

Executive Committee

Wednesday, July 26, 2023

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|---|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping and Rules | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Alecia Tramel-McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of May 31, 2023 | All |
| VII. | Standing Business | |
| | ▪ Vacancy Updates | Marlen Meizoso |
| | ▪ Final Updates to Fishbone Exercise | All |
| | ▪ Suggestions for Ordinance Changes to Comply with HRSA | All |
| VIII. | New Business | |
| IX. | Announcements and Open Discussions | All |
| X. | Next Meeting: September 27, 2023 at Behavioral Science Research | Alecia Tramel-McIntyre |
| XI. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.



**MIAMI-DADE
HIV/AIDS PARTNERSHIP**

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Meeting Housekeeping

Updated April 13, 2023
Behavioral Science Research

Disclaimer & Code of Conduct

- ❑ Audio of this meeting is being recorded and will become part of the public record.
- ❑ Members serve the interest of the Miami-Dade HIV/AIDS community as a whole.
- ❑ Members do not serve private or personal interests, and shall endeavor to treat all persons, issues and business in a fair and equitable manner.
- ❑ Members shall refrain from side-bar conversations in accordance with Florida Government in the Sunshine laws.

Language Matters!

In today's world, there are many words that can be stigmatizing. Here are a few suggestions for better communication.



Remember **People First** Language . . .
People with HIV, *People* with substance use disorders, *People* who are homeless, etc.

Please don't say **RISKS** . . . Instead, say **REASONS**.
Please don't say, **INFECTED with HIV** . . . Instead, say **ACQUIRED HIV, DIAGNOSED with HIV, or CONTRACTED HIV**.

Please **do not** use these terms . . .
Dirty . . . Clean . . . Full-blown AIDS . . . Victim . . .

General Housekeeping

- ❑ You must sign in to be counted as present.
- ❑ Place cell phones on mute or vibrate - *If you must take a call, please excuse yourself from the meeting.*
- ❑ Eligible committee members should see staff for a voucher at the end of the meeting

Meeting Participation

- ❑ Raise your hand if you need clarification about any terminology or acronyms used throughout the meeting.
- ❑ Raise your hand to be recognized by the Chair or added to the queue.
- ❑ Discussion should be limited to the current Agenda topic or motion.
- ❑ Speakers should not repeat points previously addressed.
- ❑ Any attendee may be permitted to address the board as time allows and at the discretion of the Chair.

Resources

- ❑ Behavioral Science Research Corp. (BSR) staff are the Resource Persons for this meeting.
- ❑ See staff after the meeting if you are interested in membership or if you have a question that wasn't covered during the meeting.
- ❑ Today's presentation and supporting documents are online at aidsnet.org/meeting-documents/.





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Floor Open to the Public

“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 line for statements to be read into the record. No statements were received.”

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

DRAFT



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Membership Report

July 21, 2023

The Miami-Dade HIV/AIDS Partnership

The official Ryan White Program Planning Council in Miami-Dade County and the Advisory Board for HIV/AIDS to the Miami-Dade County Mayor and Board of County Commissioners. Complete a brief New Member Interest Form to find out more:

www.surveymonkey.com/r/DRJP5N5 or scan the QR code.



Opportunities for Ryan White Program Clients

12 seats are available to Ryan White Program Clients who are not affiliated or employed by a Ryan White Program Part A funded service provider.

Opportunities for General Membership

5 seats are open to people with HIV, service providers, and community stakeholders who have reputations of integrity and community service, and possess the relevant knowledge, skills and expertise in these membership categories:

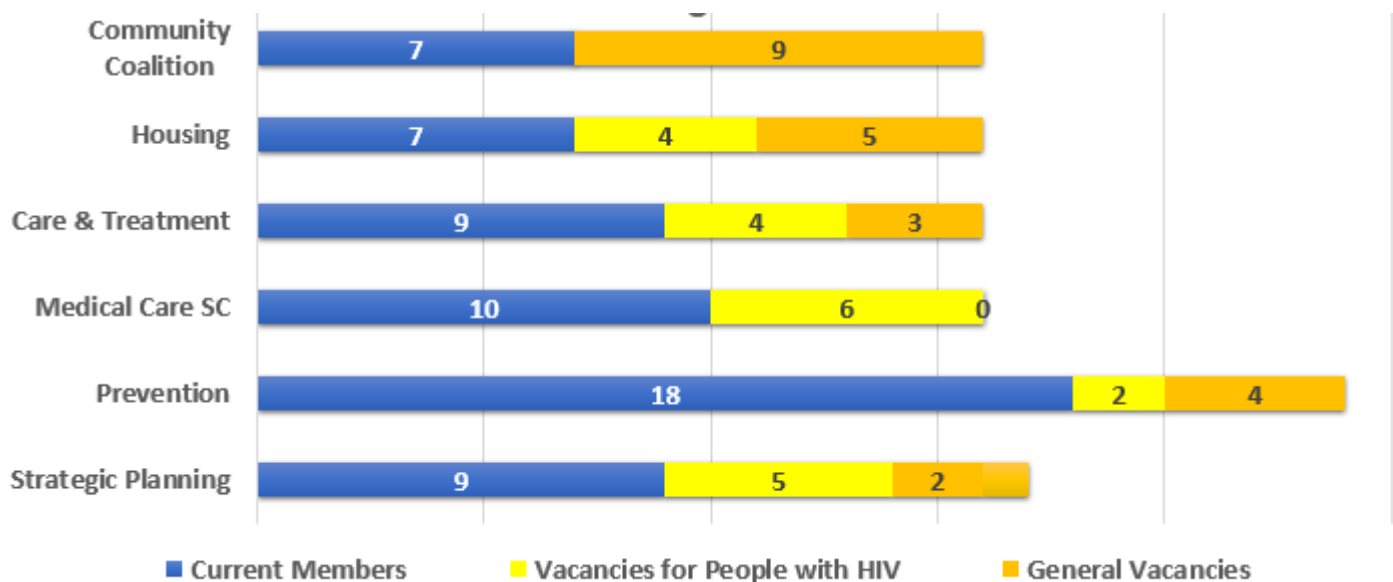
- Representative with HIV and Hepatitis B or C
- Other Federal HIV Program Grantee Representative (SAMHSA)
- Federally Recognized Indian Tribe Representative
- Mental Health Provider Representative
- Miami-Dade County Public Schools Representative

Applicants Pending Appointment

- Ryan White Program Part D Representative
- Hospital or Health Care Planning Agency Representative

Partnership Committees

Committees are now accepting applications for new members.
People with HIV are encouraged to apply.





Scan the QR code to complete a brief membership interest form

MEMBERSHIP

Are you a Member?

Thank you for your service to people with HIV!
Be sure to bring a Ryan White client to your next meeting!



Do You Qualify for Membership?

If you answer "Yes" to these questions, you could qualify for membership!

Are you a resident of Miami-Dade County?

Are you a registered voter in Miami-Dade County?

Note: Some seats for people with HIV are exempt from this requirement.

Can you volunteer three to five hours per month for Partnership activities?

Committee Activities

Work with a dedicated team of volunteers on these and more Partnership activities to better serve people with HIV in Miami-Dade County!

People with HIV are encouraged to join!

- ⌘ Allocate more than \$27 million in Ryan White Program funds with the **Care and Treatment Committee**
- ⌘ Develop an Annual Report on the State of HIV and the Ryan White Program in Miami-Dade County with the **Strategic Planning Committee**
- ⌘ Recruit and train new Partnership members with the **Community Coalition**
- ⌘ Work with the City of Miami Housing Opportunities for Persons with AIDS Program to address housing challenges for people with HIV/AIDS with the **Housing Committee**
- ⌘ Oversee updates and changes to medical treatment guidelines for the Ryan White Part/MAI Program with the **Medical Care Subcommittee**
- ⌘ Set priorities for Ryan White Program HIV health and support services in Miami-Dade County with the **Care and Treatment Committee**
- ⌘ Share a meal and testimonials at Roundtables with the **Community Coalition**
- ⌘ Develop and monitor the official HIV Prevention and Care Integrated Plan with the **Strategic Planning Committee & Prevention Committee**
- ⌘ Develop your leadership skills and be a committee leader with the **Executive Committee**
- ⌘ Oversee updates and changes to the Ryan White Prescription Drug Formulary with the **Medical Care Subcommittee**
- ⌘ Develop and monitor local Ending the HIV Epidemic activities with the Florida Department of Health in Miami-Dade County with the **Prevention Committee & Strategic Planning Committee**
- ⌘ Be in the know about the latest HIV activities of the Prevention Mobilization Workgroups with the **Prevention Committee**

Visit aidsnet.org/membership for the complete list of applications and details on Partnership and committee membership opportunities. Contact us at hiv-aidsinfo@behavioralscience.com or 305-445-1076 for assistance.

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2023 MIAMI-DADE HIV/AIDS PARTNERSHIP

Meeting Fishbone Exercise

July 2023

A Plan for Partnership Quality Improvement

- ✓ 1) List the membership recruitment and retention challenges faced by the Miami-Dade HIV/AIDS Partnership.
- ✓ 2) Prioritize the challenges, choosing the most important to work on first.
- ✓ 3) Use the fishbone process to identify the most likely “root causes”.
- ✓ 4) Develop a strategy to address the identified root cause.
- 5) Try the new strategies and see how they work.



*TO MAKE THINGS HAPPEN, FOCUS ON THE
FUTURE, NOT THE PAST.*

Challenges Identified and Actions to Date

❑ Lack of quorum → de-motivates the people who have come.

- Some members don't RSVP, don't show up, or don't arrive on time → Delays meetings or causes cancellation.
 - Action Completed: Reduce size of committees.
 - Action Completed: Hold smaller, more interactive meetings.
 - Action In Process: Change in Ordinance suggests Partnership quorum is reduced from 13 members to "one-third-plus-one" as is the case for committees.

❑ Meaningfulness of Meetings

- Disengagement with the materials reviewed at meetings → playing with cell phones during the meeting, coming unprepared, not reading and responding to material posted in advance of the meetings.
- Members in some committees don't feel they have meaningful work to do → may not see the value of their participation.
- Some members don't feel they have a reason to vote/participate on items.
- Focus of meetings is mostly funding.
 - Action Completed: Make materials available on-line for easy access.
 - Action in Process: Focus meetings on business items so members know they need to be there to participate in decision-making (not just listen to reporting).
 - Action In Process: Make meetings more interactive.





❑ Representation

- Affected Community is under-represented (e.g., 9 affected community vacancies on the Partnership, 3 on Strategic Planning, 1 on Care and Treatment, 5 on Medical Care Subcommittee).
- Minority voices are underrepresented at meetings.
- One person representing an entire group may discourage additional participation.
- Changes to the epidemic and therefore changes to the way people with HIV are now living should be acknowledged → people are working and receiving care.
- Stakeholder buy-in needed.
 - Action Completed: Partnership membership process changed from 7-page application to simple online interest form.
 - Action in Process: Change Ordinance to bring the Partnership in line with HRSA planning council requirements; reduce the membership from 39 members to 27-30 members.
 - Action in Process: Ongoing training and promotion.



❑ Reporting

- Context is needed for motions at Partnership meeting.
- Reports should include a summary of discussions.
- More discussion, less lecture; change the way items are discussed, e.g., ask how does the item impact clients.
- Lack of understanding of the importance of different funders.
- Instead of reading reports, raise a question regarding the report.
 - Action Completed: Meetings with only reports and no actionable business will be cancelled.
 - Action Completed: Reports are available online.
 - Action in Process: Change how reports are presented.
 - Action in Process: Get On Board training is offered to help members read reports and understand their importance.

❑ Meeting Agendas

- Agendas are too long.
- The goal of the meeting, purpose of motions, and the desired end-result should be stated if not clear from the agenda.
- A portion of the agenda should be added as an open forum.
 - **Action Completed:** Hold meetings only when there are actionable items and not just for reporting.
 - Agendas updated to include, “Announcements and Open Discussion.”
 - **Action in Process:** Make sure items needing action are clearly defined by the New Business/Old Business titles and the supporting documents.



❑ Other

- Seek additional feedback through town halls, surveys
 - Reword introductions/materials as “call to action”
 - Consider PC change of venue/time quarterly/biannually to encourage participation of community.
 - Find other ways to incentivize.
- Action in Process: Pending further review of procedures and new strategies.



Next Steps?

Implementation and Reporting

❑ To Do List

- Change Ordinance to bring the Partnership in line with HRSA planning council requirements. Reduce membership to 27-30 members and reduce quorum requirement.
- Focus meetings on business items so members know they need to be there to participate in decision-making.
 - Reword introductions/materials as “call to action”.
 - Make meetings more interactive.
 - Change how reports are presented.
 - Consider PC change of venue, time, meeting frequency (quarterly/biannually), to encourage community participation.
- Seek additional feedback through town halls, surveys.
- Find other ways to incentivize.
- Continue Get On Board training – ask members for new topic ideas.



THANK YOU FOR
YOUR INPUT
THROUGHOUT THE
PROCESS!





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Proposed Updates to the Membership Structure of the Miami-Dade HIV/AIDS Partnership

Presented to the Executive Committee
July 26, 2023

BACKGROUND

The Miami-Dade HIV/AIDS Partnership (Partnership) has struggled for many years to fill both federally legislatively required seats and seats as defined in the Miami-Dade County Ordinance which created the Partnership.

Filling vacancies for Ryan White Program clients has been most challenging. Clients are either not aware of the opportunity, do not see the value in service, and/or do not have the capacity to serve. A variety of strategies have been used to encourage membership:

- Holding Community Coalition Roundtable meetings at subrecipient agencies in various locations throughout the county;
- Providing professional training programs targeted toward people with HIV;
- Providing meals at Community Coalition Roundtable meetings;
- Requesting assistance from other members;
- Requesting assistance from Medical Case Managers (MCM) and MCM supervisors to identify potential clients;
- Having a presence at community events (health fairs, community meetings, testing events); and
- Direct contact with clients who expressed interest and/or gave permission to be contacted.

To date, none of these efforts have produced the desired results of filling vacancies.

RECENT CHANGES

- A. On April 6, 2022, Health Services Resources Administration (HRSA) issued a letter regarding Planning Council membership indicating “A recipient representative, whose position is funded with RWHAP Part A funds, provides in-kind services, or has significant involvement in the RWHAP Part A grant, shall not occupy a seat in the PC/PB, nor have a vote in the deliberations of the PC/PB.”
- B. Per the December 6, 2022 Health Services Resources Administration (HRSA) letter on Supporting People with Lived Experience, “. . . RWHAP Part A PCs or PBs may provide clients with meals during in-person meetings scheduled around mealtimes (only if needed for health reasons), transportation to and from meetings, and/or childcare services for the children of clients who participate in meetings . . .” This increased barriers to participation by removing incentives and reimbursements for people with lived experience to participate, including: reimbursement of mileage, covering parking costs, and providing meals.
- C. The budget was adjusted to allow Partnership and Committee members with HIV to receive a \$10 gift card for participation. It is unclear how long this incentive will be available. Likewise, providing meals using other funds has proved challenging.

- D. In February 2023, the Partnership approved changes to their Bylaws reducing the number of members on each committee (including subcommittees and work groups) from 24 to 16 members (with some exceptions). The committee structure change is meant to better reflect the reality of participation, to provide less dire optics on outstanding vacancies, and to have a more inviting space to have one's voice be heard.

CURRENT MEMBERSHIP

The following 19 seats are currently filled:

- 1-3. Representative of the Affected Community (3 members)
- 4-5. Housing, Homeless or Social Service Provider (2 members)
6. Community Based AIDS Service Organization (CBO/ASO) Representative
7. Former Inmate of local, state, or federal prison representative
8. Health Care Provider Representing FQHC
9. HIV Prevention Provider
10. Local Health Department Representative (*Florida Department of Health in Miami-Dade County*);
11. Non-Elected Community Leader, not an HIV provider
12. Other Federal HIV Grantee Representative (HOPWA)
13. Other Federal HIV Program Grantee (Part F)
14. Other Federal HIV Program Grantee Representative (CDC)
15. Part A Local Grantee Representative
16. Part C Grantee Representative
17. State Government RW Part B Grantee Representative
18. State Government/Medicaid Agency Representative
19. State of Florida General Revenue Grantee Representative

The following 20 seats are currently vacant:

- 1-12. Representative of the Affected Community (12 vacancies)
13. Part D Grantee Representative
14. Federally Recognized Indian Tribe Representative
15. Hospital or Health Care Planning Agency Representative
16. Miami-Dade County Public Schools Representative
17. Other Federal HIV Program Grantee Representative (SAMHSA)
18. Representative Co-infected with Hepatitis B or C
19. Mental Health Provider Representative
20. Substance Abuse Representative

The following three (3) alternate seats are currently vacant:

- 1-3. Alternate member Representative of the Affected Community (3 vacancies)

The following two (2) ex-officio seats are currently vacant:

1. Ex-officio Rep. - Office of the MDC Mayor
2. Ex-officio Rep. - Board of County Commissioners

PROPOSED CHANGES TO THE PARTNERSHIP ROSTER

The proposed changes to the Partnership Roster are intended to:

1. Reduce Partnership membership from 39 members to 29 members;
2. Redefine the member seat for Miami-Dade County (restrictions apply);
3. Remove alternate member seats;
4. Redefine the openings for ex-officio members;
5. Redefine quorum requirements; and
6. As appropriate, bring Partnership membership categories as defined in the County Ordinance in line with HRSA legislative definitions.

Following are proposed changes in the composition of the Partnership and justifications for the proposed changes. Membership categories are organized by the County Ordinance definitions.

A. One (1) Miami-Dade County Representative

1. Proposals

- a. In accordance with the HRSA guidance, noted below, move this from a voting member seat to an ex-officio representative position.
- b. Amend the Code to reflect the seat is for a representative of Miami-Dade County, who shall not be a recipient representative, whose position is funded with RWHAP Part A funds, provides in-kind services, or has significant involvement in the RWHAP Part A grant.”

2. Justification

- a. Continuing to include this seat does not follow HRSA’s interpretation of the membership rules in the CARE Act legislation, as stated in their Ryan White HIV/AIDS Program Part A Recipient Letter, not dated but emailed to Ryan White Program Recipients on April 6, 2022, which states, “Separation of PC/PB and Recipient Roles: A separation of PC/PB and recipient roles is necessary to avoid conflicts of interest. The legislation prohibits PC public deliberations to be “chaired solely by an employee of the grantee.” [2602 (7)(A)]. A recipient representative, whose position is funded with RWHAP Part A funds, provides in-kind services, or has significant involvement in the RWHAP Part A grant, shall not occupy a seat in the PC/PB, nor have a vote in the deliberations of the PC/PB.”
- b. However, the law does not prohibit another representative of Miami-Dade County serving as a member of the Partnership.

3. Overall Change

- a. Proposal a.
 - Reduce roster by one (1).
 - Increase ex-officio seats by one (1) - Suggestion by Executive Committee
- b. Proposal b.
 - Change title of seat.
 - Change qualifications of who can be a member in this seat. Restrictions apply as noted above under Proposal b. and Justification b.

B. Fifteen (15) member representatives of affected communities that include thirteen (13) people with HIV, who are not affiliated or employed by a Part A funded provider and are recipients of Part A services, and historically underserved groups and subpopulations that reflect the demographics of the population within the eligible metropolitan area

1. Proposal

- a. Reduce to ten (10) members.
- b. Incorporate Federally Recognized Indian Tribe Representative and Representative Co-infected with Hepatitis B or C into this membership category.
- c. Match HRSA language, “affected communities, including people with HIV, members of a Federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C and historically underserved groups and subpopulations.”

2. Justification

- a. Members of the affected community are to comprise 33% of membership. If membership is reduced to 29 members, ten (10) members would constitute at least 33%.
- b. The Partnership currently defines unique seats for Federally recognized Indian tribe and for individuals co-infected with hepatitis B or C. The seats have never been filled. By adopting the HRSA definition, those persons could still participate under the broader definition of “affected communities . . .”

3. Overall Change

- a. Reduce roster by five (5).
 - b. Reduce vacancies to seven (7) Representative of the Affected Community (as defined by HRSA) from 14 (12 Representative of the Affected Community + 1 Federally Recognized Indian Tribe Representative + 1 Representative Co-infected with Hepatitis B or C).
-

C. One (1) representative of a federally recognized Indian tribe as represented in the population from the affected community

1. Proposal

- a. Remove this seat.

2. Justification

- a. This is not a HRSA-required category outside the collective designation of, “affected communities, including people with HIV, members of a *Federally recognized Indian tribe* as represented in the population, individuals co-infected with hepatitis B or C and historically underserved groups and subpopulations.”
- b. This seat has been vacant for the majority of the life of the Partnership. Grouping the designation with members of the affected community (above, Section B) leaves the door open for participation from a Federally recognized Indian tribe representative while relieving the burden of filling a highly specified vacant seat.

3. Overall Change

- a. Reduce roster by one (1).
-

D. One (1) representative co-infected with hepatitis B or C from the affected community.

1. Proposal

- a. Remove this seat.

2. Justification

- a. This is not a HRSA-required category outside the collective designation of, “affected communities, including people with HIV, members of a Federally recognized Indian tribe as represented in the population, *individuals co-infected with hepatitis B or C* and historically underserved groups and subpopulations.”
- b. This seat has been vacant for the majority of the life of the Partnership. Grouping the designation with members of the affected community (above, Section B) leaves the door open for participation from an individual co-infected with hepatitis B or C while relieving the burden of filling a highly specified vacant seat.

3. Overall Change

- a. Reduce roster by one (1).
-

E. One (1) Miami-Dade County Public Schools representative

1. Proposal

- a. Move this from a voting member seat to an ex-officio position.

2. Justification

- a. This is not a HRSA-required category.
- b. This seat has been vacant for the majority of the life of the Partnership. Moving the designation to ex-officio status leaves the door open for participation from the school board, while relieving the burden of filling a highly specified vacant seat.
- c. Removal of the seat from an advisory board realistically reflects the existing political climate of Florida.

3. Overall Change

- a. Reduce roster by one (1).
 - b. Increase ex-officio seats by one (1).
-

F. One (1) State of Florida General Revenue grantee representative

1. Proposals

- a. Remove this seat.
- b. Reassign the member currently in this seat to the HRSA required, “One (1) Community based AIDS service organization (ASO)” seat.
- c. Reassign the member currently in the ASO seat to the HRSA required, “One (1) Substance abuse provider” seat.

2. Justification

- a. This is not a HRSA-required category.
- b. Reporting on General Revenue funding would still be included in regular Partnership business.

3. Overall Change

- 1. Reduce roster by one (1).
 - 2. If members seat designations are reassigned, there will be no net change in active members.
-

G. Three (3) Alternates – Representatives of the Affected Community

1. Proposal

- a. Remove these seats.

2. Justification

- a. These are not HRSA-required seats.
- b. These seats have been vacant for more than five (5) years in addition to the full voting member vacancies in the same category.
- c. The inclusion of these seats is a throwback to a time when there was a need for alternates for affected community members, primarily due to health concerns. The removal of these seats reflects the reality of the HIV epidemic today, in which people with HIV who are in care and receiving treatment are living long and healthy lives.
- d. Persons who occupy these seats have no voting power, and if they sit on the Partnership for two terms without ever voting, they would then be ineligible to serve as a voting member until after a two-year waiting period ends.

3. Overall Change

- a. Reduce Alternates from 3 to 0.
 - b. No change to voting Members.
-

H. Two (2) Ex-Officio Members

1. Proposal

- a. Change the designation of these seats from “members” to “Ex-Officio Representatives”.
- b. Include the position of Miami-Dade County Public Schools and Miami-Dade County Representative (see A, above); retain representative seats from the Office of the Miami-Dade County Mayor and Board of County Commissioners.

2. Justification

- a. These are not HRSA-required categories.
- d. These seats have been vacant for the majority of the life of the Partnership. Moving the designation from “member” to “Ex-Officio Representative” status leaves the door open for participation while relieving the burden of filling highly specified vacancies.

3. Overall Change

- a. Increase ex-officio seats by two (2) for a total of four (4).
-

I. Other

These categories require no change; County Ordinance definitions are exactly or very close to HRSA definitions:

- Two (2) Housing, Homeless or Social Service providers;
 - Four (4) grantee representatives of Other Federal HIV programs including Ryan White Program Part F and HOPWA, if funded locally excluding a Recipient representative from the Ryan White Part A Program;
 - One (1) Health care provider, which must represent a Federally Qualified Health Center;
 - One (1) Community based AIDS service organization;
 - One (1) Mental health provider;
 - One (1) Substance abuse provider;
 - One (1) Prevention provider;
 - One (1) Hospital or health care planning agency;
 - One (1) representative from agencies receiving grants under Part C of the Ryan White Program;
 - One (1) representative from agencies receiving grants under Part D of the Ryan White Program, or from organizations with a history of providing services to children, youth, and families if funded locally;
 - One (1) State government/Ryan White Program Part B grantee representative;
 - One (1) State government/Medicaid Agency representative;
 - One (1) Local health department representative (*Florida Department of Health in Miami-Dade County*);
 - One (1) Non-elected community leader who does not provide HIV related health care services subject to funding under Partnership programs; and
 - One (1) former inmate of a local, state, or federal prison released from the custody of the penal system during the preceding three (3) years and had HIV disease as of the date of his release, or a representative of HIV+ incarcerated persons.
-

CURRENT VS. PROPOSED PARTNERSHIP MEMBERSHIP CATEGORIES

#	Current Membership Categories
1	Community Based AIDS Organization (CBO) Representative
2	Former Inmate of local, state, or federal prison representative
3	Health Care Provider Representing FQHC
4	Hospital or Health Care Planning Agency Representative
5	Housing, Homeless or Social Service Provider
6	Housing, Homeless or Social Service Provider
7	Local Health Department Representative
8	Mental Health Provider Representative
9	Non-Elected Community Leader, not an HIV provider
10	Other Federal HIV Grantee Representative (HOPWA)
11	Other Federal HIV Program Grantee (Part F)
12	Other Federal HIV Program Grantee Representative (CDC)
13	Other Federal HIV Program Grantee Representative (SAMHSA)
14	Part C Grantee Representative
15	Part D Grantee Representative
16	Representative of the Affected Community
17	Representative of the Affected Community
18	Representative of the Affected Community
19	Representative of the Affected Community
20	Representative of the Affected Community
21	Representative of the Affected Community
22	Representative of the Affected Community
23	Representative of the Affected Community
24	Representative of the Affected Community
25	Representative of the Affected Community
26	State Government RW Part B Grantee Representative
27	State Government/Medicaid Agency Representative
28	Substance Abuse Representative
29	HIV Prevention Provider
30	<i>State of Florida GR Grantee Representative</i>
31	<i>Miami-Dade County Public Schools Representative</i>
32	<i>Part A Local Grantee Representative</i>
33	<i>Representative Co-infected with Hepatitis B or C</i>
34	<i>Federally Recognized Indian Tribe Representative</i>
35	<i>Representative of the Affected Community</i>
36	<i>Representative of the Affected Community</i>
37	<i>Representative of the Affected Community</i>
38	<i>Representative of the Affected Community</i>
39	<i>Representative of the Affected Community</i>
#	Alternate Members
1	<i>Representative of the Affected Community</i>
2	<i>Representative of the Affected Community</i>
3	<i>Representative of the Affected Community</i>
#	Non-Voting Ex-Officio Members
1	Ex-officio Rep. - Office of the MDC Mayor
2	Ex-officio Rep. - Board of County Commissioners

#	Proposed Membership Categories
1	Community Based AIDS Service Organization (CBO/ASO) Representative
2	Former Inmate of local, state, or federal prison representative
3	Health Care Provider Representing FQHC
4	Hospital or Health Care Planning Agency Representative
5	Housing, Homeless or Social Service Provider
6	Housing, Homeless or Social Service Provider
7	Local Health Department Representative (Florida Department of Health in Miami-Dade County)
8	Mental Health Provider Representative
9	Non-Elected Community Leader, not an HIV provider
10	Other Federal HIV Grantee Representative (HOPWA)
11	Other Federal HIV Program Grantee (Part F)
12	Other Federal HIV Program Grantee Representative (CDC)
13	Other Federal HIV Program Grantee Representative (SAMHSA)
14	Part C Grantee Representative
15	Part D Grantee Representative
16	Representative of the Affected Community (1)
17	Representative of the Affected Community (2)
18	Representative of the Affected Community (3)
19	Representative of the Affected Community (4)
20	Representative of the Affected Community (5)
21	Representative of the Affected Community (6)
22	Representative of the Affected Community (7)
23	Representative of the Affected Community (8)
24	Representative of the Affected Community (9)
25	Representative of the Affected Community (10)
26	State Government RW Part B Grantee Representative
27	State Government/Medicaid Agency Representative
28	Substance Abuse Representative
29	HIV Prevention Provider
#	Ex-Officio Representatives
1	Office of the MDC Mayor
2	Board of County Commissioners
3	Miami-Dade County Public Schools
4	Miami-Dade County Rep. (restrictions apply)

PROPOSED CHANGES TO QUORUM REQUIREMENTS

Proposal

- Change the Partnership quorum requirement from 13 members to *one-third plus one* active members.

Justification

- The Partnership currently requires a set number of 13 members to achieve quorum, regardless of the number of currently active members. Meetings have been cancelled (in advance and on site) due to lack of quorum. Even if 13 members are present, this is often not enough since some members may need to leave the room when there is a voting conflict (or might step away for other reasons). Therefore, in reality, without at least 14 members present, it is difficult to conduct business.
- Partnership committees require a quorum of one-third plus one active members. Quorum is variable among committees based on active members.
- A brief review of other County Advisory Boards shows a variety of requirements for quorum, from a set number to a percentage (such as one-third plus one).
- A change to quorum brings the Partnership into agreement with its committees and is expected to improve the Board's ability to achieve quorum.

RESOURCES

- County Ordinance: https://library.municode.com/fl/miami_-_dade_county/codes/code_of_ordinances?nodeId=PTIIIICOR_CH2AD_ARTLXXXMIDECOHIAIPA
 - Partnership Bylaws: <http://aidsnet.org/wp-content/uploads/2023/02/Bylaws-Approved-011723.pdf>
 - Partnership Vacancy Report: <http://aidsnet.org/wp-content/uploads/2023/02/022223-Vacancies.pdf>
-



Executive Committee

Wednesday, July 26, 2023

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|---|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping and Rules | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Alecia Tramel-McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of May 31, 2023 | All |
| VII. | Standing Business | |
| | ▪ Vacancy Updates | Marlen Meizoso |
| | ▪ Final Updates to Fishbone Exercise | All |
| | ▪ Suggestions for Ordinance Changes to Comply with HRSA | All |
| VIII. | New Business | |
| IX. | Announcements and Open Discussions | All |
| X. | Next Meeting: September 27, 2023 at Behavioral Science Research | Alecia Tramel-McIntyre |
| XI. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

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SEPTEMBER 2023

RYAN WHITE PART A/MAI PROGRAM AND MIAMI-DADE HIV/AIDS PARTNERSHIP CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday
<p>REGULAR MEETING LOCATIONS</p> <p>BSR Corp. - Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134</p> <p>MDC Main Library - Miami-Dade County Main Library, 101 West Flagler Street, Auditorium, Miami, FL 33130</p> <p>SPECIAL MEETING LOCATION</p> <p>Jessie Trice CHS - Jessie Trice Community Health System, 5361 NW 22nd Avenue, Miami, FL 33142</p>				<p>1</p>
<p>4</p> <p>Labor Day (BSR Offices Closed)</p>	<p>5</p>	<p>6</p>	<p>7</p>	<p>8</p> <p>Strategic Planning Committee 10:00 AM to 12:00 PM at MDC Main Library</p>
<p>11</p>	<p>12</p> <p>Integrated Plan Evaluation Work Group 10:00 AM to 12:00 PM at MDC Main Library</p>	<p>13</p> <p> Get on Board! Virtual Training Series 12:00 PM to 1:00 PM via Zoom</p>	<p>14</p> <p>Care & Treatment Committee 10:00 AM to 12:00 PM at MDC Main Library</p>	<p>15</p> <p>Clinical Quality Management Committee 9:30 AM to 11:30 AM via Zoom</p>
<p>18</p> <p> National HIV/AIDS and Aging Awareness Day</p> <p>Miami-Dade HIV/AIDS Partnership 10:00 AM to 12:00 PM at MDC Main Library</p>	<p>19</p>	<p>20</p> <p>Ryan White Program Medical Case Manager Supervisor Training 10:00 AM to 4:30 PM via Zoom</p>	<p>21</p> <p>Housing Committee 2:00 PM to 4:00 PM at BSR Corp.</p>	<p>22</p> <p>Medical Care Subcommittee 9:30 AM to 11:30 AM at BSR Corp.</p>
<p>25</p> <p>Community Coalition Roundtable 5:30 PM to 7:30 PM at Jessie Trice CHS</p>	<p>26</p>	<p>27  National Gay Men's HIV/AIDS Awareness Day</p> <p>Executive Committee 10:00 AM to 12:00 PM at BSR Corp.</p> <p>RWP Medical Case Manager Basic Training 10:00 AM to 4:30 PM via Zoom</p>	<p>28</p> <p>Prevention Committee 10:00 AM to 12:00 PM at MDC Main Library</p>	<p>29</p>

All events listed on this calendar are open to the public.

People with HIV are encouraged to attend!



Are you attending a meeting or training?



Your RSVP lets us know if we have the necessary participants to hold the activity and ensures we have enough materials for distribution.

To attend, RSVP to:
(305) 445-1076 or
hiv-aidsinfo@behavioralscience.com

Visit our website for more information
www.aidsnet.org

Version 07/11/23
Information on this calendar is subject to change



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