



2023 MIAMI-DADE HIV/AIDS PARTNERSHIP

Meeting Fishbone Exercise

July 2023

A Plan for Partnership Quality Improvement

- ✓ 1) List the membership recruitment and retention challenges faced by the Miami-Dade HIV/AIDS Partnership.
- ✓ 2) Prioritize the challenges, choosing the most important to work on first.
- ✓ 3) Use the fishbone process to identify the most likely “root causes”.
- ✓ 4) Develop a strategy to address the identified root cause.
- 5) Try the new strategies and see how they work.



*TO MAKE THINGS HAPPEN, FOCUS ON THE
FUTURE, NOT THE PAST.*

Challenges Identified and Actions to Date

❑ Lack of quorum → de-motivates the people who have come.

- Some members don't RSVP, don't show up, or don't arrive on time → Delays meetings or causes cancellation.
 - Action Completed: Reduce size of committees.
 - Action Completed: Hold smaller, more interactive meetings.
 - Action In Process: Change in Ordinance suggests Partnership quorum is reduced from 13 members to "one-third-plus-one" as is the case for committees.

❑ Meaningfulness of Meetings

- Disengagement with the materials reviewed at meetings → playing with cell phones during the meeting, coming unprepared, not reading and responding to material posted in advance of the meetings.
- Members in some committees don't feel they have meaningful work to do → may not see the value of their participation.
- Some members don't feel they have a reason to vote/participate on items.
- Focus of meetings is mostly funding.
 - Action Completed: Make materials available on-line for easy access.
 - Action in Process: Focus meetings on business items so members know they need to be there to participate in decision-making (not just listen to reporting).
 - Action In Process: Make meetings more interactive.





❑ Representation

- Affected Community is under-represented (e.g., 9 affected community vacancies on the Partnership, 3 on Strategic Planning, 1 on Care and Treatment, 5 on Medical Care Subcommittee).
- Minority voices are underrepresented at meetings.
- One person representing an entire group may discourage additional participation.
- Changes to the epidemic and therefore changes to the way people with HIV are now living should be acknowledged → people are working and receiving care.
- Stakeholder buy-in needed.
 - Action Completed: Partnership membership process changed from 7-page application to simple online interest form.
 - Action in Process: Change Ordinance to bring the Partnership in line with HRSA planning council requirements; reduce the membership from 39 members to 27-30 members.
 - Action in Process: Ongoing training and promotion.



❑ Reporting

- Context is needed for motions at Partnership meeting.
- Reports should include a summary of discussions.
- More discussion, less lecture; change the way items are discussed, e.g., ask how does the item impact clients.
- Lack of understanding of the importance of different funders.
- Instead of reading reports, raise a question regarding the report.
 - Action Completed: Meetings with only reports and no actionable business will be cancelled.
 - Action Completed: Reports are available online.
 - Action in Process: Change how reports are presented.
 - Action in Process: Get On Board training is offered to help members read reports and understand their importance.

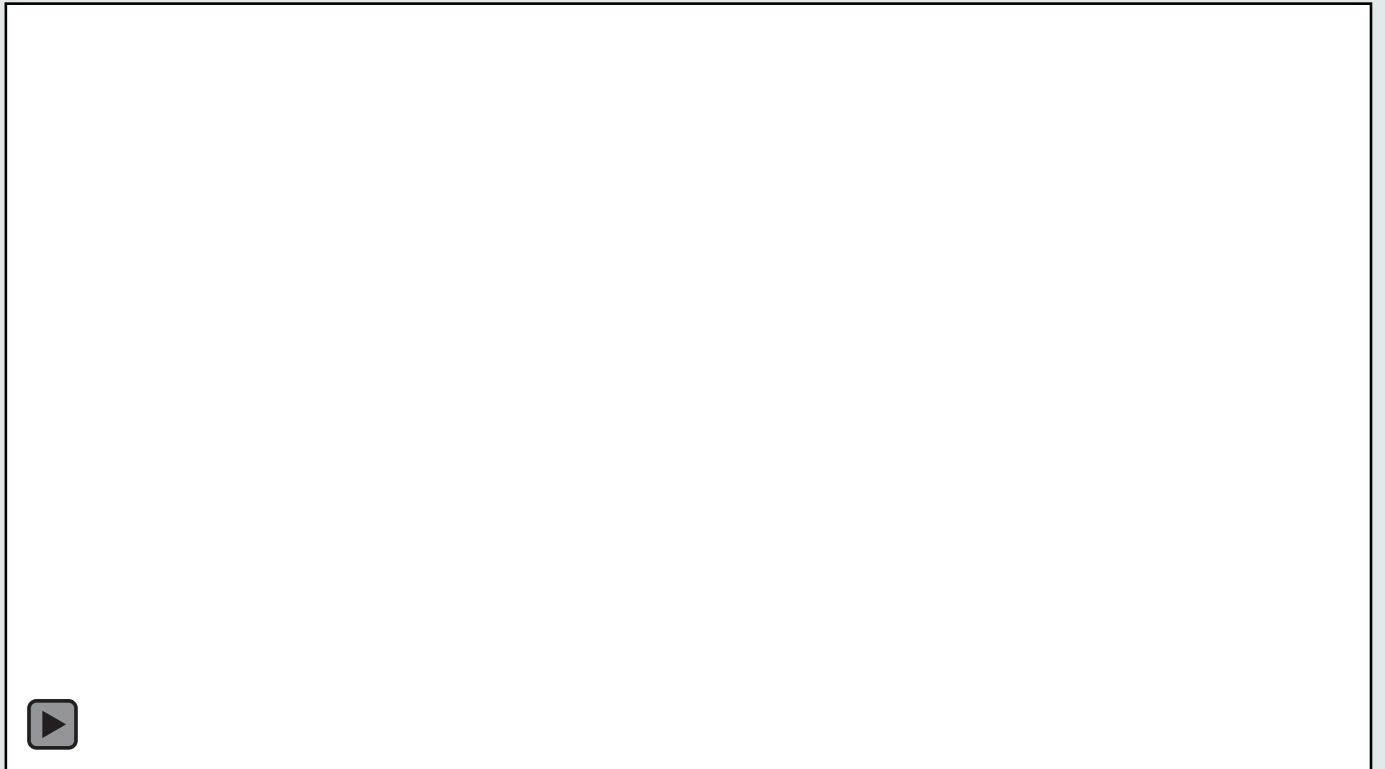
❑ Meeting Agendas

- Agendas are too long.
- The goal of the meeting, purpose of motions, and the desired end-result should be stated if not clear from the agenda.
- A portion of the agenda should be added as an open forum.
 - **Action Completed:** Hold meetings only when there are actionable items and not just for reporting.
 - Agendas updated to include, “Announcements and Open Discussion.”
 - **Action in Process:** Make sure items needing action are clearly defined by the New Business/Old Business titles and the supporting documents.



❑ Other

- Seek additional feedback through town halls, surveys
 - Reword introductions/materials as “call to action”
 - Consider PC change of venue/time quarterly/biannually to encourage participation of community.
 - Find other ways to incentivize.
- Action in Process: Pending further review of procedures and new strategies.



Next Steps?

Implementation and Reporting

❑ To Do List

- Change Ordinance to bring the Partnership in line with HRSA planning council requirements. Reduce membership to 27-30 members and reduce quorum requirement.
- Focus meetings on business items so members know they need to be there to participate in decision-making.
 - Reword introductions/materials as “call to action”.
 - Make meetings more interactive.
 - Change how reports are presented.
 - Consider PC change of venue, time, meeting frequency (quarterly/biannually), to encourage community participation.
- Seek additional feedback through town halls, surveys.
- Find other ways to incentivize.
- Continue Get On Board training – ask members for new topic ideas.



THANK YOU FOR
YOUR INPUT
THROUGHOUT THE
PROCESS!

