



**Integrated Plan Evaluation Workgroup Meeting
Miami-Dade County Main Library
101 West Flagler Street, Auditorium, Miami, FL 33130
September 12, 2023 Minutes**

Approved January 16, 2024

#	Members	Present	Absent	Guests	
1	Ferrer, Luigi		x	Gillens, Courtney	
2	Goldberg, David	x		Torrealba, Marco	
3	Hess, Amaris		x	Valle-Schwenk, Carla	
4	Hilton, Karen		x	Williams, Stephen	
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	Staff	
12	Robinson, Joanna		x	Bontempo, Christina	
13	Sarmiento, Abril	x		Ladner, Robert	
14	Suarez, Sarah	x		Martinez, Susy	
Quorum = 6					

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

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

II. Introductions

Attendees introduced themselves.

III. Housekeeping

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

Ms. Suarez 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: Angela Machado

Seconded: Abril Sarmiento

Motion: Passed

VI. Review/Approve Minutes of June 6, 2023

Members reviewed the minutes of June 6, 2023. Staff noted that the motion will indicate, “approved as posted,” because the red-lined goals version of minutes were posted online, not distributed at the meeting.

Motion to approve the minutes of June 6, 2023 as posted.

Moved: Angela Machado

Seconded: Dr. Angela Mooss

Motion: Passed

VII. Standing Business

▪ Final Activities Review

Breakout groups continued review of activities.

Within the Prevention group, the measurements are mostly finalized, with the main focus now on how to obtain necessary data.

Within the Linkage and Care and Treatment groups, the assignment of responsible parties and data sources needs to be determined by Executive staff of the Recipient, FODH-MDC, and BSR. Those assignments will be finalized and incorporated for the Workgroup’s information at their next meeting.

▪ Suggestions for Reporting to the Joint Integrated Plan Review Team (JIPRT)

Members suggested a report highlighting accomplishments and challenges versus a presentation strictly on data. Many data points are still unknown, but staff will compile as many highlights as possible.

VIII. New Business

▪ 2024 Planning

Per the Partnership Bylaws, workgroups are convened for one year. The workgroup has completed its 2023 activities and requested a continuation through 2024 as a steering committee for the JIPRT. Those who expressed interest in continued membership in 2024 were: Trillion Ingram, Angela Machado, Jamie Marqués, Dr. Mooss, Ms. Sarmiento, and Ms. Suarez. Staff will query those members not present today on their interest. A motion by the JIPRT, ratified by the Partnership, is required to reconvene the workgroup in 2024. Results of their decision will be disseminated to members..

Staff thanked members for their work throughout the year.

IX. Announcements

Staff highlighted flyers posted on www.aidsnet.org:

- National Latino AIDS Awareness Day event registration;
- Care and Treatment Needs Assessment; and
- Notice of the Main Library walkway closure from September 13 through October 27, 2023. Members attending meetings at that location should plan accordingly.

X. Next Meeting

Ms. Suarez announced the next Joint Integrated Plan Review Team meeting is scheduled for Tuesday, October 10, 2023, at 10:00 a.m. at the Miami-Dade County Main Library. Since the workgroup agreed to sunset for 2023, the Chair called for a vote to ratify the item.

Motion for the Integrated Plan Evaluation Workgroup to sunset following the September 12, 2023 meeting.

Moved: David Goldberg

Seconded: Abril Sarmiento

Motion: Passed

XI. Adjournment

Ms. Suarez adjourned the meeting at 11:50 a.m.