



Executive Committee Meeting
Miami-Dade County Stephen P. Clark Building
111 NW 1st Street, 22nd Floor
Miami, FL 33123
January 30, 2024

Approved February 28, 2024

#	Members	Present	Absent	Guests	
1	Burks, Laurie Ann	X		Dr. Diego Shmuels	
2	Herz, Stephen		X	HRSA Staff/Consultants	
3	McIntyre, Harold		X	Jenifer Gray	Mark Pepler
4	McMullen, Lamar	X		Susan McAllister	Ronald Redwood
5	Mooss, Angela		X	Michelle Osterman	Michael Wallace
6	Sarmiento, Abril	X		Chrissy Abrahms Woodland	
7	Sheehan, Diana M.	X		Staff	
8	Tramel-McIntyre, Alecia	X		Bontempo, Christina	
9	Trepka, Mary Jo	X		Meizoso, Marlen	
Quorum = 4					

Note that all documents referenced in these minutes were accessible to members and the public prior to the meeting, at <https://aidsnet.org/the-partnership#excom1>.

I. Call to Order

Alecia Tramel-McIntyre

Alecia Tramel-McIntyre, Chair, called the meeting to order at 11:44 a.m.

II. Introductions

All

Ms. Tramel-McIntyre introduced herself, and requested introductions from all participants around the room.

III. Meeting Housekeeping and Rules

Alecia Tramel-McIntyre

Ms. Tramel-McIntyre reviewed the meeting housekeeping handout, which provided the ground rules and reminders for the meeting.

IV. Floor Open to the Public

Alecia Tramel-McIntyre

Ms. Tramel-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

All

The committee reviewed the agenda. Ms. Tramel-McIntyre will be noted as the lead on items designated for Vice Chair Harold McIntyre. The final agenda will reflect the update. Additionally, there is a request to appoint a new member to a Committee which can be addressed under Standing Business. The Committee voted to approve the agenda with the change discussed.

Motion to approve the agenda as discussed.

Moved: Abril Sarmiento

Seconded: Dr. Mary Jo Trepka

Motion: Passed

VI. Review/Approve Minutes of September 27, 2023

All

Members reviewed the minutes of September 27, 2023. Staff noted that one of the Care and Treatment Committee motions as reported to the Executive Committee will be reviewed and corrected at the next Care and Treatment meeting. The Committee made a motion to accept the minutes with the notation.

Motion to approve the minutes of September 27, 2023, as presented.

Moved: Abril Sarmiento

Seconded: Dr. Mary Jo Trepka

Motion: Passed

VII. Standing Business

Dora Marcelin was appointed by the Mayor to fill the Ryan White Program Part D seat on the Partnership. Ms. Marcelin has requested an appointment to the Community Coalition Roundtable and Housing Committee. A motion is being requested of the Executive Committee to appoint Ms. Marcelin.

Motion to appoint Dora Marcelin to the Community Coalition and Housing Committees.

Moved: Abril Sarmiento

Seconded: Dr. Mary Jo Trepka

Motion: Passed

VIII. New Business

• **HRSA Site Visit Discussion**

All

Ms. Tramel-McIntyre welcomed HRSA representatives present as part of the Ryan White Program site visit. HRSA staff reviewed a series of questions regarding planning council operations, process, and procedures (PSRA processes, emergent population identification, resource allocation timeliness, administrative mechanism results, service unit definitions, ways to engage clients, budgeting, and mentoring). Additional questions were asked regarding the contracting process, the Recipient's relationship with the planning council, and CQM participation and activities. There was a suggestion to do specific training for committees.

IX. Announcements and Open Discussion

All

Staff reviewed the February calendar for changes. Members highlighted several days of remembrance in the month. On February 14, there is a National Black HIV/AIDS Awareness Day Health Fair at the Stephen P. Clark Center from 10 a.m. to 2 p.m.

X. Next Meeting

Alecia Tramel-McIntyre

The next scheduled Executive Committee meeting is Wednesday, February 28, 2024 at BSR.

XI. Adjournment

Alecia Tramel- McIntyre

Ms. Tramel-McIntyre thanked everyone and adjourned the meeting at 1:24 p.m.