

February 8, 2024

**SENT BY ELECTRONIC MAIL**

To All Miami-Dade County Ryan White Part A and MAI-funded Subrecipients:

**RE: February 2024 Subrecipient Forum**

As a reminder to the Save-the-Date email Behavioral Science Research Corporation (BSR) emailed back in early January 2024, the next Miami-Dade County Ryan White Part A/MAI Program Subrecipient Forum will be held on **Thursday, February 15, 2024**. These meetings, sponsored by Miami-Dade County and BSR, are held to discuss essential topics of importance to the Ryan White Program, including administration of service programs, discussion regarding ideas to improve efficiency and effectiveness of programs, information exchange, problem-solving, and networking among subrecipients in the Miami-Dade HIV care and treatment network.

The following topics are on the agenda for this Subrecipient Forum: Ryan White Program updates; Client Satisfaction Survey updates; Miami-Dade County 2022-2026 Integrated Plan updates and relevance to program improvements; an overview of the Miami-Dade HIV/AIDS Partnership's redesigned website, which includes a wealth of information to many aspects of our local program; and several items relating to Clinical Quality Management.

This Subrecipient Forum will take place **in person from 10:00 a.m. to 1:00 p.m.**, at the Miami-Dade County Main Library, 101 West Flagler Street, Auditorium, Miami, FL 33130. You will be able to sign in by 9:30 a.m. Please **RSVP** to Sandra Sergi at [ssergi@behavioralscience.com](mailto:ssergi@behavioralscience.com), if you haven't already done so.

**This meeting will begin at 10:00 a.m. sharp to accommodate the agenda. At least one (1) appropriate representative from your organization is required to attend the entire Subrecipient Forum. Those who arrive late or leave early without prior approval from this office will not receive credit for attending this contractually required meeting; which may then result in non-compliance remedies as per the contract. BSR staff is not authorized to approve requests to be excused or late.**

Senior level staff members from Ryan White Part A/MAI-funded subrecipients are expected to attend this meeting, **specifically decision-makers at the organization** who are responsible for ensuring service quality, compliance with program and contractual requirements, and disseminating the information to program management and staff at your respective agencies. **We strongly recommend that program directors, program coordinators, quality improvement managers, or higher executives attend this and future Ryan White Part A/MAI Subrecipient Forums.**

Subrecipients are also encouraged to share brochures, pamphlets, flyers and/or other materials describing the mission, vision, and service programs offered by their organizations. This is a valuable opportunity for subrecipients to exchange information on best practices and HIV service programs, and to better acquaint other subrecipients with your organization.

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Your organization's participation at this event is critical to the success of the Miami-Dade County Ryan White Program and we look forward to seeing your organization represented there. **If you haven't already done so, please take a moment now to contact Sandra Sergi at BSR to RSVP.** Those who already RSVP'd do not need to do so again. Thank you.

Sincerely,



Carla Valle-Schwenk  
Ryan White Program Administrator

c: Daniel T. Wall, Assistant Director, OMB