



Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 240,
Coral Gables, FL 33134
May 31, 2023

Approved July 26, 2023

#	Members	Present	Absent	Guests
1	Burks, Laurie Ann		X	Nitiah Lopez-Lima
2	Goldberg, David	X		Carrie Rios
3	McIntyre, Harold	X	X	
4	McMullen, Lamar		X	
5	Mooss, Angela		X	
6	Perez-Bermudez, Alberto		X	
7	Sarmiento, Abril	X		
8	Sheehan, Diana M.	X		
9	Shmuels, Diego	X		Staff
10	Tramel-McIntyre, Alecia	X		Bontempo, Christina
11	Trepka, Mary Jo	X		Ladner, Robert
Quorum = 5				

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.

I. Call to Order

Harold McIntyre volunteered to lead the meeting in the Chair’s absence. He called the meeting to order at 10:17 a.m.

II. Introductions

Mr. McIntyre introduced himself, and requested introductions from all participants around the room.

III. Meeting Housekeeping and Rules

Mr. McIntyre reviewed the meeting rules and housekeeping presentation, which provided the ground rules and reminders for the meeting. He identified Behavioral Science Research (BSR) staff as resource persons for the meeting.

IV. Floor Open to the Public

Mr. McIntyre 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.”

No comments were made so the floor was closed.

V. Review/Approve Agenda

The committee reviewed the agenda. Prior to the Chair's arrival, Harold McIntyre offered to lead the meeting. David Goldberg indicated he had an announcement. The Committee voted to approve the agenda with the changes discussed.

Motion to approve the agenda as discussed.

Moved: Abril Sarmiento

Seconded: Dr. Diana Sheehan

Motion: Passed

VI. Review/Approve Minutes of March 29, 2023

Members reviewed the minutes of March 29, 2023, and made a motion to accept the minutes as presented.

Motion to approve the minutes of March 29, 2023 as presented.

Moved: David Goldberg

Seconded: Abril Sarmiento

Motion: Passed

VII. Standing Business

▪ Vacancies

Christina Bontempo reviewed the vacancy report for May . There are 11 vacancies on the Partnership. A new applicant for the Ryan White Program Part D seat has been received and will be vetted. There are also several vacancies on all the Committees.

▪ Fishbone Exercise Updates

The Committee reviewed the latest responses in the May Fishbone Exercise. Earlier last year, the Fishbone Exercise was introduced to identify problems and solutions to engaging and retaining members of the affected community on the Partnership and the Committees. Thus far, the Partnership's Bylaws have been changed with most committees having been reduced from 24 to 16 members. Additional changes are being reviewed but will be discussed later in the meeting. The application process for membership to the planning council has been changed to a brief interest form, then a vetting interview. This would provide a warm introduction to members.

The Committee offered the following additions to the Fishbone Exercise:

- Add to the client satisfaction survey a question, "What prevents you from being actively participating in your care?"
- Clients may be concerned about publicizing their HIV status at meetings.
- Having no paid sick leave for someone who works may hinder participation.
- Reword introduction to Partnership as a call for advocacy.
- Post online questions to gather input for those who can't be members.
- Not everyone can come to a meeting, but it is important to hear the voices of members of the affected community.
- To increase client participation, consider quarterly or every 6 months, changing the planning council meeting time to later in the day or holding a themed a meeting.
- Challenge with the planning council is people with HIV who participate need to be Ryan White Program clients.
- Suggest levels of membership-participants would come to select meetings, not entire year of meetings.
- Develop exit survey when members leave.

- Try to hold a general information session on the Partnership.
- Host townhalls online monthly to gather input/hear issues.
- Find other ways to incentivize.
- Have agencies assign clients to the planning council.
- No sense of urgency, how to create a “what is in it for me?”
- Possibly tap Test and Treat clients since it can be part of learning experience, see concrete benefits and help understand the care system.

▪ **Suggestions for Ordinance Changes to Comply with HRSA**

Ms. Bontempo reviewed a proposal to make changes to the ordinance. The changes were reviewed by the Recipient and County Attorney. The proposed changes include a reduction of membership from 39 to 27-30 to align the planning council to HRSA requirements, redefine some seats, remove some seats, and change quorum to align with the committees (1/3 plus one). The Committee suggested keeping the HIV prevention provider seat to reflect collaboration between diagnosis and care and treatment. The County seat could be moved to an ex-officio seat. This item will be brought back with edits to the next meeting.

Motion to extend the meeting by 10 minutes.

Moved: Harold McIntyre

Seconded: Dr. Diego Shmuels

Motion: Passed

VIII. New Business

▪ **Invitation to Collaborate-National Dialogue on the Intersection of Racism and HIV as a Public Health Crisis**

Ms. Bontempo reviewed an invitation to collaborate on the National Dialogue on the Intersection of Racism and HIV as a Public Health Crisis, a four-hour online IAPAC conference. The conference will be comprised of four sessions and IAPAC is seeking participation from Partnership members, advocates, Florida Department of health in Miami-Dade County, and Miami-Dade County government officials. The conference will be held in June, but the final date has yet to be finalized. In order to allow the collaboration, the Executive Committee needed to make a motion.

Motion to collaborate on the National Dialogue on the Intersection of Racism and HIV as a Public Health Crisis.

Moved: David Goldberg

Seconded: Dr. Diego Shmuels

Motion: Passed

IX. Open Discussion and Announcements

Alecia Tramel-McIntyre indicate there were no open discussion items but there were two announcements.

The Positive Living Conference will be held in the fall of 2023.

Pride month begins June 1, there are pride flags online with “everyone is welcome” that can be placed in public spaces (e.g., clinics) announcing a welcoming environment to LGBTIQ+ clients.

X. Next Meeting

The next scheduled Executive Committee meeting is Wednesday, July 26, 2023.

XI. Adjournment

Alecia Tramel-McIntyre thanked everyone and adjourned the meeting at 12:10 p.m.