



**Strategic Planning Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 240
Coral Gables, FL 33134
August 11, 2023 Minutes**

#	Members	Present	Absent
1	Cardwell, Joanna	x	
2	Gallo, Giselle		x
3	Goldberg, David	x	
4	Hilton, Karen		x
5	Hunter, Tabitha	x	
6	Machado, Angela		x
7	Mooss, Angela		x
8	Sheehan, Diana M.	x	
9	Singh, Hardeep		x
Quorum = 4			

Guests	
Larios, Alejandro	
Williams, Stephen	
Staff	
Bontempo, Christina	
Ladner, Robert	

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.

I. Call to Order

Committee Chair, David Goldberg, called the meeting to order at 10:14 a.m.

II. Introductions

Members, guests, and staff introduced themselves.

III. Housekeeping/Meeting Rules

Mr. Goldberg reviewed the PowerPoint, *Meeting Housekeeping*, which includes general reminders, code of conduct, people first language, and meeting participation best practices.

IV. Floor Open to the Public

Mr. Goldberg 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 closed for public comment.

V. Review/Approve Agenda

Mr. Goldberg asked members to review the agenda. There were no changes.

Motion to approve the agenda as presented.

Moved: Tabitha Hunter

Seconded: Joanna Cardwell

Motion: Passed

VI. Review and Approve Minutes of June 9, 2023

Members reviewed the minutes of June 9, 2023. A question was raised as to who can make motions since there were only four members present, including the Chair and Vice Chair. Staff reminded members that the Chair, as the presiding officer, cannot make motions, however, the Vice Chair can make or second motions.

Motion to approve the minutes of June 9, 2023, as presented.

Moved: Tabitha Hunter

Seconded: Dr. Diana Sheehan

Motion: Passed

VII. Reports

▪ **Membership**

Staff advised that the Partnership is in the process of considering a change to the Ordinance to reduce member positions from 39 to 29 members. This will reduce the number of vacancies for Ryan White Program (RWP) clients, that still need to be filled.

Members discussed some ideas for recruitment and how to advocate for people with HIV. A flyer with a QR code directing interested parties to the Partnership's website or a membership survey should be produced and distributed to agencies. Staff will be conducting follow up interviews with clients who complete the annual Client Satisfaction Survey and indicate their interest in serving on the board.

Incentives are limited by Health Resources and Services Administration (HRSA) rules; locally people with HIV who are not affiliated with a RWP-funded subrecipient receive \$10 vouchers for each meeting attended. Per HRSA, no funds may be spent on transportation reimbursement.

Note: The Ordinance change proposal approved by the Partnership will reduce the Partnership membership to 30 members.

▪ **Partnership Report to Committees**

Mr. Goldberg read highlights of the July 2023 Partnership meeting into the record. The complete motions report is posted for review.

VIII. Standing Business

▪ **FY 2022-2023 Assessment of the RWP Recipient Administrative Mechanism – Update**

Staff advised survey collection is in progress and the report will be brought to the next meeting.

▪ **Review 2022 Annual Report Draft Revisions**

Staff received feedback from the Recipient on suggested changes to the 2022 Annual Report draft. Members considered those suggestions and reviewed the draft, noting additional updates. The draft is expected to be finalized at the next meeting.

Final 2022 Annual Report updates:

- Inside page
 - Indicate, “. . . Latinx, of any race.”
- Page 1
 - Change to “One out of every 97 people in Miami-Dade had HIV in 2021.” Remove language around “HIV positive” referring to people.
 - Discussion around transgender numbers since there is only one transgender, “American Indian/Alaska Native, Asian/Pacific Islander and Multi-race,” person indicated which might serve to identify a specific person. However, since there is no other identifying information, the number is okay.
- Page 2
 - Make sure the colors on the map copy properly since the blue and green look very similar in some of the meeting copies.
- Page 3
 - Remove “new and existing” from opening statement.
 - Discussion over category, “Mother with or at Risk of HIV”; category will remain as is.
- Page 4
 - Use a regular font for the numbers.
 - Change language to, “RWP clients in care who were over age 50 and aging into Medicare.”
 - Correct typo, “In additional . . .” should be, “In addition”; left align the statement.
 - Make text format consistent throughout the page.
 - Change subtitle to, “People with HIV Experiencing Homelessness” since we don’t have numbers on “unstably housed.”
 - Simplify language to refer to RWP client in care.
- Page 5
 - Include hyperlinks to the Integrated Plan and the Partnership website.
 - Remove Medicare from community partners.
 - Update FDOH-MDC to include the number of positive tests.
- Page 6
 - Change, “. . . expand HIV prevention and treatment activities . . .” to “. . . expand HIV prevention, treatment, and support service activities . . .”
 - Update Quick Connect to, “To educate clinics on HIV treatment guidelines and resources,” since this is also a component of the initiative.
- Page 7
 - Remove introductory paragraph.
 - Abbreviate FOCUS partners to number of sites for a more impactful, less wordy look; add Gilead Science reference.
 - Change “HIV positive diagnoses” to “person tested positive” or HIV diagnoses.”
 - Consider adding, “preferably sooner” after “Within 30 days,” since access to a mental health visit should be fast-tracked within the first seven days.
 - Update Test & Treat / Rapid Access numbers per Recipient data.

- Page 8
 - Remove reference to “daily” ARV usage since there are now injectables.
 - Get at-home testing details from Mr. Goldberg after the meeting and update as needed.
- Page 9
 - Update table with percentages.
 - Indicate 2020 as the COVID-19 year.
 - Update to read, “Having less than 200 copies of HIV per milliliter of blood in the most recent test, which is achieved by consistently taking HIV medicine as prescribed.”
- Page 11
 - Indicate years of no babies born with HIV as 2019-2022.
 - Indicate no babies were born with HIV to mothers with HIV.
 - In status neutral section, indicate “HIV result.”
- Page 12
 - Remove reference to Medicare.
 - Update/shorten URLs as much as possible.
 - Remove reference to, “Listen to stories . . .”

IX. New Business

Time was set to expire; staff asked for a ten-minute meeting extension.

Motion to extend the meeting for ten minutes.

Moved: Joanna Cardwell

Seconded: Tabitha Hunter

Motion: Passed

▪ 2024 Meeting Planning

Staff distributed a survey to collect feedback on member’s preference for meeting dates, times, and locations to assist with planning for the 2024 calendar year. Members completed and submitted their survey.

X. Open Discussion and Announcements

Mr. Goldberg announced he is retiring in December 2023. Members wished him well.

Staff highlighted flyers posted on www.aidsnet.org:

- Care and Treatment Needs Assessment;
- Community Coalition Roundtable on HIV Criminalization; and
- Notice of the Main Library walkway closure from September 13 through October 27, 2023. Members attending meetings at that location should plan accordingly.

XI. Next Meetings

Dr. Sheehan announced the next Strategic Planning Committee meeting is September 8, 2023 at Behavioral Science Research Corp.

XII. Adjournment

Mr. Goldberg adjourned the meeting at 12:07 p.m.