



Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 240,
Coral Gables, FL 33134
November 16, 2022

Approved January 25, 2023

| # | 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

The chair, Dennis Iadarola, called the meeting to order at 10:17 a.m.

II. Meeting Housekeeping and Rules

Mr. Iadarola 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.

III. Introductions

Mr. Iadarola introduced himself and requested introductions of all participants around the room.

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 as presented.

Moved: David Goldberg

Seconded: Dr. Diego Shmuels

Motion: Passed

VI. Review/Approve Minutes of August 22, 2022

Members reviewed the minutes of August 22, 2022, and made a motion to accept the minutes as presented.

Motion to approve the minutes of the August 22, 2022 as presented.

Moved: Dr. Angela Mooss

Seconded: Abril Sarmiento

Motion: Passed

VII. Standing Business

▪ Bylaws Revision: Committee/Subcommittee Membership

A revised version of the bylaws was shared with Committee (copy on file). A full redline version was posted online and reviewed. The changes in the draft revision reflect the reduction in the size of committees, subcommittee, and workgroups, except for the Prevention and Executive Committees which remain at their current numbers. A few additional changes were recommended, including correcting some spelling and spacing in the document and the addition of the edited Code of Conduct previously approved. After editing and approval, the page numbers will be corrected in the table of contents and document. The Committee approved the changes as discussed.

Motion to approve the bylaws as discussed.

Moved: Dr. Diego Shmuels

Seconded: David Goldberg

Motion: Passed

The draft will now be provided to the Assistant County Attorney for legal sufficiency review. Once reviewed, the approved draft will then go to the Partnership for review and vote at their next meeting.

VIII. New Business

▪ November 2022 Policy and Procedure Updates

With the changes requested in the bylaws and the reorganization of the Medical Care Subcommittee seats, changes to the policy and procedure are needed. A full redline draft of the recommended changes was posted online and excerpts of the changes are included in the meeting packets (copy on file). The draft is being shared in advance of a vote since the bylaws need to be approved before the policy and procedure changes can be addressed. The reimbursement section appeared twice in the original documents, so the second version was deleted. It was suggested that the language in the reimbursement section mirror the reimbursement form. A new draft will be provided after the bylaws have been approved.

▪ Planning for 2023

Marlen Meizoso indicated that as the steering committee for the Partnership and because the Executive Committee is comprised of the chairs and vice-chairs of the standing committees, it is the perfect group to beta test a meeting exercise (copy on file). The exercise intends to solicit what are some of the barriers to engaging and recruiting members. A fishbone exercise was used and explained as a tool for quality improvement. The Committee listed all the problems, prioritized the under-representation of the Affected

Community. Issues identified and immediate suggestions for remediation included:

- Epidemic has changed and the reduced urgency should be acknowledged
- Affected community participation is an issue
- Lack of perception on reasons to vote/participate on items
- Complaints that clients are treated like VIPS, and only want their issues solved
- Clients don't see need for investment of time/money/energy to get services
- Clients not see value of meetings
- Clients don't want to see doctors or get labs done, only want refills (created by epidemic)
- Focus of meetings is mostly funding
- Meetings require input from the affected community
- Agencies should be forced to participate by inviting some of the clients they see to go to meetings
- Case managers do not understand what Partnership is
- Stakeholders buy-in needed
- Partnership should capitalize on community advisory boards at agencies
- Structural problems
- Message from the "County" (e.g., PSA) inviting them to join Partnership at CAB – patients don't understand link between funder and how services received
- Bring a friend to the CABs and bring them to Partnership meetings
- More engagement of agencies to get more patients into meetings
- Minority voices not participating in meetings
- How to bring in members of affected community – by changing the message – how to improve services

The four categories of the fishbone (environment, meeting structures, complexities of the material, and people issues) were discussed. The Committee will continue to work on the exercise at their next meeting.

▪ **2023 Meeting Dates**

Mrs. Meizoso shared the suggested meeting dates for 2023, continuing with every other month model (copy on file). Most meeting dates are the last Wednesday of the month to ensure that if any urgent Partnership business needs to be addressed, this can be completed before the end of the month. The dates in November and December were moved up because of the holidays. The Committee opted to start the meeting cycle in January 2023, with February 2023 being the placeholder date. Revised dates will be posted and shared with the Committee.

Motion to approve the meeting dates as discussed.

Moved: David Goldberg

Seconded: Dr. Diego Shmuels

Motion: Passed

IX. Announcements

Mr. Iadarola requested that announcements should be forwarded to staff for distribution.

X. Next Meeting

The next scheduled Executive Committee meeting is Wednesday, January 25, 2023.

XI. Adjournment

Mr. Iadarola thanked everyone for participating today, wished everyone happy holidays, and adjourned the meeting at 11:54 a.m.