



Miami-Dade HIV/AIDS Partnership Meeting Minutes
Miami-Dade County Main Library
101 West Flagler Street, Auditorium, Miami, FL 33130
November 21, 2022

Approved January 17, 2023

#	Partnership Members	Present	Absent
1	Burks, Laurie Ann	x	
2	Downs, Frederick		x
3	Duberli, Francesco	x	
4	Forrest, David		x
5	Garcia, Ana		x
6	Goldberg, David	x	
7	Henriquez, Maria	x	
8	Herz, Stephen	x	
9	Hess, Amaris		x
10	Hunter, Tabitha		x
11	Iadarola, Dennis		x
12	Laso, Carlos		x
13	Machado, Angela	x	
14	McIntyre, Harold		x
15	Neff, Travis		x
16	Perez Bermudez, Alberto		x
17	Puente, Miguel	x	
18	Romero, Javier	x	
19	Sarmiento, Abril	x	
20	Shmuels, Diego	x	
21	Siclari, Rick	x	
22	Tazoe, Roberto	x	
23	Tramel, Alecia		x
24	Wall, Daniel T.	x	
25	Vacant Representative of the Affected Community		
26	Vacant Representative of the Affected Community		
27	Vacant Representative of the Affected Community		
28	Vacant Representative of the Affected Community		
29	Vacant Representative of the Affected Community		
30	Vacant Representative of the Affected Community		
31	Vacant Representative of the Affected Community		
32	Vacant Representative of the Affected Community		
33	Vacant Representative of the Affected Community		
34	Vacant Representative Co-infected with Hepatitis B or C		
35	Vacant Other Federal HIV Program Grantee Rep. (SAMHSA)		
36	Vacant Hospital or Health Care Planning Agency Representative		
37	Vacant Federally Recognized Indian Tribe Representative		
38	Vacant Mental Health Provider Representative		
39	Vacant Miami-Dade County Public Schools Representative		
Quorum = 13			
*Non-Voting			

#	Alternate Representatives of the Affected Community	Present	Absent
1	Vacant		
2	Vacant		
3	Vacant		
#	Ex-Officio Members	Present	Absent
1	Vacant MDC Mayor Office		
2	Vacant Board of County Commissioners		
Guests			
	Bahamon, Monica		
	Gallo, Giselle		
	Hyde, Robert		
	Larios, Alejandro		
	Mejias, Thaydee		
	Mester, Brad		
	Villamizar, Kira		
Staff			
	Bontempo, Christina		
	Ladner, Robert		
	Smith, Esq., Terrence A.		

Note: All documents referenced in these minutes were accessible to members and the public prior to (and during) the meeting, at www.aidsnet.org/meeting-documents. The meeting agenda and calendar were distributed to all attendees. Meeting documents related to action items were distributed to members. Meeting documents were projected on the meeting room projection screen.

I. Call to Order

In the absence of the presiding officers, member Dr. Diego Shmuels chaired the meeting. Dr. Shmuels called the meeting to order at 10:31 a.m.

II. Introductions

Members, guests, and staff introduced themselves.

III. Housekeeping/Meeting Rules

Dr. Shmuels briefly reviewed the PowerPoint, *Partnership Meeting Housekeeping*, including code of conduct, people first language, resource persons, and attendance. Members and guests were reminded that the meeting was being recorded and will become part of the public record.

IV. Floor Open to the Public

Dr. Shmuels 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 comments; the floor was then closed.

V. Review/Approve Agenda

Members reviewed the agenda; there were no changes or corrections.

Motion to approve the agenda as presented.

Moved: Daniel T. Wall

Seconded: David Goldberg

Motion: Passed

VI. Review/Approve Minutes of October 31, 2022

Minutes of October 31, 2022 were distributed to members; there were no changes or corrections.

Motion to approve the minutes of the October 31, 2022, as presented.

Moved: Daniel T. Wall

Seconded: Miguel Puente

Motion: Passed

VII. Membership

Staff advised that all committees and the Partnership are in need of new members, particularly Ryan White Program clients. The Health Resources and Services Administration (HRSA) is looking closely at how Ryan White Program planning councils are meeting membership requirements, which is expected to result in significant changes in membership.

VIII. Reports

A. Committee Reports

Committee Reports to the Miami-Dade HIV/AIDS Partnership were projected on the shared screen and distributed to members. The Care and Treatment Committee and Joint Integrated Plan Review Team presented motions for approval. Other committee business was included on the report for reference.

▪ **Care and Treatment Committee**

Daniel T. Wall

Members heard updates from the Ryan White Program (RWP) Part A/Minority AIDS Initiative, the AIDS Drug Assistance Program (ADAP), and General Revenue.

Members reviewed the Medical Care Subcommittee Report and approved the revised membership assignments based on a 16-member subcommittee.

Motion to amend the Medical Care Subcommittee seat assignments as:

- **5 Representatives of Affected Community**
- **4 Physicians, ARNP, Physician Assistant**
- **1 ADAP representative**
- **1 General Revenue representative**
- **1 Nurse/Medical Case Manager**
- **1 Pharmacist**
- **1 Psychiatrist/Mental Health Provider**
- **1 Substance Abuse Treatment Provider**
- **1 General Seat (non-assigned)**
- **(delete) Nutritionist**

Moved: Daniel T. Wall

Seconded: Miguel Puente

Motion: Passed

Committee members reviewed Sweeps #3: Miami-Dade County - Ryan White Part A FY 2022-23 (YR 32) Formula & Supplemental Grant Funding Allocations - Sweeps 3 (SW3) - Funding Reallocations, (see table, next page).

Six service categories were projected to underspend for a total of \$1,916,557 in Sweeps funds. Sweeps requests totaled the available amount: \$339,229 in Medical Case Management; \$674,540 in Outpatient/Ambulatory Health Services; \$894,025 in Food Bank; and \$8,763 in Medical Transportation.

One member had a conflict of interest in the Food Bank category and needed to leave the meeting for the vote. However, by leaving the meeting, quorum would have been lost. Therefore, Mr. Wall proposed skipping to the next motion, the spirit of which was to incorporate the SW3 recommendations into the end of year allocations. The Fiscal Year (FY) is March 1 through February 28 (or February 29 in a leap year). Historically, a motion has been approved by the Miami-Dade HIV/AIDS Partnership prior to the end of each FY in order to maximize expenditures.

Motion to authorize the Miami-Dade County Office of Management and Budget-Grants Coordination to make last minute allocations prior to the close of the Fiscal Year to maximize expenditures and then provide those final allocations at the close of the Fiscal Year.

Moved: Daniel T. Wall

Seconded: Miguel Puente

Motion: Passed

Updates to the Medical Transportation Service Description and the Other Professional Services: Legal Services And Permanency Planning Service Description were presented.

Motion to accept the changes to the Medical Transportation Service Description as presented in the meeting packet.

Moved: Daniel T. Wall

Seconded: Rick Siclari

Motion: Passed

Mr. Wall explained that “ride-share” services referenced in the Medical Transportation Service Description refers to the range of non-public transportation services, and is purposely non-specific so as to not show preference for one vendor over another.

Motion to accept the Other Professional Services: Legal Services and Permanency Planning Service Description as presented in the meeting packet.

Moved: Daniel T. Wall

Seconded: Angela Machado

Motion: Passed

**MIAMI-DADE COUNTY - RYAN WHITE PART A
FY 2022-23 (YR 32) FORMULA & SUPPLEMENTAL GRANT FUNDING ALLOCATIONS
SWEEPS 3 (SW3) - FUNDING REALLOCATIONS**

YR 32 RANKING ORDER ¹	SERVICE CATEGORIES	CORE/SUPPORT	Column A	Column B	Column C	Column D
			(allocations)	(reductions)	(requests)	(A-B+C)
			ALLOCATIONS AFTER SW2	SW3 PROPOSED REDUCTIONS	SW3 REQUESTS	PROPOSED ALLOCATIONS AFTER SW3 ²
1	MEDICAL CASE MANAGEMENT	CORE	\$ 6,215,461	\$ (336,000)	\$ 339,229	\$ 6,218,690
2	OUTPATIENT/AMBULATORY HEALTH	CORE	\$ 9,177,172	\$ (661,000)	\$ 674,540	\$ 9,190,712
3	MENTAL HEALTH SERVICE	CORE	\$ 432,385	\$ (81,148)		\$ 351,237
4	AIDS PHARMACEUTICAL ASSISTANCE	CORE	\$ 84,492			\$ 84,492
5	ORAL HEALTH CARE	CORE	\$ 4,088,975	\$ (224,530)		\$ 3,864,445
6	HEALTH INSURANCE SERVICES	CORE	\$ 595,700			\$ 595,700
7	SUBSTANCE ABUSE RESIDENTIAL	SUPPORT	\$ 2,169,744	\$ (597,000)		\$ 1,572,744
8	FOOD BANK	SUPPORT	\$ 1,766,083		\$ 894,025	\$ 2,660,108
9	SUBSTANCE ABUSE OUTPATIENT CARE	CORE	\$ 360,681	\$ (16,879)		\$ 343,802
10	MEDICAL TRANSPORTATION	SUPPORT	\$ 194,149		\$ 8,763	\$ 202,912
11	EMERGENCY FINANCIAL ASSISTANCE	SUPPORT	\$ 9,853			\$ 9,853
12	OUTREACH SERVICES	SUPPORT	\$ 264,696			\$ 264,696
13	OTHER PROFESSIONAL SERVICES (LEGAL)	SUPPORT	\$ 154,449			\$ 154,449
	SUBTOTAL		\$ 25,513,840	\$ (1,316,557)	\$ 1,916,557	\$ 25,513,840
	CLINICAL QUALITY MANAGEMENT		\$ 641,522			\$ 641,522
	ADMINISTRATION (10%) ³		\$ 2,453,209			\$ 2,453,209
	GRAND TOTAL		\$ 28,608,571	\$ (1,316,557)	\$ 1,916,557	\$ 28,608,571

YR 32 Current Award (Breakdown by Funding Source)

Formula Funding	\$ 16,141,380
Supplemental Funding	\$ 4,121,835
FY20 Supplemental	\$ 4,268,879
Carryover Award	\$ 4,076,477
MAI Funding	\$ 1,089,480
FY20 MAI	\$ 1,623,771
MAI Carryover Award	\$ 1,212,670
YR 32 Total Award	\$ 32,534,492

NOTES:

¹ YR 32 ranking order is based on the Needs Assessment's allocation as provided in the FY 2022 Notice of Funding Opportunity (NOFO).

² If the SW3 recommendations are adopted, the CORE Services Total = \$20,649,078 (81%); SUPPORT Services Total = \$4,864,762 (19%); CLINICAL QUALITY MANAGEMENT (2.2%).

³ Administration Includes Partnership (Planning Council) and Program Support Costs.

Updated for: 11/03/2022

▪ **Joint Integrated Plan Review Team (JIPRT)**

Abril Sarmiento

Members finalized review of the 2022-2026 *Integrated HIV Prevention and Care Plan*, including the required Letter of Concurrence and recommendation to form the Integrated Plan Evaluation Workgroup.

A copy of the draft Plan was emailed to all members and the Plan as reviewed by the JIPRT was included the Committee Report.

The Plan is due for submission to the HRSA by December 9, 2022. Prior to submission by the Recipient, the draft Plan will be reviewed again by Partnership staff to correct any incidental errors, inconsistencies in the body of the document, and non-substantive changes

Members of the Partnership and all committees will receive a copy of the submitted Plan once these changes have been made.

Motion to accept the Miami-Dade County 2022-2026 Integrated HIV Prevention and Care Plan, as presented and authorize the County to submit to HRSA.

Moved: Abril Sarmiento

Seconded: Daniel T. Wall

Motion: Passed

Motion to allow Partnership staff to make final corrections of incidental errors, inconsistencies in the body of the document, and non-substantive changes consistent with the Board’s approval of the prior motion, prior to submission to HRSA.

Moved: Abril Sarmiento

Seconded: Miguel Puente

Motion: Passed

Members reviewed the required Integrated Plan Letter of Concurrence. In order to demonstrate the collaborative effort of the Plan development, the letter includes the signatures of Dennis Iadarola, Partnership Chair; Daniel T. Wall, Assistant Director, Office of Management and Budget, Miami-Dade County & Ryan White/EHE Program Director; and Kira Villamizar, FDOH-MDC STD/HIV Prevention Program Director.

Following the November 16, 2022 Integrated HIV/AIDS Planning Technical Assistance Center webinar, it was recommended to copy (“cc”) the Miami Ending the HIV Epidemic Project Officer on the letter. Additionally, the title for Mr. Wall was corrected on the letter. Those changes were incorporated in the letter presented to the HIV Partnership.

Motion to accept the Letter of Concurrence as presented with edits noted above.

Moved: Abril Sarmiento

Seconded: David Goldberg

Motion: Passed

A further motion is needed to authorize Mr. Iadarola, Mr. Wall, and Ms. Villamizar to co-sign the letter. The letter may be signed electronically and/or may be signed by a delegate or designee of the named signatories.

Motion to authorize Mr. Iadarola, Mr. Wall, and Ms. Villamizar to co-sign the Integrated Plan Letter of Concurrence.

Moved: Abril Sarmiento

Seconded: Daniel T. Wall

Motion: Passed

Per Section VI of the draft Integrated Plan ,the Joint Integrated Plan Review Team recommended formation of an Integrated Plan Evaluation Workgroup. The Workgroup is to operate from January 1, 2023 – December 31, 2023, at which time an extension of the group may be requested, or the group may be disbanded. Further details of the Workgroup’s expected activities are detailed in Section VI of the draft Integrated Plan.

The JIPRT made a motion to form the Integrated Plan Evaluation Workgroup.

Motion to form the Integrated Plan Evaluation Workgroup, as outlined in the draft 2022-2026 Integrated Plan, to report to the Joint Integrated Plan Review Team.

Motion: Abril Sarmiento

Seconded: Miguel Puente

Motion: Passed

Strategic Planning and Prevention Committees will hold stand-alone meetings in January 2023; dates to be announced.

B. Grantee/Recipient Reports

▪ **Ryan White Part A/Minority AIDS Initiative (MAI)**

Daniel T. Wall

Mr. Wall reported on Ryan White Program Part A/MAI updates. The latest expenditure reports and client count were projected on the screen.

Discussions are ongoing regarding the joint clinical quality management project with the Florida Department of Health (FDOH) in Miami-Dade County and the County.

The Public Health Trust (PHT) was invited to be part of the Impact Now Collaboration of the Center for Quality Improvement and Innovation (CQII). LaQuanna Scott-Lightfoot from the PHT/South Florida AIDS Network, and Carla Valle-Schwenk from the County attended a meeting in Rockville, MD, regarding the collaborative. Further information will be shared in the future.

Ryan White Program Part A/MAI Sweeps #3 (see above) will be used to complete end of year reporting to HRSA including the unobligated balance report and requests for carryover funds. Reports are due to HRSA by December 31, 2022.

Program and virtual monitoring and site visits are ongoing; eight of 18 monitoring visits have been conducted.

Integrated Plans are due to HRSA by December 9, 2022.

The state Medication Access Committee of the Florida Comprehensive Planning Network is recruiting members to serve on the statewide formulary workgroup. Members will report to the HIV/AIDS Section in FDOH-Tallahassee on various formulary recommendations. Members are urged to consider joining.

The 366-day recertification time period has been approved by FDOH and Part A's statewide. The statewide notice of reciprocal eligibility is still under development.

In early 2023, the County will be issuing Requests for Proposals for Ending the HIV Epidemic, including expansion of Quick Connect, HealthTec, housing support and the Mobile Go-Team.

▪ **Ryan White Part B**

The partial August and September reports for Part B reports were presented. Services showing no utilization will be updated once the data is entered into the system. Complete reports will be forward to staff after the meeting and posted for further review.

Emergency Financial Assistance expenditures are lower than expected for prescription drugs since part B is a payor of last report and many clients are using Patient Assistance Programs (PAP), vouchers, and pharmaceutical samples. Therefore, those funds are available for assistance with rental costs, utilities, transportation, and food.

In regard to clients getting PAP, voucher, and sample prescriptions, several members and guests offered comments on tracking usage and suggested process improvements regarding tracking in the Provide Enterprises-Miami database.

▪ **AIDS Drug Assistance Program (ADAP) Miami**

Dr. Javier Romero

Dr. Javier Romero, FDOH-Miami-Dade County, reported on the clients served, number of prescriptions, and program notes as detailed in the October 2022 ADAP Report.

A total of 67 Affordable Care Act plans have been released. Thirteen plans were cancelled but the state has mapped out similar plans as substitutes.

As of November 2, Cabenuva has been prescribed to 155 persons in Miami-Dade County.

▪ **General Revenue at SFAN**

Angela Machado

Angela Machado, South Florida AIDS Network, reviewed the General Revenue (GR) Report for September 2022. Ms. Machado explained units of service are spread between telehealth and face to face encounters. Ms. Machado also reported on the CQII collaboration as noted in the Part A/MAI report by Mr. Wall.

▪ **Housing Opportunities for Persons with AIDS (HOPWA)**

Roberto Tazoe

Members requested a written quarterly analysis on HOPWA expenditures, activities, and updates. Roberto Tazoe, City of Miami, explained there are not regular expenditure reports generated as with other funding streams. However, he advised an end of year report would be provided to members and he would coordinate with staff to generate a reference document.

C. Approval of Reports

Dr. Shmuels called for a motion:

Motion to accept the Membership, Grantee/Recipient, and Committee Reports as presented.

Moved: Miguel Puente

Seconded: Rick Siclari

Motion: Passed

IX. Standing Business

There was no standing business.

X. New Business

There was no new business.

XI. Announcements

There were no announcements.

XII. Next Meeting

Dr. Shmuels announced the next meeting date is Tuesday, January 17, 2023 at the Miami-Dade County Library.

XIII. Adjournment

Dr. Shmuels called for a motion to adjourn.

Motion to adjourn.

Moved: Miguel Puente

Seconded: Rick Siclari

Motion: Passed

The meeting adjourned at 11:27 a.m.