



## Executive Committee

Wednesday, March 29, 2023

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 January 25, 2023	All
VII.	Standing Business	
	▪ Vacancies	All
	▪ Fishbone Exercise	All
VIII.	New Business	
	▪ Suggestions for ordinance to comply with HRSA	All
IX.	Announcements	All
X.	Next Meeting: May 31, 2023 at <b>Behavioral Science Research</b>	Dennis Iadarola
XI.	Adjournment	Dennis Iadarola

*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](mailto:marlen@behavioralscience.com).



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# Meeting Housekeeping

Updated January 18, 2023  
*Behavioral Science Research Version*

# Disclaimer & Code of Conduct

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- 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.

# Resources

- 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.*
- Today's presentation and supporting documents are online at [aidsnet.org/meeting-documents/](http://aidsnet.org/meeting-documents/).



# Language Matters!

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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 . . .**

# Meeting Participation

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- **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.

# General Reminders

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- All attendees must sign in to be counted as present.
  - ❖ *Members! Please check your contact information.*
- Masking is requested of all attendees.
- Only voting members and applicants should sit at the meeting table.
  - ❖ *You may move your chair if concerned about social distancing.*
- Place cell phones on mute or vibrate.
  - ❖ *If you must take a call, please excuse yourself from the meeting.*
- Parking can only be validated for Partnership, Committee or Subcommittee members of the affected community who are not affiliated with or employed by a Ryan White Program provider.
- Partnership, Committee, and Subcommittee members of the affected community should see staff for a voucher at the end of the 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  
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		<b>Staff</b>
9	Sheehan, Diana M.	X		Bontempo, Christina
10	Shmuels, Diego		X	Ladner, Robert
11	Tramel, Alecia		X	Meizoso, Marlen
<b>Quorum = 5</b>				

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](http://www.aidsnet.org/meeting-documents).

**I. Call to Order**

In the absence of the Chair, David Goldberg called the meeting to order at 10:11 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.

**III. Introductions**

Dennis Iadarola, the chair arrived, 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. Staff requested adding vacancies and elections updates to the agenda.

**Motion to approve the agenda with the change indicated.**

**Moved: Dr. Angela Mooss**

**Seconded: Dr. Diana Sheehan**

**Motion: Passed**

## **VI. Review/Approve Minutes of November 16, 2022**

Members reviewed the minutes of November 16, 2022, and made a motion to accept the minutes as presented.

**Motion to approve the minutes of the November 16, 2022 as presented.**

**Moved: Dr. Angela Mooss**

**Seconded: Abril Sarmiento**

**Motion: Passed**

## **VII. Standing Business**

### **▪ Vacancies and elections update**

Mrs. Meizoso reviewed the vacancy report for January (copy on file). With the approval of the bylaws, the maximum number of members is 16 for most committees. There are fewer vacancies on most Committees except for the Housing Committee.

Elections have been held for most Committees with the exception of Housing, which did not meet this month; Community Coalition, which will meet at the end of the month; and the Medical Care Subcommittee, which will meet at the end of the week. Care and Treatment will hold an election for the vice-chair position at their next meeting. Partnership officer elections are scheduled to take place in March.

### **▪ 2023 Policy and Procedure updates**

Mrs. Meizoso explained that with the bylaw changes, the policy and procedures need to be updated. A draft was presented at the last meeting, but additional updates were needed to the reimbursement section since, per the December HRSA program letter, reimbursements are no longer allowed. The Committee reviewed the edits and approved the changes.

**Motion to approve the policy and procedure manual with the changes.**

**Moved: Dr. Diana Sheehan**

**Seconded: David Goldberg**

**Motion: Passed**

### **▪ Fishbone Exercise (defer to March)**

This item was deferred to March since today's meeting needed to conclude early because of a call with the HRSA Project Officer.

## **VIII. New Business**

### **▪ Agenda Item for Members of the Affected**

Mrs. Meizoso indicated that staff was proposing possibly adding an additional item on all agendas specifically geared to engaging and gather input from members with lived experience. The item would be

placed on all agendas, but the actual name and limits would be crafted by the Community Coalition. Members indicated that it was a good idea and look forward to an update.

**IX. Announcements**

Mr. Iadarola indicated announcements should be forwarded to staff for distribution.

**X. Next Meeting**

The next scheduled Executive Committee meeting is Wednesday, March 29, 2023.

**XI. Adjournment**

Dennis Iadarola thanked everyone and adjourned the meeting at 10:53 a.m.



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## Membership Report

March 22, 2023

### The Miami-Dade HIV/AIDS Partnership

*The official Ryan White Program Planning Council in Miami-Dade County and Advisory Board for HIV/AIDS to the Miami-Dade County Mayor and Board of County Commissioners*

### Opportunities for People with HIV

*People with HIV who receive one or more Ryan White Program Part A services and who are not affiliated or employed by a Ryan White Program Part A funded service provider are invited to join the Partnership as a Representative of the Affected Community.*

**11 AVAILABLE SEATS**

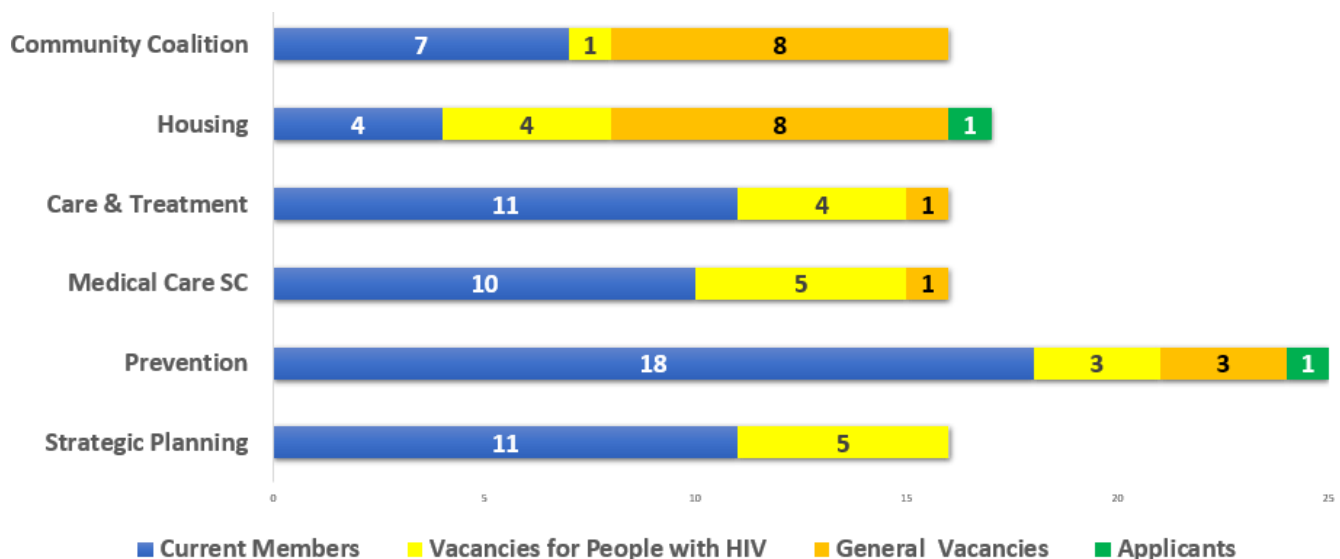
### General Membership Opportunities

*These Partnership positions are open to people with HIV, service providers, and community stakeholders who have reputations of integrity and community service, and possess the knowledge, skills and expertise relevant to these positions:*

Representative Co-infected with Hepatitis B or C  
Hospital or Health Care Planning Agency Representative  
Other Federal HIV Program Grantee Representative (SAMHSA)  
Federally Recognized Indian Tribe Representative  
Mental Health Provider Representative  
Miami-Dade County Public Schools Representative

### Partnership Committees

*Committees are now accepting applications for new members.*



*People with HIV are encouraged to apply.*



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# **2023**

# **MIAMI-DADE**

# **HIV/AIDS**

# **PARTNERSHIP**

Meeting Fishbone  
Exercise

**March 2023**

# A Plan for Partnership Quality Improvement

- 1) List the problems the Miami-Dade HIV/AIDS Partnership faces. ☒
- 2) Prioritize the problems, choosing the most important to work on first. ☒
- 3) Use the fishbone process to identify the most likely “root causes” of the problem.
- 4) Develop a strategy to address the identified root cause.
- 5) Try the new strategies and see how it works.

# Step 1

---

Identify the problem?

## **Problems List Related to meetings**

### **Participation problems**

- ❑ Lack of quorum, de-motivates the people who have come.
- ❑ Disengagement with the materials reviewed at meetings. (e.g., play with cell phones during the meeting, come unprepared for meetings, do not read and respond to material posted in advance of the meetings).
- ❑ Members don't bother to confirm attendance, or simply fail to show up or come late, delaying the meeting.
- ❑ Members in some committees don't feel they have meaningful work to do.
- ❑ Some members don't feel they have a reason to vote/participate on items

## **Problems list continued**

### **Membership problems**

- ☐ Under-representation of the Affected Community (e.g. 9 affected community vacancies on the Partnership, 3 on Strategic Planning, 1 on Care and Treatment, 5 on Medical Care Subcommittee).
- ☐ Epidemic has changed and should be acknowledged
- ☐ Affected community participation is an issue
- ☐ Stakeholder buy-in needed
- ☐ Case managers do not understand what Partnership is
- ☐ Minority voices not participating in meetings
- ☐ Do not see value of meetings/membership
- ☐ Focus of meetings is mostly funding

# Step 2

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Prioritize the problem?

## **Priorities**

### **Core problems identified:**

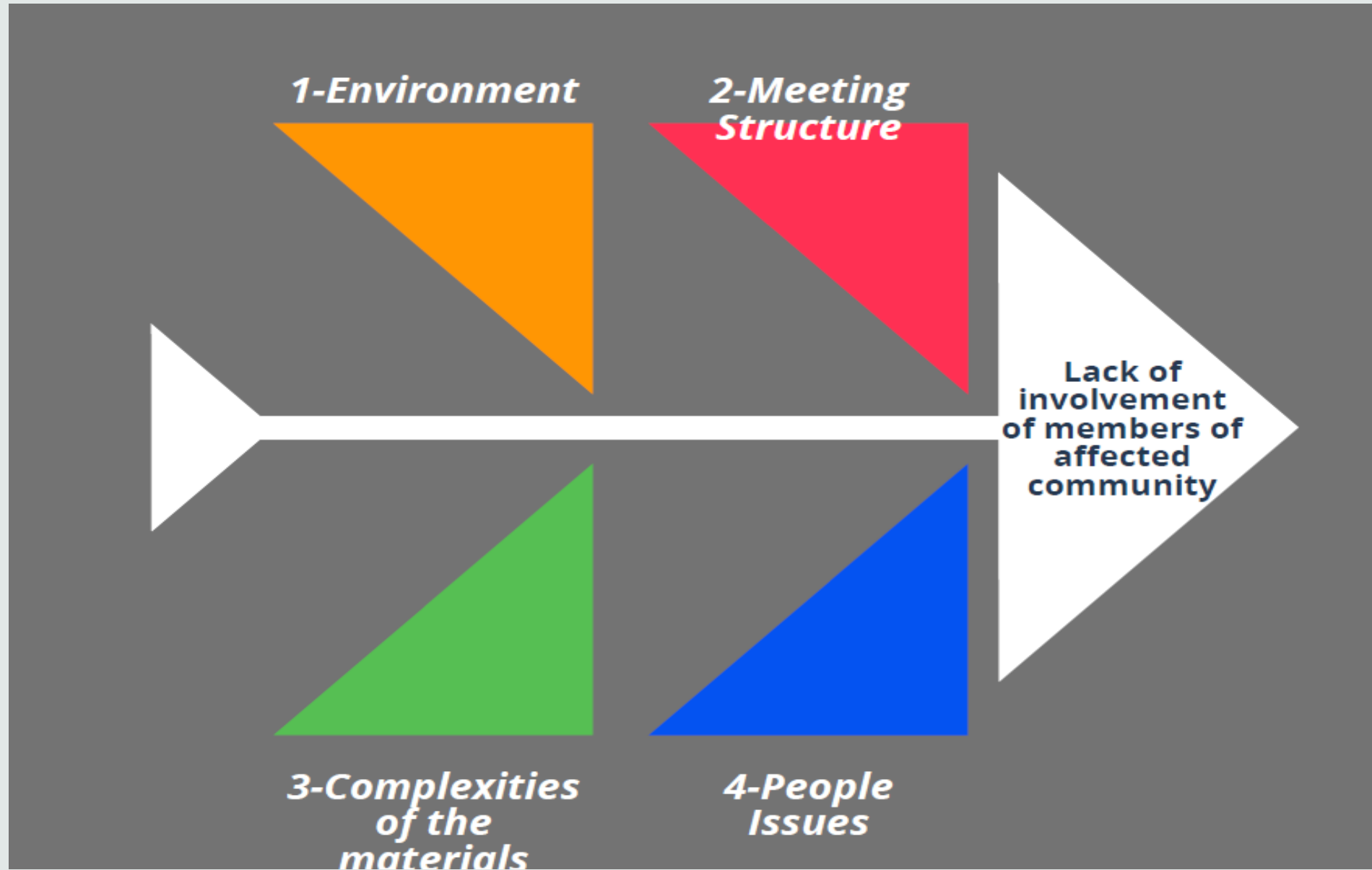
**Lack of participation / involvement of members of the affected community**

**and**

**Lack of engagement of current members**

- ☐ What problems can be easily addressed with minor administrative changes or training?
- ☐ What problems do you feel need clarification with data? What kind of data?
- ☐ What problems need everybody's cooperation, and not just tweaking by staff?

## BLANK – TO COMPLETE



# ***1-Environment***


## **Environment**

*Are items such as location, date, time, parking, or transportation limiting participation?*

## **2-Meeting Structure**

### **Meeting Structure**

*Are items such as meeting rules, length of meetings, or agenda items limiting participation?*



### ***3-Complexities of the materials***

#### **Complexities of the Materials**

*Are items such as the materials (reports and meeting documents) limiting participation?*



## ***4-People Issues***

### **People issues**

*Are items such as multitasking, over-commitment, or the purpose of work hindering participation.*

THANK YOU FOR  
YOUR CONTINUED  
PARTICIPATION  
TODAY!





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# **Proposed Updates to the Membership Structure of the Miami-Dade HIV/AIDS Partnership**

Presented to the Executive Committee  
March 29, 2023

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## **BACKGROUND**

The Miami-Dade HIV/AIDS Partnership (Partnership) has struggled for many years to fill both federally legislatively required seats and seats as defined in the Miami-Dade County Ordinance which created the Partnership.

Filling vacancies for Ryan White Program clients has been most challenging. Clients are either not aware of the opportunity, do not see the value in service, and/or do not have the capacity to serve. A variety of strategies have been used to encourage membership:

- Holding meetings at provider agencies in various locations throughout the county;
- Providing professional training programs targeted toward people with HIV;
- Providing meals at Community Coalition Roundtable meetings;
- Requesting assistance from other members;
- Requesting assistance from Medical Case Managers (MCM) and MCM supervisors to identify potential clients;
- Having a presence at community events (health fairs, community meetings, testing events); and
- Direct contact with clients who expressed interest and/or gave permission to be contacted.

To date, none of these efforts have produced the desired results of filling vacancies.

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## **RECENT CHANGES**

Per the December 6, 2022 Health Services Resources Administration (HRSA) letter on Supporting People with Lived Experience, “. . . RWHAP Part A PCs or PBs may provide clients with meals during in-person meetings scheduled around mealtimes (only if needed for health reasons), transportation to and from meetings, and/or childcare services for the children of clients who participate in meetings . . .” This effectively amplified barriers to participation by removing incentives and reimbursements for people with lived experience to participate, including: reimbursement of mileage, covering parking costs, and providing meals. It was not attempted to incorporate the practice of ascertaining a health reason for meals into Partnership business.

The budget was adjusted to allow members with HIV to receive a \$10 gift card for participation. It is unclear how long this incentive will be available. Likewise, providing meals using other funds has proved challenging.

In February 2023, the Partnership approved changes to their Bylaws reducing the number of members on each committee (including subcommittees and work groups) from 24 to 16 members (with some exceptions). The committee structure change is meant to better reflect the reality of participation, to provide less dire optics on outstanding vacancies, and to have a more inviting space to have one's voice be heard.

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## CURRENT MEMBERSHIP

The following 21 seats are currently filled:

1. Community Based AIDS Organization (CBO) Representative
2. Former Inmate of local, state, or federal prison representative
3. Health Care Provider Representing FQHC
4. HIV Prevention Provider
- 5-6. Housing, Homeless or Social Service Provider (2 members)
7. Local Health Department Representative
8. Mental Health Provider Representative
9. Non-Elected Community Leader, not an HIV provider
10. Other Federal HIV Grantee Representative (HOPWA)
11. Other Federal HIV Program Grantee (Part F)
12. Other Federal HIV Program Grantee Representative (CDC)
13. Part A Local Grantee Representative
14. Part C Grantee Representative
- 15-18. Representative of the Affected Community (4 members)
19. State Government RW Part B Grantee Representative
20. State Government/Medicaid Agency Representative
21. State of Florida General Revenue Grantee Representative

The following 18 seats are currently vacant:

1. Part D Grantee Representative
2. Federally Recognized Indian Tribe Representative
3. Hospital or Health Care Planning Agency Representative
4. Miami-Dade County Public Schools Representative
5. Other Federal HIV Program Grantee Representative (SAMHSA)
6. Representative Co-infected with Hepatitis B or C
- 7-17. Representative of the Affected Community (11 vacancies)
18. Substance Abuse Representative

The following three (3) alternate seats are currently vacant:

- 1-3. Alternate member Representative of the Affected Community (3 vacancies)

The following two (2) ex-officio seats are currently vacant:

1. Ex-officio Rep. - Office of the MDC Mayor
  2. Ex-officio Rep. - Board of County Commissioners
-

## PROPOSED CHANGES TO THE PARTNERSHIP ROSTER

The proposed changes to the Partnership Roster are intended to:

1. Reduce Partnership membership from 39 members to 27 members;
2. Remove alternate member seats;
3. Redefine the openings for ex-officio members;
4. Redefine quorum requirements; and
5. As appropriate, bring Partnership membership categories as defined in the County Ordinance in line with HRSA legislative definitions.

Following are proposed changes and justifications. Membership categories are organized by the County Ordinance definitions.

**A. Fifteen (15) member representatives of affected communities that include thirteen (13) individuals with HIV disease, who are not affiliated or employed by a Part A funded provider and are recipients of Part A services, and historically underserved groups and subpopulations that reflect the demographics of the population within the eligible metropolitan area**

**1. Proposal**

- a. Reduce to nine (9) members.
- b. Incorporate Federally Recognized Indian Tribe Representative and Representative Co-infected with Hepatitis B or C into this membership category.
- c. Match HRSA language, “affected communities, including people with HIV/AIDS, members of a Federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C and historically underserved groups and subpopulations.”

**2. Justification**

- a. The affected community seat is to comprise 33% of membership. If membership is reduced to 27 members, nine (9) members would constitute 33%.
- b. The Partnership currently defines unique seats for Federally recognized Indian tribe and for individuals co-infected with hepatitis B or C. The seats have never been filled. By adopting the HRSA definition, those persons could still participate under the broader definition of “affected communities . . .”

**3. Overall Change**

- a. Reduce roster by six (6)
  - b. Reduce vacancies to five (5) from 13 (11 Representative of the Affected Community + 1 Federally Recognized Indian Tribe Representative + 1 Representative Co-infected with Hepatitis B or C).
-

**B. One (1) HIV prevention provider**

**1. Proposal**

- a. Remove this seat.

**2. Justification**

- a. This is not a HRSA-required category.
- b. The seat is currently filled by FDOH-MDC staff; prevention grantee, not a provider; and another FDOH-MDC member sits on the Local Health Department seat on the Partnership.

**3. Overall Change**

- a. Loss of one active member.
  - b. Reduce roster by one (1).
- 

**C. One (1) Ryan White Program Part A local grantee**

**1. Proposal**

- a. Remove this seat.

**2. Justification**

- a. Inclusion of this seat is in violation of HRSA per the Ryan White HIV/AIDS Program Part A Recipient Letter of March 2022, which states, “Separation of PC/PB and Recipient Roles: A separation of PC/PB and recipient roles is necessary to avoid conflicts of interest. The legislation prohibits PC public deliberations to be “chaired solely by an employee of the grantee.” [2602 (7)(A)]. A recipient representative, whose position is funded with RWHAP Part A funds, provides in-kind services, or has significant involvement in the RWHAP Part A grant, shall not occupy a seat in the PC/PB, nor have a vote in the deliberations of the PC/PB.”

**3. Overall Change**

- a. Loss of one active member.
  - b. Reduce roster by one (1).
- 

**D. One (1) Miami-Dade County Public Schools representative**

**1. Proposal**

- a. Move this from a voting member seat to an ex-officio position.

**2. Justification**

- a. This is not a HRSA-required category.
- b. This seat has been vacant for the majority of the life of the Partnership. Moving the designation to ex-officio status leaves the door open for participation from the school board while relieving the burden of filling a vacant seat.
- c. Removal of the seat realistically reflects the political climate of Florida.

**3. Overall Change**

- a. Reduce roster by one (1).
-

**E. One (1) State of Florida General Revenue grantee representative**

**1. Proposals**

- a. Remove this seat.
- b. Move member currently in seat to the “One (1) Community based AIDS service organization (ASO)” seat.

**2. Justification**

- a. This is not a HRSA-required category.
- b. Reporting on General Revenue funding would still be included in regular Partnership business.

**3. Overall Change**

1. Reduce roster by one (1).
  2. If member moves to ASO seat, there will be no net change in active members.
- 

**F. One (1) representative of a federally recognized Indian tribe as represented in the population from the affected community**

**1. Proposal**

- a. Remove this seat.

**2. Justification**

- a. This is not a HRSA-required category outside the designation of, “affected communities, including people with HIV/AIDS, members of a *Federally recognized Indian tribe* as represented in the population, individuals co-infected with hepatitis B or C and historically underserved groups and subpopulations.”
- b. This seat has been vacant for the majority of the life of the Partnership. Grouping the designation with the affected community leaves the door open for participation from a Federally recognized Indian tribe representative while relieving the burden of filling a highly specified vacant seat.

**3. Overall Change**

- a. Reduce roster by one (1).
- 

**G. One (1) representative co-infected with hepatitis B or C from the affected community.**

**1. Proposal**

- a. Remove this seat.

**2. Justification**

- a. This is not a HRSA-required category outside the designation of, “affected communities, including people with HIV/AIDS, members of a Federally recognized Indian tribe as represented in the population, *individuals co-infected with hepatitis B or C* and historically underserved groups and subpopulations.”
- b. This seat has been vacant for the majority of the life of the Partnership. Grouping the designation with the affected community leaves the door open for participation from an individual co-infected with hepatitis B or C while relieving the burden of filling a highly specified vacant seat.

**3. Overall Change**

- a. Reduce roster by one (1).

## **H. Alternate Affected Community Members**

### **1. Proposal**

- a. Remove these seats.

### **2. Justification**

- a. These are not a HRSA-required category.
- b. These seats have been vacant for more than five (5) years in addition to the full voting member vacancies in the same category.
- c. The inclusion of these seats is a throw-back to a time when there was a need for alternates for affected community members, primarily due to health concerns. The removal of these seats reflects the reality of the HIV epidemic today in which people with HIV are living long and healthy lives.
- d. Persons who occupy these seats have no voting power and they may sit on the Partnership for two terms without ever voting and then be ineligible to serve as a voting member until a two-year waiting period.

### **3. Overall Change**

- a. Reduce Alternates from 3 to 0.
  - b. No change to Voting Members.
- 

## **I. Ex-Officio Members**

### **1. Proposal**

- a. Change the designation of these seats from “members” to “Ex-Officio Representatives”.
- b. Include the position of Miami-Dade County Public Schools; (retain Office of the MDC Mayor and Board of County Commissioners).

### **2. Justification**

- a. These are not HRSA-required categories.
- c. These seats have been vacant for the majority of the life of the Partnership. Moving the designation from “member” status leaves the door open for participation while relieving the burden of filling a vacant seat.

### **3. Overall Change**

- a. Increase Ex-Officio seats by one (1).
- 

## **J. Other**

These categories require no change; County Ordinance definitions are exactly or very close to HRSA definitions:

- One (1) Health care provider, which must represent a Federally Qualified Health Center;
- One (1) Community based AIDS service organization;
- Two (2) Housing, Homeless or Social Service providers;
- One (1) Mental health provider;
- One (1) Substance abuse provider;
- One (1) Hospital or health care planning agency;
- One (1) representative from agencies receiving grants under Part C of the Ryan White Program;
- One (1) representative from agencies receiving grants under Part D of the Ryan White Program, or from organizations with a history of providing services to children, youth, and families if funded locally;

- Four (4) grantee representatives of Other Federal HIV programs including Ryan White Program Part F and HOPWA, if funded locally;
  - One (1) State government/Ryan White Program Part B grantee representative;
  - One (1) State government/Medicaid Agency representative;
  - One (1) Local public health agency representative from the Miami-Dade County Health Department;
  - One (1) Non-elected community leader who does not provide HIV related health care services subject to funding under Partnership programs; and
  - One (1) former inmate of a local, state, or federal prison released from the custody of the penal system during the preceding three (3) years and had HIV disease as of the date of his release, or a representative of HIV+ incarcerated persons.
-

## CURRENT VS. PROPOSED PARTNERSHIP MEMBERSHIP CATEGORIES

#	Current Membership Categories
1	Community Based AIDS Organization (CBO) Representative
2	Former Inmate of local, state, or federal prison representative
3	Health Care Provider Representing FQHC
4	Hospital or Health Care Planning Agency Representative
5	Housing, Homeless or Social Service Provider
6	Housing, Homeless or Social Service Provider
7	Local Health Department Representative
8	Mental Health Provider Representative
9	Non-Elected Community Leader, not an HIV provider
10	Other Federal HIV Grantee Representative (HOPWA)
11	Other Federal HIV Program Grantee (Part F)
12	Other Federal HIV Program Grantee Representative (CDC)
13	Other Federal HIV Program Grantee Representative (SAMHSA)
14	Part C Grantee Representative
15	Part D Grantee Representative
16	Representative of the Affected Community
17	Representative of the Affected Community
18	Representative of the Affected Community
19	Representative of the Affected Community
20	Representative of the Affected Community
21	Representative of the Affected Community
22	Representative of the Affected Community
23	Representative of the Affected Community
24	Representative of the Affected Community
25	State Government RW Part B Grantee Representative
26	State Government/Medicaid Agency Representative
27	Substance Abuse Representative
28	<i>State of Florida General Revenue Grantee Representative</i>
29	<i>Federally Recognized Indian Tribe Representative</i>
30	<i>HIV Prevention Provider</i>
31	<i>Miami-Dade County Public Schools Representative</i>
32	<i>Part A Local Grantee Representative</i>
33	<i>Representative Co-infected with Hepatitis B or C</i>
34	<i>Representative of the Affected Community</i>
35	<i>Representative of the Affected Community</i>
36	<i>Representative of the Affected Community</i>
37	<i>Representative of the Affected Community</i>
38	<i>Representative of the Affected Community</i>
39	<i>Representative of the Affected Community</i>
#	<b>Alternate Members</b>
1	Representative of the Affected Community
2	Representative of the Affected Community
3	Representative of the Affected Community
#	<b>Non-Voting Ex-Officio Members</b>
1	Ex-officio Rep. - Office of the MDC Mayor
2	Ex-officio Rep. - Board of County Commissioners

#	Proposed Membership Categories
1	Community Based AIDS Organization (CBO) Representative
2	Former Inmate of local, state, or federal prison representative
3	Health Care Provider Representing FQHC
4	Hospital or Health Care Planning Agency Representative
5	Housing, Homeless or Social Service Provider
6	Housing, Homeless or Social Service Provider
7	Local Health Department Representative
8	Mental Health Provider Representative
9	Non-Elected Community Leader, not an HIV provider
10	Other Federal HIV Grantee Representative (HOPWA)
11	Other Federal HIV Program Grantee (Part F)
12	Other Federal HIV Program Grantee Representative (CDC)
13	Other Federal HIV Program Grantee Representative (SAMHSA)
14	Part C Grantee Representative
15	Part D Grantee Representative
16	Representative of the Affected Community (1)
17	Representative of the Affected Community (2)
18	Representative of the Affected Community (3)
19	Representative of the Affected Community (4)
20	Representative of the Affected Community (5)
21	Representative of the Affected Community (6)
22	Representative of the Affected Community (7)
23	Representative of the Affected Community (8)
24	Representative of the Affected Community (9)
25	State Government RW Part B Grantee Representative
26	State Government/Medicaid Agency Representative
27	Substance Abuse Representative
#	<b>Ex-Officio Representatives</b>
1	Office of the MDC Mayor
2	Board of County Commissioners
3	Miami-Dade County Public Schools

## PROPOSED CHANGES TO QUORUM REQUIREMENTS

### Proposal

- Change the Partnership quorum requirement from 13 members to *one-third plus one* active members.

### Justification

- The Partnership requires a set number of 13 members, regardless of the number of currently active members. Meetings have been cancelled (in advance and on site) due to lack of quorum. Even if 13 members are present, this is often not enough since some members may need to leave the room when there is a voting conflict (or might step away for other reasons). Therefore, in reality, without at least 14 members present, it is difficult to conduct business.
- Partnership committees require a quorum of one-third plus one active members. Quorum is variable among committees based on active members.
- A brief review of other County Advisory Boards shows a variety of requirements for quorum, from a set number to a percentage (such as one-third plus one).
- A change to quorum brings the Partnership into agreement with its committees and is expected to improve the Board's ability to achieve quorum.

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## RESOURCES

- County Ordinance: [https://library.municode.com/fl/miami\\_dade\\_county/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH2AD\\_ARTLXXXMIDECOHIAIPA](https://library.municode.com/fl/miami_dade_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTLXXXMIDECOHIAIPA)
  - Partnership Bylaws: <http://aidsnet.org/wp-content/uploads/2023/02/Bylaws-Approved-011723.pdf>
  - Partnership Vacancy Report: <http://aidsnet.org/wp-content/uploads/2023/02/022223-Vacancies.pdf>
-



## Executive Committee

Wednesday, March 29, 2023

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 January 25, 2023                | All             |
| VII.  | Standing Business   |                 |
|       | ▪ Vacancies   | All             |
|       | ▪ Fishbone Exercise                                       | All             |
| VIII. | New Business  |                 |
|       | ▪ Suggestions for ordinance to comply with HRSA           | All             |
| IX.   | Announcements   | All             |
| X.    | Next Meeting: May 31, 2023 at Behavioral Science Research | Dennis Iadarola |
| XI.   | Adjournment   | Dennis Iadarola |

*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](mailto:marlen@behavioralscience.com).



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