment guidelines and standards, and outcome measures, performance measures, and standards of care related to the delivery of Outpatient Medical Care, Prescription Drugs and other core medical services; and
- c. Coordinate with State AIDS Drug Assistance Program (ADAP) and General Revenue to review formularies, expenditures, and utilization data patterns to make recommendations regarding the local Ryan White Part A Program Prescription Drug Formulary.

SECTION 3.4. Workgroups

A. Composition

1. The Partnership may have one or more workgroups.
2. Workgroups are appointed as needed by the Partnership to assist a standing committee and the Partnership with a specific issue or need.
3. The purpose of workgroups is to serve in an advisory capacity to the members of the Partnership.
4. Workgroups do not have the authority to bind the Partnership or the County. Accordingly, workgroups may only make recommendations and suggest motions that the Partnership and standing committees, where applicable, may consider.
5. Workgroups are expected to meet on a monthly basis and have a one-year term of existence or such other term as determined by the Partnership. Workgroups may request extensions of their term from the Partnership.

B. Membership

1. Each workgroup shall have a maximum of 24-16 members.

Miami-Dade HIV/AIDS Partnership

Code Of Conduct

This Code of Conduct shall apply to all members of the Partnership and to the Partnership's standing committees, sub-committees, ~~ad hoc committees~~ and workgroups, which are collectively referred to herein as the "Partnership."

Meetings are conducted according to Robert's Rules of Order. The length of time Partnership members are allowed to speak may be limited. Use of cell phones ~~and pagers~~ is also restricted.

Each Partnership member shall cooperate with the presiding officer in preserving order and decorum as set forth in the Partnership Bylaws. No member shall delay or interrupt the proceedings, or disturb any member while the member is speaking, except that the presiding officer may interrupt for the purpose of calling a member or members to order.

Members should be aware that they 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. Accordingly, members are prohibited from lobbying the Partnership or any member of the Partnership regarding any matter that is of a personal nature.

Members, when voting on allocation of funding, must vote in accordance with the Miami-Dade County Commission on Ethics and Public Trust's Advisory Opinion 05-50, which states in pertinent part: "...the Partnership member may vote on funding recommendations affecting a service category in which they are a provider as long as the member is not the sole provider in the particular category and the recommendation does not provide amounts or percentages among the providers in a particular service category." In the event a member has a conflict, the member must declare the conflict and shall abstain from the vote and step outside of meeting room prior to the vote. The member will complete form 8B while outside the room and return the form to staff. The member shall return to the room after the remaining members have voted. ~~Prior to departing the meeting room all members with a conflict shall state on the record the nature of the conflict.~~

All members must comply with Florida's Government in the Sunshine Law and Public Records Act as further described in the Partnership Bylaws.

Presiding Officers' Duties:

1. The presiding officers are responsible for the orderly conduct of business at each meeting and shall preserve order and decorum.
2. The presiding officers shall ensure Partnership business is conducted efficiently by enforcing the rules of debate; the presiding officer shall not monopolize discussion.

Governance Rules:

1. Remarks are addressed through the presiding officer, not to individual members or members of the public without the presiding officer's consent.
2. Members of the Partnership may speak in turn as recognized by the presiding officer.

3. Members of the public may be permitted to address the Partnership as appropriate and as recognized by the presiding officer.
4. When more than one individual requests the floor, the presiding officer shall establish a queue.
5. Time limits for speaking may be established by the presiding officer.
6. The presiding officer may restrict an individual from speaking when the individual's comments are repetitive or not germane to the issue. Restrictions shall not be applied so as to limit the public's right to participate.
7. Partnership members may overturn a decision of the presiding officer by a majority vote.

General Conduct:

1. Partnership members shall adhere to the Rules of decorum set forth in the Partnership's Bylaws.
2. Electronic communication devices shall be set on mute or vibrate.
3. At no time shall the presiding officer, a Partnership member engage in any personally offensive or abusive remarks.
4. Members shall inform themselves on issues, listen attentively to discussion, and review relevant materials distributed prior to meetings.
5. There shall be no interruptions and no private conversations while business is conducted.
6. The presiding officer shall call any member to order who violates any section of this Code of Conduct. If a member is called to order while speaking, that person shall cease speaking until the question of order is determined.

Staff support personnel and County employees are present to assist the process, the presiding officer and Partnership members. Support personnel and County employees are entitled to be treated with courtesy and respect. Accordingly, the presiding may issue warnings to Partnership members and may also take other appropriate action to ensure compliance with this Code of Conduct and the Partnership's Bylaws.

Members shall agree:

1. To refrain from engaging in improper or illegal voting on Partnership matters.
2. To refrain from engaging in improper or illegal representation as an agent of the Partnership on fiscal, legal and/or other Partnership matters.
3. To refrain from engaging in fighting, threatening behavior and other gross violations of proper conduct at Partnership or committee meetings.
4. To refrain from receipt of gifts, favors or promises of future benefits.
5. To refrain from engaging in any breach of the public trust.
6. To comply with the attendance requirements and other Partnership requirements, as provided for in Sections 2-11.39 and 2-1102 of the Code and further set forth herein.
7. To refrain from engaging in any negligent or criminal activities in the performance of any duty assigned to them by law.
8. To comply with the Partnership's Bylaws.

Any violation of this code of conduct may result in the Partnership taking appropriate action against the Partnership member, including but not limited to making a recommendation to the County Mayor for the removal of Partnership member.

I affirm that I have read, understand and shall abide by the Miami-Dade HIV/AIDS Partnership Code of Conduct.

Signature

Date

Printed Name

DRAFT

Addendum C

Miami-Dade HIV/AIDS ~~Partnership~~Partnership

Prevention Committee Policies and Procedures

PURPOSE: To set forth the policies and procedures relative to the functions of the Miami-Dade HIV/AIDS Partnership's Prevention Committee (PC). The PC's purpose, its policies and procedures are guided by the National HIV/AIDS Strategy and implementation of High Impact Prevention interventions. These policies and procedures shall be made a part of and incorporated by reference into the HIV/AIDS Partnership's (Partnership) Bylaws.

A. FUNCTIONS

1. Coordinate with the Partnership's Strategic Planning Committee to review and oversee the Miami-Dade County Integrated Prevention and Care Plan for HIV/AIDS in coordination with the Florida Department of Health in Miami-Dade County (FDOH-MDC), as specified by the Centers for Disease Control and Prevention (CDC) and the Health Resources and Services Administration (HRSA). This plan serves to guide the FDOH-MDC in the allocation of federal and state funds for HIV/AIDS education and prevention to specific target populations in Miami-Dade County that are at high risk for HIV infection or transmission. PC activities include but are not limited to:
 - a. Assessing the community's HIV prevention and education resources available to respond to the HIV epidemic.
 - b. Identifying unmet HIV prevention needs within defined populations at high risk for HIV infection.
 - c. Reviewing the potential impact of emerging educational approaches and interventions.
 - d. Prioritizing high-risk target populations.
 - e. Identifying evidence-based educational approaches and interventions to be used.
 - f. Making recommendations regarding allocation of funds to each high-risk target population prioritized.
 - g. Evaluating the effectiveness of the planning process.
2. Coordinate with the Partnership's Strategic Planning Committee to guide and oversee the completion of goals and objectives of Miami-Dade County's Integrated Prevention



Executive Committee

Wednesday, November 16, 2022

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

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| IV. | Floor Open to the Public | Dennis Iadarola |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of August 22, 2022 | All |
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| | ▪ Bylaws Revision: Committee/Subcommittee Membership | All |
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| X. | Next Meeting: January 25, 2023 at BSR | Dennis Iadarola |
| XI. | Adjournment | Dennis Iadarola |

Placeholder meeting date December 21, 2022

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(305) 445-1076 x107 or marlen@behavioralscience.com.



MIAMI-DADE HIV/AIDS PLANNING COUNCIL

POLICY AND PROCEDURES MANUAL

**Approved June 15, 2020
Amended December 15, 2021**

INTRODUCTION

This manual outlines the Policies and Procedures of the Miami-Dade HIV/AIDS Partnership (hereafter, the Partnership), its committees, subcommittees, and workgroups; and of Partnership Staff in their work with the Partnership. The Miami-Dade HIV/AIDS Partnership is the Ryan White HIV/AIDS Program planning council for Miami-Dade County.

All duties, responsibilities and assignments of tasks are detailed in the Miami-Dade HIV/AIDS Partnership Bylaws. In any case where there is a discrepancy between these Policies and Procedures and the Bylaws, the Bylaws prevail.

Unless otherwise indicated, the following terms and definitions apply:

- The **Recipient** is the Miami-Dade County Office of Management and Budget - Grants Coordination/Ryan White Program.
- **County** is Miami-Dade County, Florida.
- **Representatives of the affected community** indicates persons with HIV/AIDS who may or may not receive Ryan White Program services.
- **Staff** refers to persons who are employed by Behavioral Science Research Corporation (BSR), operating under contract with the Recipient to provide administrative support to the Partnership. At the present time, the persons employed by BSR to provide this administrative support include:
 - Dr. Robert Ladner, President, rladner@behavioralscience.com
 - ~~Barbara Kubilus, MPA, Associate Director, bkubilus@behavioralscience.com~~
 - Marlen Meizoso, M.A., Project Manager/Research Associate, marlen@behavioralscience.com
 - Christina Bontempo, Project Manager/Community Liaison, cbontempo@behavioralscience.com
 - ~~Jimmy Hernandez~~ Frank Gattorno, ~~Clinical Quality Management~~ Data Analyst, fgattornojhernandez@behavioralscience.com
 - Morela Lucas, Fiscal Administrator and Office Manager, mlucas@behavioralscience.com
- The **contact address** of Partnership Staff Support is Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134.
- **Subrecipients** are Ryan White Program Part A/Minority AIDS Initiative direct service providers.
- **FDOH** is the Florida Department of Health in Miami-Dade County.
- Where items are indicated as being posted **online**, the website is www.aidsnet.org.

REIMBURSEMENTS

Persons with HIV who are members of the Partnership, its committees, subcommittees, and workgroups are eligible to be reimbursed for expenses related to their participation.

A. ALLOWABLE EXPENSES

Allowable reimbursements include:

- Mileage reimbursement for the member's driving his or her automobile to and from Partnership, committee, subcommittee, and workgroup meetings, and approved events at which the member is acting as a designated representative of the Partnership.
- The rate of reimbursement will be on a per-mile basis, documented by a door-to-door mileage calculation by Google Maps. The amount will be based on the allowable IRS rate for use of privately owned vehicles as updated annually by the County.
- Toll charges, as documented by SunPass receipts referencing the specific trip.
- Parking expenses, as documented. A receipt must be submitted for all parking expenses. Note that:
 - Garage parking at the 2121 Ponce de Leon Blvd building is free for meetings held at the BSR offices.
 - Garage parking at the Miami-Dade County Main Library is available at a reduced rate for members and guest when parking tickets are validated at the front desk. Members of the affected community who attend their respective meetings may have their parking validated by staff.~~and outside parking lot parking at the United Way Ansin Building is free for meetings held at the United Way.~~
 - ~~Parking at the Edison Neighborhood Center lot is free.~~
- Other expenses (only with written prior approval):
 - Bus, rail, shuttle, ride-share (Uber, Lyft), or taxi expenses
 - Lost wages
 - Telephone
 - Babysitting fees
 - Out-of-town conference attendance (registration fees, meals, travel, lodging) when this attendance is specifically approved by the Partnership.

B. PROCEDURES FOR OBTAINING REIMBURSEMENTS

- Staff will provide members with the Expense Report Form by request. The forms are available at all meetings and can be emailed.
- Expense Report Forms must be submitted no more than four (4) months after the expense was incurred.
- Expense Report Forms can be mailed, faxed, emailed, or provided to staff.
- Expense Report Forms shall be signed and dated and include receipts, if applicable.

- For members who drive, sStaff will calculate mileage based on the shortest driving route indicated on Google Maps.
- All ride-shares services, (e.g., Uber, Lyft), -require PRIOR WRITTEN authorization from staff. -For members who used
approved to use a ride share service, a receipt for the trip will be required for reimbursement. All ride shares require PRIOR WRITTEN authorization from staff.
- Allow fifteen (15) business days for processing. Checks will be mailed to the address listed on the expense report.
- Staff is not required to replace checks that have been misplaced or lost by the member.
- Checks that have not been cashed within six months of being issued will be voided.

STANDING COMMITTEES, SUBCOMMITTEES AND WORKGROUP COMPOSITION

A. STANDING COMMITTEES

There are six standing committees:

1. Executive
2. Care and Treatment
3. Community Coalition
4. Housing
5. Prevention
6. Strategic Planning

Each standing committee may have a maximum number of members:

Committee	Maximum Number of Members
Executive	12
Care and Treatment	16
Community Coalition	16
Housing	16
Prevention	24
Strategic Planning	16

Standing committees shall strive to include 1/3 of members who are representatives of the affected community.

~~There are six standing committees:~~

- ~~4.1. Executive~~
- ~~5.1. Care and Treatment~~
- ~~6.1. Community Coalition~~
- ~~7.1. Housing~~
- ~~8.1. Prevention~~
- ~~9.1. Strategic Planning~~

J.B. SUBCOMMITTEES

A Subcommittee can have a ~~total~~ maximum of ~~24~~ 16 members.

There is one subcommittee:

1. Medical Care Subcommittee

Should additional subcommittees be formed, their formation and composition shall be ratified by the Partnership.

The Medical Care Subcommittee has representation of membership, ~~at a minimum~~ as follows:

- ~~Eight Five (85)~~ Representatives of Affected Community
- Four (4) Licensed Medical Providers (MD, DO, APRNP, PA)
- ~~Two (2)~~ One (1) Pharmacists

▪ ~~One (1) Nutritionist~~

- One (1) Psychiatrist/Mental Health Professional
- One (1) ADAP representative
- One (1) General Revenue representative
- ~~Two~~ One (2) Nurse/Medical Case Manager
- One (1) Substance Abuse Treatment
- ~~As available~~ One (1) General Seats

K.C. WORKGROUPS

Committees and subcommittees may request the Partnership create a workgroup to address a specific issue.

The recommendation to create a workgroup will include the purpose of the workgroup, duration of authorization, and membership composition.

Once approved, the workgroup will report to the authority that requested its creation.

REIMBURSEMENTS

Persons with HIV who are members of the Partnership, its committees, subcommittees, and workgroups are eligible to be reimbursed for expenses related to their participation.

D. ALLOWABLE EXPENSES

Allowable reimbursements include:

- ~~Mileage reimbursement for the member's driving his or her automobile to and from Partnership, committee, subcommittee, and workgroup meetings, and approved events at which the member is acting as a designated representative of the Partnership.~~
- ~~The rate of reimbursement will be on a per mile basis, documented by a door to door mileage calculation by Google Maps. The amount will be based on the allowable IRS rate for use of privately owned vehicles as updated annually by the County.~~
- ~~Toll charges, as documented by SunPass receipts referencing the specific trip.~~
- ~~Parking expenses, as documented. A receipt must be submitted for all parking expenses. Note that:~~
 - ~~— Garage parking at the 2121 Ponce de Leon Blvd building is free for meetings held at the BSR offices.~~
 - ~~— Garage parking and outside parking lot parking at the United Way Ansin Building is free for meetings held at the United Way.~~
 - ~~— Parking at the Edison Neighborhood Center lot is free.~~
- ~~Other expenses, allowable only with prior written approval:~~
 - ~~— Ride-share (Uber, Lyft), or taxi expenses: IMPORTANT: Rideshare reimbursement rate is based on mileage, documented by a door to door mileage calculation by Google Maps, NOT cost of service. The reimbursement will be based on the allowable IRS rate for use of privately owned vehicles as updated annually by the County.~~
 - ~~— Bus, rail, shuttle~~
 - ~~— Lost wages~~
 - ~~— Telephone~~
 - ~~— Babysitting fees~~
 - ~~— Out of town conference attendance (registration fees, meals, travel, lodging) when this attendance is specifically approved by the Partnership.~~
 - ~~— Printing expenses~~
 - ~~— Mailing expenses~~

— PROCEDURES FOR OBTAINING REIMBURSEMENTS

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DRAFT



Executive Committee

Wednesday, November 16, 2022

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
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Coral Gables, FL 33134

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| IV. | Floor Open to the Public | Dennis Iadarola |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of August 22, 2022 | All |
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| XI. | Adjournment | Dennis Iadarola |

Placeholder meeting date December 21, 2022

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(305) 445-1076 x107 or marlen@behavioralscience.com.



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2023 Meeting Dates

All Dates/Locations are subject to change

Executive Committee

10:00 a.m. to 12:00 a.m.

Behavioral Science Research

2121 Ponce de Leon Blvd, Ste. 240

Coral Gables, FL 33134

Meeting dates are in **bold**;
shaded dates are meeting placeholders

January	25	2023
February	22	2023
March	29	2023
April	26	2023
May	31	2023
June	28	2023
July	26	2023
August	30	2023
September	27	2023
October	25	2023
November	15*	2023
December	13*	2023

*moved up because of holidays



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