



**Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 240,
Coral Gables, FL 33134
July 26, 2023**

Approved September 27, 2023

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

Abril Sarmiento

Abril Sarmiento volunteered to lead the meeting in the Chair’s absence. She called the meeting to order at 10:11 a.m.

II. Introductions

All

Ms. Sarmiento introduced herself, and requested introductions from all participants around the room.

III. Meeting Housekeeping and Rules

Abril Sarmiento

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

IV. Floor Open to the Public

Abril Sarmiento

Ms. Sarmiento 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

All

The committee reviewed the agenda. Since Alecia Tramel-McIntyre was unavailable for today's meeting and Ms. Sarmiento is chairing, the name needs to be corrected on the agenda. The committee voted to approve the agenda with the change discussed.

Motion to approve the agenda as corrected.

Moved: Stephen Herz

Seconded: Dr. Angela Mooss

Motion: Passed

VI. Review/Approve Minutes of May 31, 2023

All

Members reviewed the minutes of May 31, 2023, and made a motion to accept the minutes as presented.

Motion to approve the minutes of May 31, 2023 as presented.

Moved: Lamar McMullen

Seconded: Dr. Mary Jo Trepka

Motion: Passed

VII. Standing Business

▪ **Vacancies**

Marlen Meizoso

Marlen Meizoso reviewed the vacancy report for July. There are 17 vacancies on the Partnership (12 for members of the affected and five (5) for other designated seats), and several vacancies on all the committees. Anyone who knows of anyone interested in the work of the Partnership or its committees should invite them to a meeting or training.

▪ **Fishbone Exercise Updates**

All

The committee reviewed the latest responses collected in May during the Fishbone Exercise. This will be the last iteration of the fishbone for the year. Pending items and next steps were reviewed with additional comments made.

Additional comments on Fishbone Next Steps and suggestions included:

- Post items with sufficient time, several days in advance to review.
- Font of some reports is too small, either change the font, distribute the document, or change the orientation to make it bigger.
- Instead of reviewing long reports, provide committees with a top line summary with two or three bullet points from each grantee to focus the discussion.
- Survey members to see the best days to meet or at least get buy-in if a change to meeting times/place should take place.
 - Surveys should be done annually.
 - Clarify to new and existing members that the commitment for meetings is actually closer to four (4) hours per meeting: two (2) hours at the meeting and possibly as much as two (2) hours for transportation to and from each meeting.
 - A survey will be distributed with results shared at the September meeting.
- Incentivize membership with certificates e.g., attendance, most meetings attended, etc. "merit award."

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

All

Christina Bontempo reviewed the proposed changes to the ordinance discussed at the last meeting. The proposed changes include a reduction of membership from 39 to 29 aligning the planning council to Health Resources & Services Administration (HRSA) requirements, redefine some seats, remove some seats, and change quorum to align with the committees (1/3 plus one). The suggestions previously made included keeping the HIV prevention provider seat. The committee had suggested moving the County seat to ex-officio since it is not a required seat. The Recipient offered some language to retain the County representative seat while still complying with HRSA requirements that the Recipient not be a voting member of the board. Based on the two proposals, the committee opted to move the Recipient seat to an ex-officio Miami-Dade County Government position. The ordinance change proposal will be brought to the next Partnership meeting and after approval may take a few months to go through the process.

Motion to accept the ordinance change document with the proposal “a” on page 3.

Moved: Dr. Mary Jo Trepka

Seconded: Dr. Angela Mooss

Motion: Passed

VIII. New Business

There was no New Business.

IX. Open Discussion and Announcements

All

Mr. McMullen announced that on Monday, July 31 the Community Coalition was holding its meeting at Borinquen at 5:00 p.m. with the special topic of the Urban Health Partnership (UHP). A flyer with a quick UHP survey was distributed and requested to be shared widely. UHP intends to create safe spaces for LGBTQIA+ people living in the City of Miami.

X. Next Meeting

Abril Sarmiento

The next scheduled Executive Committee meeting is Wednesday, September 27, 2023.

XI. Adjournment

Abril Sarmiento

Ms. Sarmiento thanked everyone and adjourned the meeting at 11:49 a.m.