



**Integrated Plan Evaluation Workgroup Meeting**  
**Miami-Dade County Main Library**  
**101 West Flagler Street, Auditorium, Miami, FL 33130**  
**June 6, 2023 Minutes**

*Approved September 12, 2023*

#	Members	Present	Absent	Guests	
1	Ferrer, Luigi		x	Estevez, Sandra	
2	Goldberg, David	x		Gillens, Courtney	
3	Hess, Amaris	x		Valle-Schwenk, Carla	
4	Hilton, Karen		x		
5	Ingram, Trillion	x			
6	Llambes, Stephanie		x		
7	Lowe, Camille	x			
8	Machado, Angela		x		
9	Marqués, Jamie	x			
10	Mooss, Angela	x			
11	Perez Bermudez, Alberto		x		
12	Robinson, Joanna		x		
13	Sarmiento, Abril	x			
14	Suarez, Sarah	x			
	<b>Quorum = 6</b>				
				Staff	
				Bontempo, Christina	
				Ladner, Robert	
				Martinez, Susy	

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

**I. Call to Order**

Workgroup Chair, Sarah Suarez, called the meeting to order at 10:24 a.m.

**II. Introductions**

Attendees introduced themselves.

**III. Housekeeping/Meeting Rules**

Staff reviewed the PowerPoint, *Meeting Housekeeping*, which included meeting disclaimer, code of conduct, resources, language matters, meeting participation, and protocol reminders.

**IV. Floor Open to the Public**

Workgroup Vice Chair, Amaris Hess, 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**

Ms. Suarez asked members to review the agenda. There were no changes.

**Motion to approve the agenda as presented.**

**Moved: Abril Sarmiento**

**Seconded: Dr. Angela Mooss**

**Motion: Passed**

#### **VI. Review/Approve Minutes of May 9, 2023**

Members reviewed the minutes of May 9, 2023. Staff noted that the motion will indicate, “approved as posted,” because the red-lined goals version of minutes were posted are online, not distributed at the meeting.

**Motion to approve the minutes of May 9, 2023 as posted.**

**Moved: Dr. Angela Mooss**

**Seconded: Jamie Marquez**

**Motion: Passed**

#### **VII. Standing Business**

##### **▪ Breakout Sessions: Final Evaluation Plan Review**

Members continued review and editing of their Evaluation Plans in their assigned three breakout groups: Prevention, Linkage, and Care & Special Populations groups. Based on the feedback from each group, additional edits will be made to the goals worksheets and brought to the next meeting for final review.

##### **▪ Group Session: NHAS Goal 3 and NHAS Goal 4 Review**

NHAS Goal 3: *Reduce HIV-Related Disparities and Health Inequities*; and NHAS Goal 4: *Achieve Integrated, Coordinated Efforts that Address the HIV Epidemic Among Partners* Evaluation Plans were distributed to all groups. Since the Care & Special Population group was still working on their section of the Evaluation Plan, the two remaining goals were divided amongst the other members.

Further review of all goals will need to be done by the Recipient, Florida Department of Health in Miami-Dade County, and BSR staff. The final drafts will be presented at the next meeting.

#### **VIII. New Business**

There was no new business.

#### **IX. Announcements**

Project Access Foundation announced a Zumba class taking place on June 15, 2023. Everyone is welcome to attend.

#### **X. Next Meeting**

Ms. Hess announced the next meeting is August 8, 2023 at the Miami-Dade County Main Library.

#### **XI. Adjournment**

Ms. Suarez adjourned the meeting at 12:43 p.m.