




WELCOME

Thank you for joining today's

**Strategic Planning
Committee Meeting**

*Please sign in to have your
attendance recorded.*





Strategic Planning Committee

Friday, March 8, 2024

10:00 AM – 12:00 PM

Behavioral Science Research Corp.
2121 Ponce de Leon Boulevard, Suite 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|-------------------|
| I. | Call to Order | Dr. Diana Sheehan |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Dr. Diana Sheehan |
| IV. | Floor Open to the Public | Dr. Diana Sheehan |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of September 8, 2023 | All |
| VII. | Reports | |
| | ▪ Membership | Staff |
| | ▪ Partnership Report to Committees | Dr. Diana Sheehan |
| VIII. | Standing Business | All |
| | ▪ Assessment of the Recipient Administrative Mechanism | |
| | - 2023 Report Findings and Follow Up Recommendations | |
| | - 2024 Draft Surveys Review | |
| IX. | New Business | All |
| | ▪ 2023 Recap and Recognition of Members | |
| | ▪ 2024 Officer Nominations and Elections | |
| | ▪ 2024 Schedule of Strategic Planning Committee Meetings and Agenda Topics | |
| | ▪ Source of Income Filing | |
| X. | Announcements and Open Discussion | All |
| XI. | Next Meeting: Friday, April 12, 2024 at BSR Corp. | Dr. Diana Sheehan |
| XII. | Adjournment | Dr. Diana Sheehan |

Please mute or turn off all cellular devices.

For more information about the Strategic Planning Committee, please contact Christina Bontempo,
(305) 445-1076 x106 or cbontempo@behavioralscience.com.

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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/the-partnership#strategicplanning1.



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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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Strategic Planning Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 240
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September 8, 2023 Minutes

#	Members	Present	Absent
1	Cardwell, Joanna	x	
2	Gallo, Giselle	x	
3	Goldberg, David		x
4	Hilton, Karen		x
5	Hunter, Tabitha	x	
6	Machado, Angela	x	
7	Mooss, Angela	x	
8	Sheehan, Diana M.	x	
9	Singh, Hardeep	x	
Quorum = 4			

Guests	
Larios, Alejandro	
Tuff, Laquica	
Valle-Schwenk, Carla	
Staff	
Bontempo, Christina	
Ladner, Robert	

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

Committee Vice Chair, Dr. Diana Sheehan, called the meeting to order at 10:07 a.m.

II. Introductions

Members, guests, and staff introduced themselves.

III. Housekeeping/Meeting Rules

Dr. Sheehan reviewed the PowerPoint, *Meeting Housekeeping*, which includes general reminders, code of conduct, people first language, and meeting participation best practices.

IV. Floor Open to the Public

Dr. Sheehan 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 closed for public comment.

V. Review/Approve Agenda

Dr. Sheehan asked members to review the agenda. There were no changes.

Motion to approve the agenda as presented.

Moved: Tabitha Hunter

Seconded: Angela Machado

Motion: Passed

VI. Review and Approve Minutes of August 11, 2023

Members reviewed the minutes of August 11, 2023. There were no changes.

Motion to approve the minutes of August 11, 2023, as presented.

Moved: Giselle Gallo

Seconded: Tabitha Hunter

Motion: Passed

VII. Reports

▪ **Membership**

Staff indicated that the Partnership will review recommended changes to the Ordinance at their next meeting. The final 2022 Annual Report will be included with the request for sponsorship of the changes to the Partnership Ordinance. The Partnership and all committees are still in need of members.

▪ **Partnership Report to Committees**

Dr. Sheehan advised that the Partnership Report is online for review.

VIII. Standing Business

▪ **2022 Annual Report**

All changes as detailed in the August 11, 2023, minutes were incorporated into the final draft of the 2022 Annual Report. Staff thanked members for their work on the document over the last eight months. The final report will be presented to the Mayor of Miami-Dade County and the Board of County Commissioners as a snapshot of HIV in Miami-Dade County.

Motion to approve the 2022 Annual Report as presented.

Moved: Giselle Gallo

Seconded: Hardeep Singh

Motion: Passed

▪ **FY 2022-2023 Assessment of the RWP Recipient Administrative Mechanism Report**

Members reviewed the report narrative and responses and suggested corrections and improvements. Carla Valle-Schwenk, representing the Recipient, addressed each comment and members discussed her feedback. Ms. Valle-Schwenk requested a final review after comments are incorporated and before presentation to the Partnership.

Members discussed whether it was appropriate to ask subrecipients if they wanted additional feedback on their comments. Survey responses are “confidential,” however, staff knows who responded. Members agreed it was not appropriate to contact respondents regarding additional comments. The language regarding additional responses should be reconsidered for next year’s survey.

General updates:

- Update tables to include the “n” value in the legend for each referenced year.
- For years without data, remove “0%” and leave blank.
- Change “Comments” to “Comments for 2023.”
- Where an organization identified themselves, change to “our organization.”
- Remove notes of “No comment” .
- Remove notes indicating “Not applicable;” and instead include a reference in the general notes.
- Rearrange Subrecipient General Comments to allow the Recipient to submit the same response to multiple comments.

Addendum 1 accompanying these minutes incorporates all updates.

Motion to approve the Assessment of the Ryan White Program Recipient Administrative Mechanism March 1, 2022 – February 28, 2023 Report with noted updates and Recipient comments, with the understanding that the Recipient may add additional comments.

Moved: Giselle Gallo

Seconded: Angela Machado

Motion: Passed

IX. New Business

Ms. Valle-Schwenk noted a Request for Proposals will be released in 2024 to address services for priority populations, specifically, people with HIV over age 50, and select Minority AIDS Initiative populations.

X. Open Discussion and 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.

Laquica Tuff from CHI announced the CHI World AIDS Day Awareness Walk to be held on December 2, 2023. She indicated participants are encouraged to form teams and to submit stories or poetry for storyboards. A flyer with additional details will be distributed soon.

The Florida Department of Health in Miami-Dade County will hold a World AIDS Day health fair on December 5, 2023.

XI. Next Meetings

Dr. Sheehan announced the next meeting is the Joint Integrated Plan Review Team meeting on October 10, 2023. She noted that the Committee has completed their stand-alone committee objectives for the calendar year and are not required to meet again as a stand-alone committee until next year. The Committee suggested cancelling the meeting and reconvening in January 2024.

Motion to cancel November and December 2023 Strategic Planning Committee meetings.

Moved: Tabitha Hunter

Seconded: Giselle Gallo

Motion: Passed

Staff thanked members for their dedication and hard work throughout the year.

XII. Adjournment

Dr. Sheehan called for a motion to adjourn.

Motion to adjourn.

Moved: Tabitha Hunter

Seconded: Giselle Gallo

Motion: Passed

The meeting adjourned at 11:47 a.m.

DRAFT



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Membership Report

March 6, 2024

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

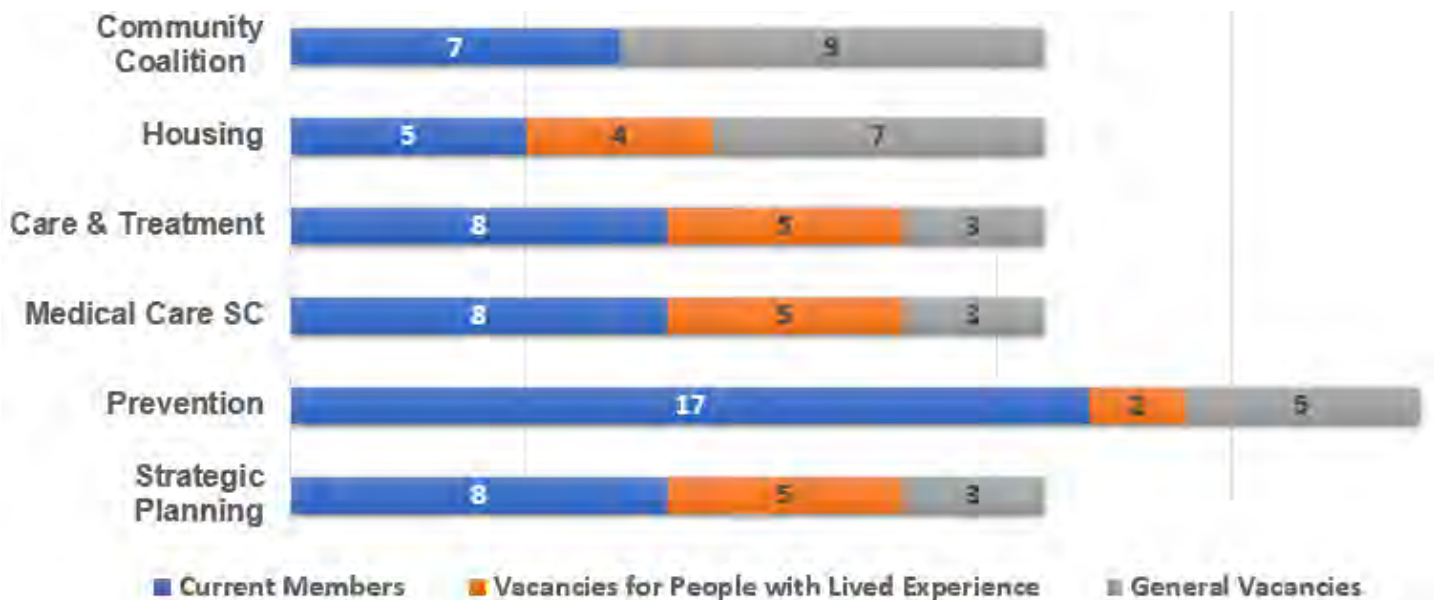
12 seats are available to Ryan White Program Clients who are not affiliated or employed by a Ryan White Program Part A funded service provider.

Opportunities for General Membership

6 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
- Hospital or Healthcare Planning Representative
- Mental Health Provider Representative
- Miami-Dade County Public Schools Representative

Partnership Committees



Committees are now accepting applications for new members.



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



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Findings and Follow Up Recommendations
2022-2023 Assessment of the Ryan White Program Recipient
Administrative Mechanism Report

Presented to the Strategic Planning Committee
March 8, 2024

Introduction

This report highlights comments and ratings from the *March 1, 2022 – February 28, 2023 Assessment of the Ryan White Program Recipient Administrative Mechanism Report*, which may need follow up by the Miami-Dade County Office of Management and Budget-Grants Coordination (Recipient), the Miami-Dade HIV/AIDS Partnership (Partnership), and/or Groupware Technologies, LLC (GTL) Provide® Enterprise Miami (PE Miami).

Included for the committee’s consideration are comments that indicate a concern or recommendation, the Recipient Response, and statements with a rating of “Disagree.”

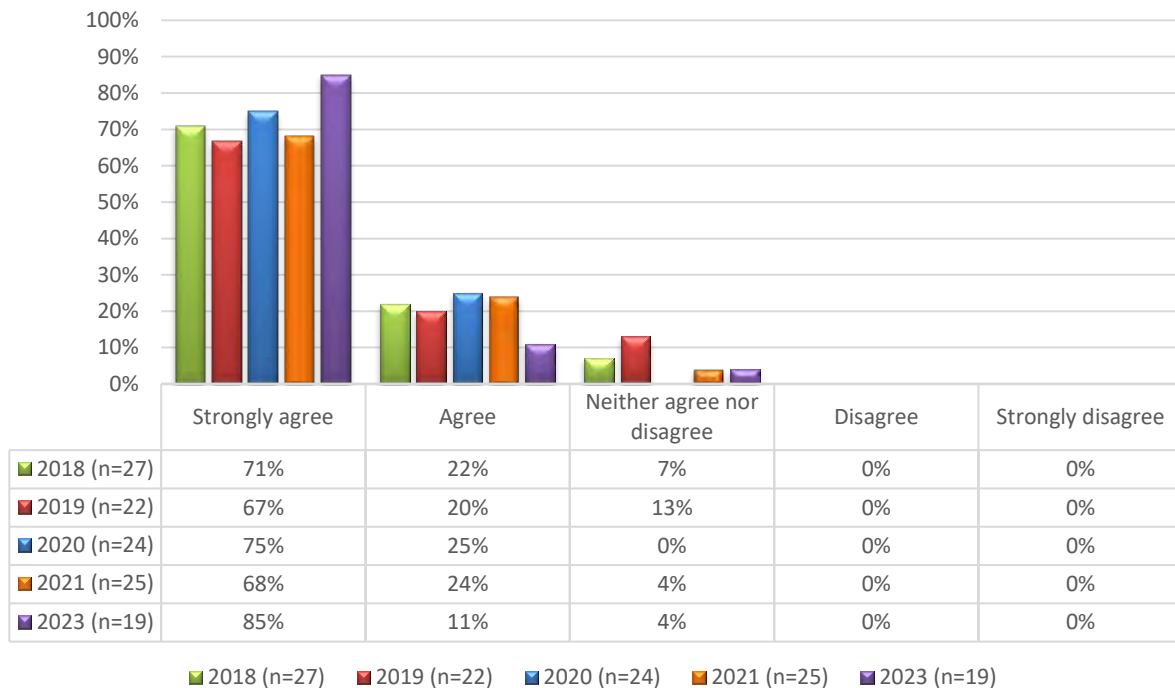
General Comments

1. We need to find solution [sic] to mental health stigma.
 - *Recipient response:* The Recipient appreciates the feedback and agrees we need to work together as a community to find solutions to the issue of mental health stigma.
 2. I believe that [PE Miami] could be able to deliver better reports. It is cumbersome and difficult to navigate.
 - *Recipient response:* Recipient will explore the feasibility of assembling a review team – including the Recipient, BSR staff, medical case managers, contract managers and other database super users and end users – to evaluate existing views and reports in PE Miami, develop and enhance PE Miami training around using these views and reports, and encourage peer-to-peer training opportunities.
-

Partnership Survey Responses

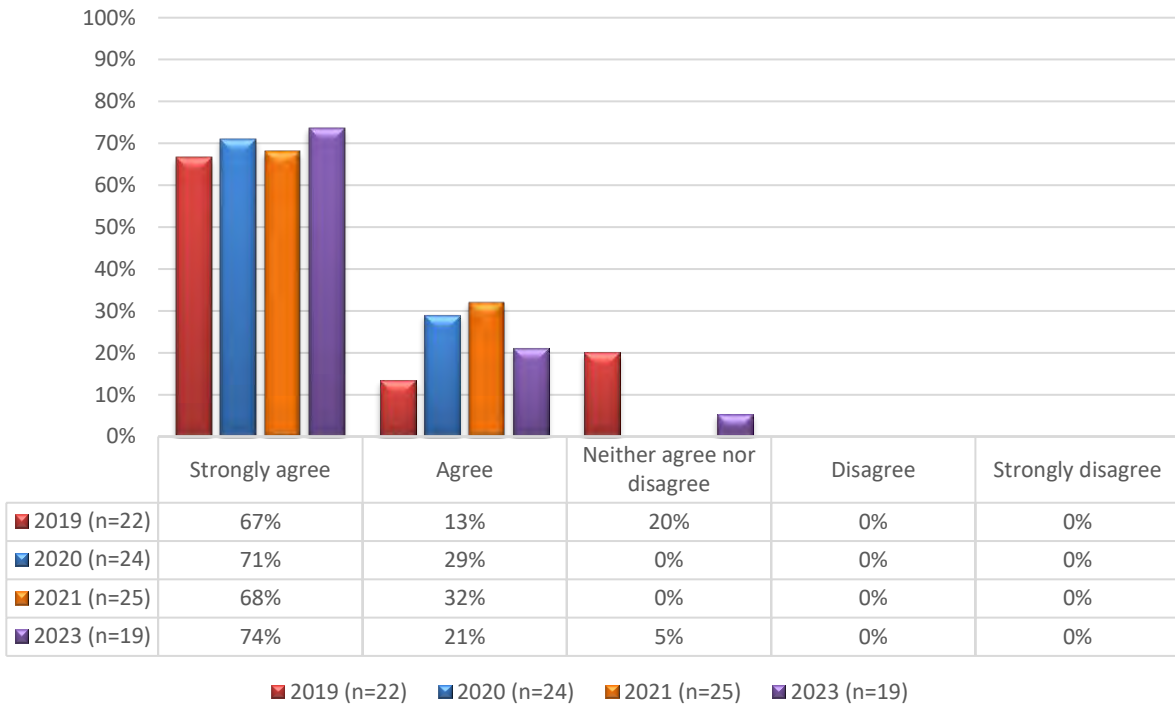
1. The Miami-Dade County Office of Management and Budget-Grants Coordination (“the Recipient”) kept the Partnership well informed of policies, procedures, and updates from HRSA which impact the Ryan White Program.

- Comment: Well presented, maybe address areas of low utilization and discuss solutions before sweeps.
 - *Recipient response:* The Recipient will try to provide more details and work with the Partnership to address this concern. Going forward, the monthly Top Line Summary Report will include category-specific issues regarding under- and over-utilization to highlight challenges, open discussion for solutions, and better inform decisions about Sweeps. Under-utilization in some services are likely a result of the Ryan White Part A Program funds being used as the payor of last resort; that will also be noted on the Top Line Summary Report.



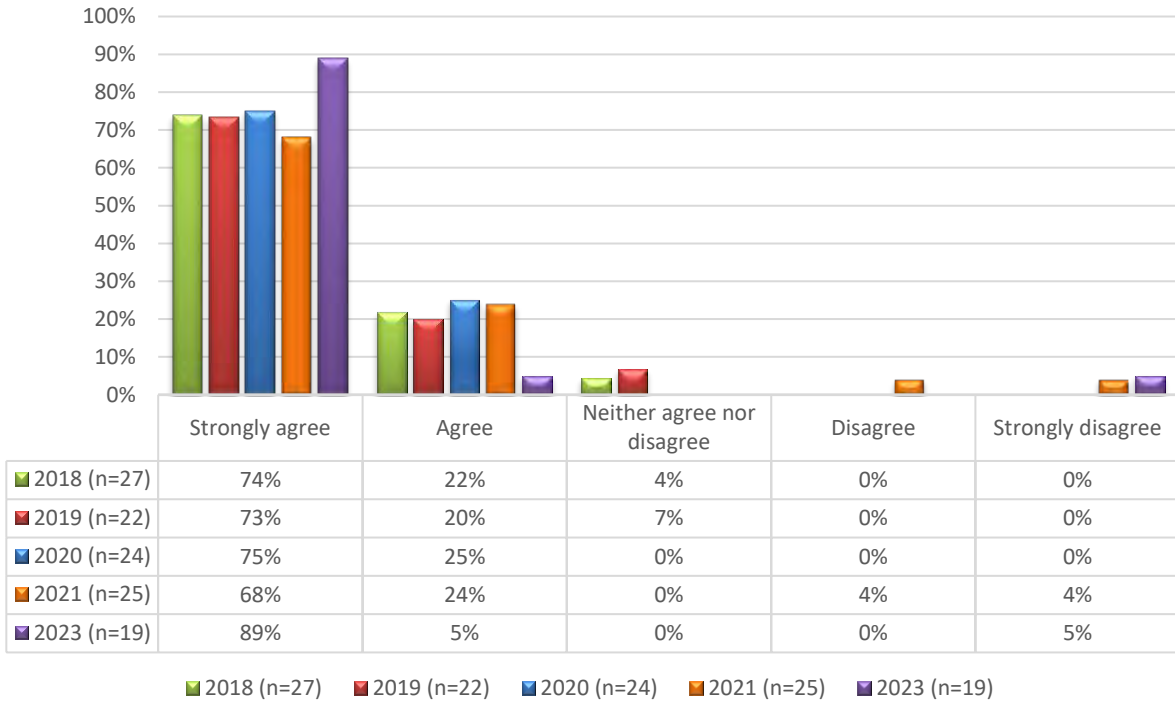
2. I understand the information presented on the Recipient’s Ryan White Program Part A/Minority AIDS Initiative (MAI) expenditure reports.

- Comment: Would be interesting to see challenges.
 - *Recipient response:* Going forward, the Top Line Summary Report will include category-specific issues regarding under- and over-utilization to highlight challenges, open discussion for solutions, and better inform decisions about Sweeps.



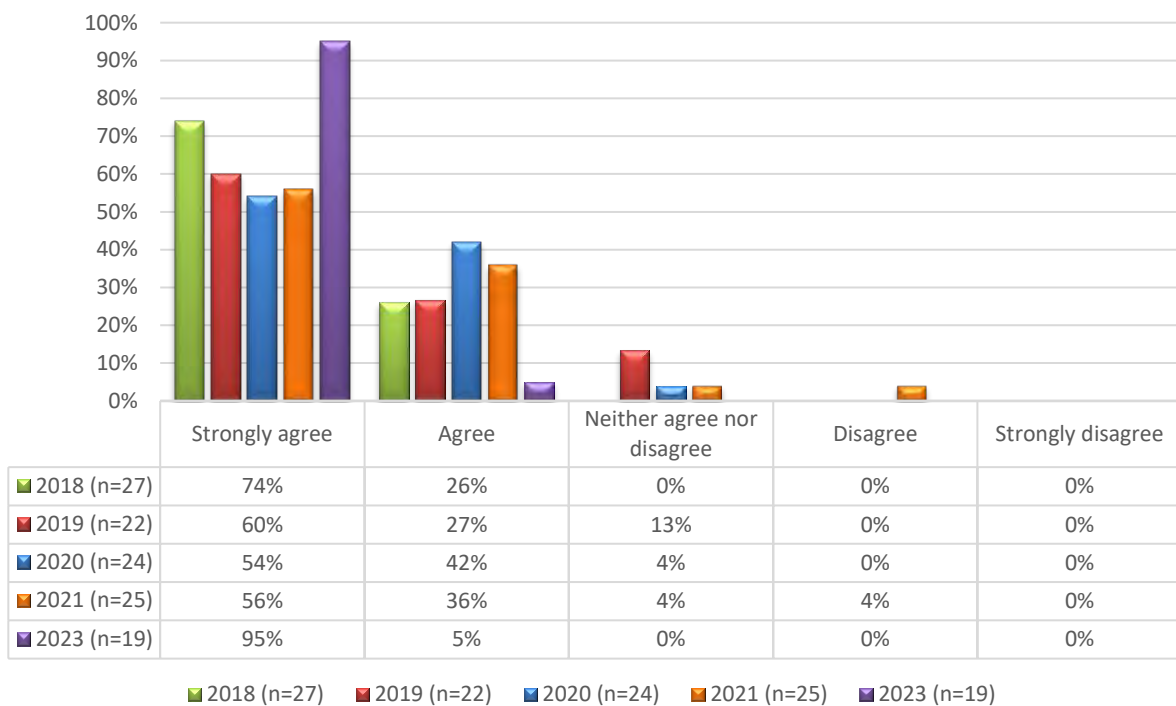
3. The Recipient communicated clearly to the Partnership on expenditure changes related to the Part A/MAI sweeps/reallocation process.

- Comment: It would be better to track utilization of funds and discuss before sweeps are announced.
 - *Recipient response:* Going forward, the Top Line Summary Report will include category-specific issues regarding under- and over-utilization to highlight challenges, open discussion for solutions, and better inform decisions about Sweeps.



4. The Recipient responded to inquiries, requests, and problem-solving needs from the Partnership, including those related to the Partnership’s Needs Assessment in a timely manner.

- Comment: Provide language and guidance to engage everyone.
 - *Recipient response:* Meeting “housekeeping” invites participants to ask for clarification on any terminology that is confusing; however, due to the fast pace of meetings, this is not always possible or attendees may not feel comfortable asking. Table-toppers with commonly used terminology and acronyms will be created by BSR staff for meeting attendees to have a handy reference; and the Recipient will work with the Partnership and Staff Support Services team at BSR to develop additional ways to engage attendees and reduce complexities.

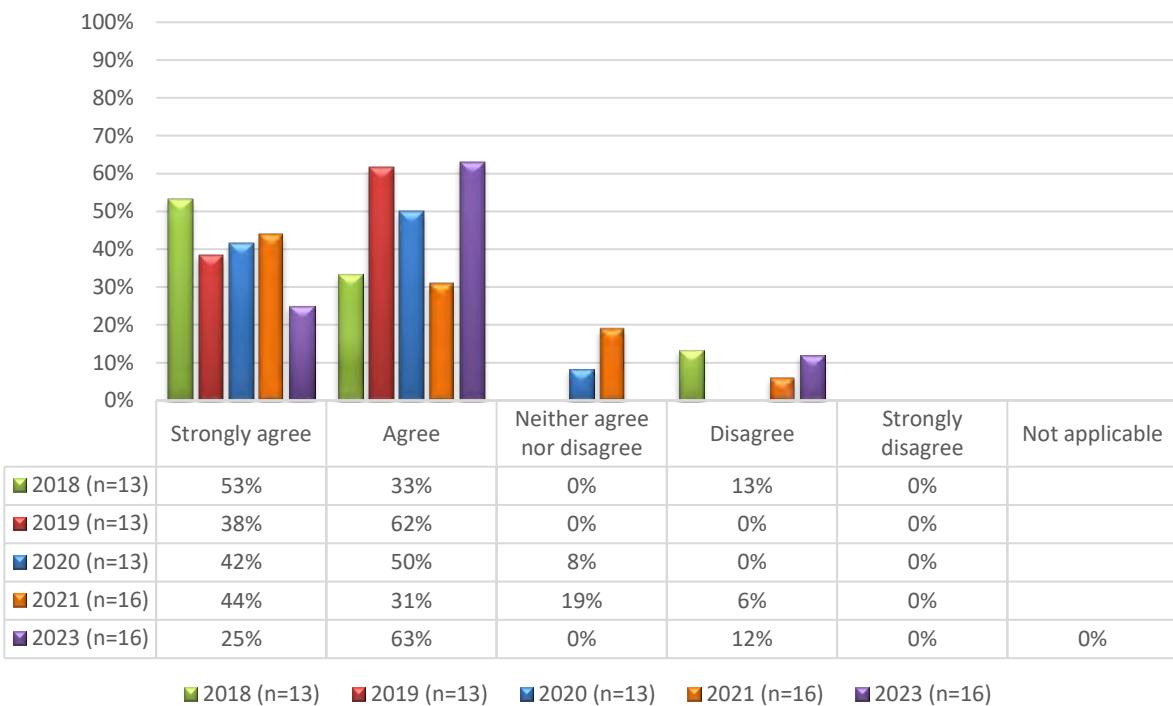


Subrecipient Survey Responses

1. The Recipient executed our organization’s contract **in a timely manner.**

Comments:

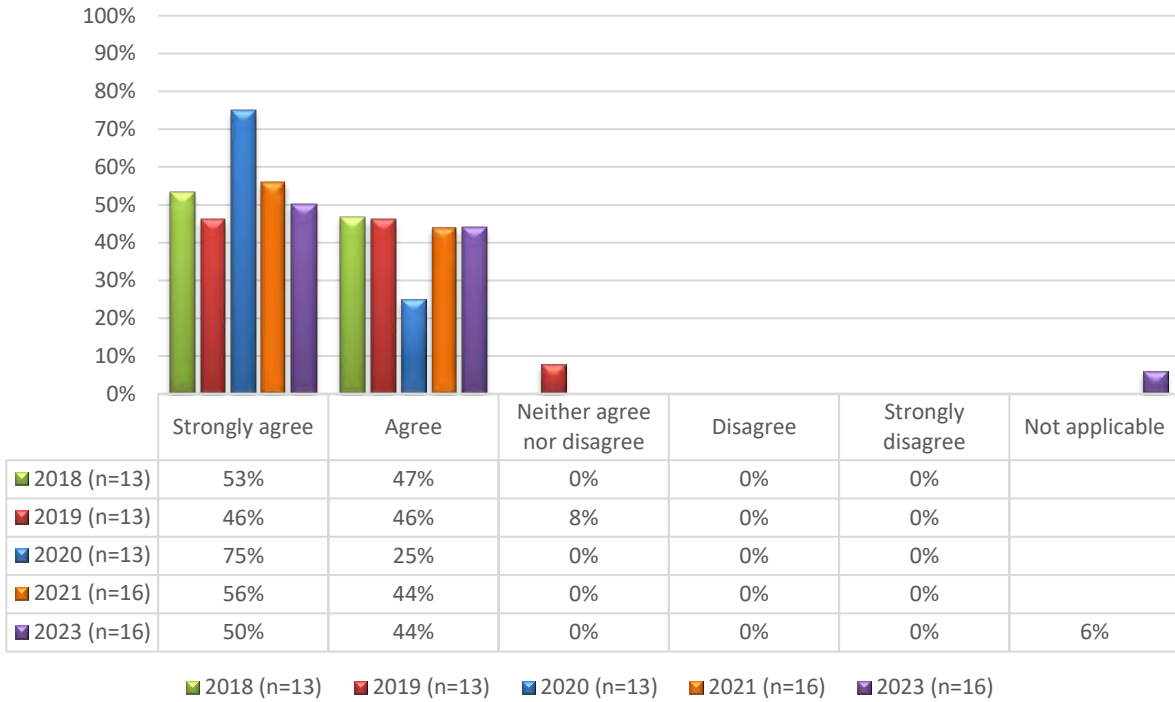
- The delays of the process and execution were communicated to providers.
- Communications and instructions are clear for contract executions.
- They work with the organization as a team.
 - *Recipient response:* The Recipient appreciates the comments.



Disagree Rating: 12% (n=2)

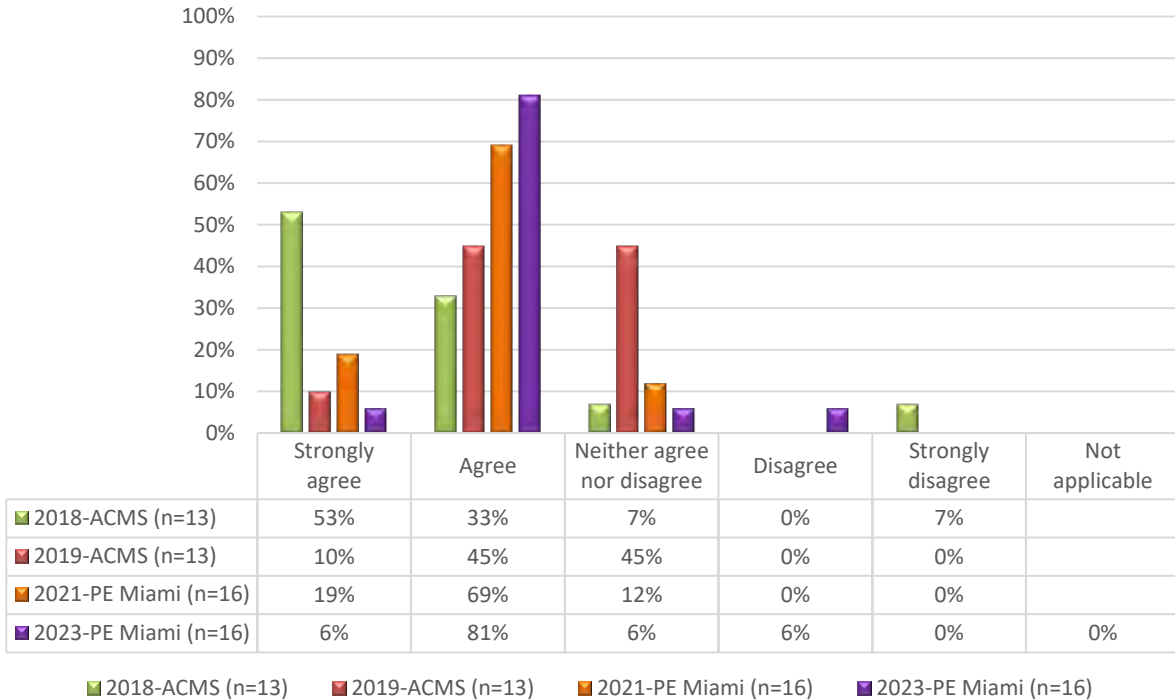
2. There were no significant differences between billed versus reimbursed amounts for our organization that were not discussed prior to any disallowance.

- Comment: The only downside of billing is that [PE Miami] has challenges with certain tasks, but OMB is open to discuss and provide support to address any potential challenges.
 - *Recipient response:* The Recipient appreciates the comments.



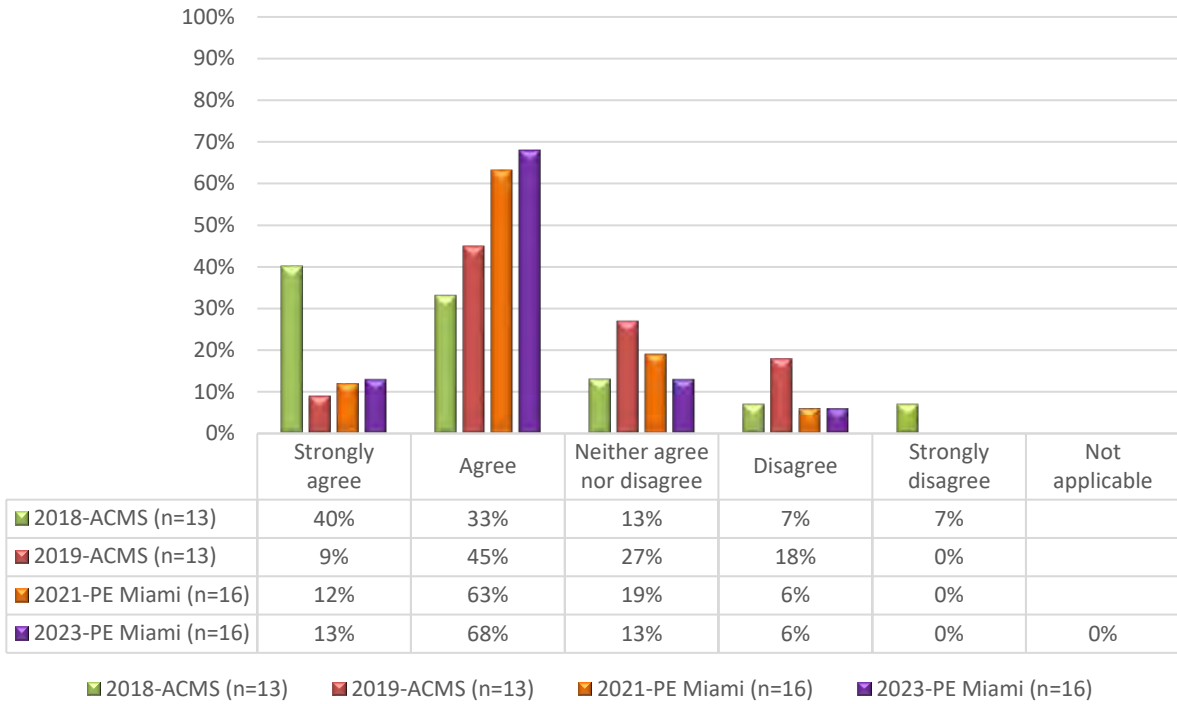
3. The Provide® Enterprise Miami (PE Miami) client database system is reliable.

- Comment: [PE Miami] database is slow. Some ADAP and ACA insurance enrollments do not update.
 - *Recipient response:* The Recipient will explore the feasibility of assembling a review team – including the Recipient, BSR staff, medical case managers, contract managers and other database super users and end users – to evaluate reports, develop and enhance PE Miami training, and support peer-to-peer training.



Disagree Rating: 6% (n=1)

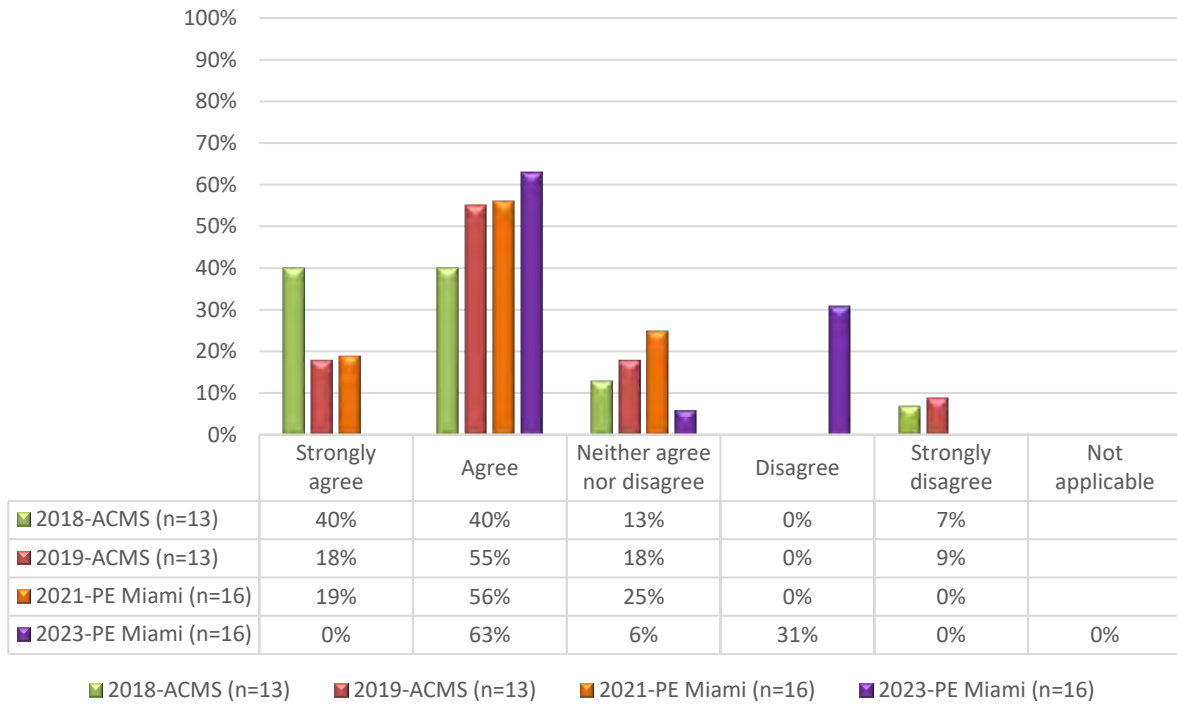
4. The PE Miami client database system is easy to use.



Disagree Rating: 6% (n=1)

5. The PE Miami client database system vendor, Groupware Technologies, responds promptly and adequately to inquiries, data requests, and system trouble-shooting.

- Note: The Recipient will share these results with GTL and work on improving the response time for inquiries and Help Desk tickets.



Disagree Rating: 31% (n=5)



Fiscal Year 2023-2024 Assessment of the Ryan White Program Recipient (P)

Miami-Dade HIV/AIDS Partnership Member Survey

Evaluation Period: March 1, 2023 - February 29, 2024

Survey Open: April 8, 2024 - April 19, 2024.

All Miami-Dade HIV/AIDS Partnership Members must complete this survey.

The Assessment of the Recipient Administrative Mechanism (AAM) is a Health Resources and Services Administration (HRSA)-mandated evaluation, and a major activity of the Miami-Dade HIV/AIDS Partnership Strategic Planning Committee.

This AAM survey covers the activities of the Ryan White Program grant *Recipient*: The Miami-Dade County Office of Management and Budget-Grants Coordination, during the Ryan White Program (RWP) for Fiscal Year FY 2023-2024: March 1, 2023-February 29, 2024.

Responses are tallied and reported in aggregate form without identifying information.

A separate survey will be distributed to Ryan White Program subrecipients addressing these issues and other administrative concerns. If you represent both a subrecipient AND are a Partnership member, you are asked to complete two surveys.

* 1. Please enter your First and Last Name (Your name is required for tracking responses and will not be included in the final report.)

Name

* 2. The Miami-Dade County Office of Management and Budget-Grants Coordination (“the Recipient”) kept the Partnership well informed of policies, procedures, and updates from HRSA which impact the Ryan White Program.

- Strongly agree Disagree
 Agree Strongly disagree
 Neither agree nor disagree

Comments: Strengths, weaknesses & suggestions (optional)

Reference for Statements 3-6: Part A Expenditure Report

PART A This report includes YTD paid reimbursements for FY 2022 Part A service months up to February 2023, as of 5/3/2023. This report reflects final reimbursement requests that were due by 4/7/2023, and have been paid thus far. Pending Part A reimbursement requests that have been received and are in the review process total \$415,337.60. Miami-Dade County staff are still in the process of closing out FY 2022, as well as processing the final invoices and administrative charges. A final expenditure report will be forthcoming.

RYAN WHITE PART A GRANT AWARD (Grant #: BURW3201)
EARMARK ALLOCATION AND EXPENDITURE RECONCILIATION SCHEDULE YR32
FORMULA AND SUPPLEMENTAL FUNDING
 Per Resolution #S: R-1162-21, R-246-20, R-247-20 & R-817-19

Project #:	AWARD AMOUNTS	ACTIVITIES
Grant Award Amount Formula	16,141,380.00	FORMULA
Grant Award Amount Supplemental	4,121,835.00	SUPPLEMENTAL
Grant Award Amount FY20 Supplemental	4,268,879.00	FY 2022 Award
Carryover Award FY21 Formula	4,076,477.00	PY_SUPPLEMENTAL CARRYOVER
Total Award	\$ 28,608,571.00	

Note:
 The recipient has reached its budgeted direct services Formula minimum expenditures. Until the end of the current period of performance, only budgeted Administrative and Quality Management expenditures and a carryover allowance will be applied to this funding source in order to surpass the 95% minimum expenditure threshold.

CONTRACT ALLOCATIONS/ FORMULA, SUPPLEMENTAL & CARRYOVER		
DIRECT SERVICES:	Allocations	Carryover Allocations
Core Medical Services		
4 AIDS Pharmaceutical Assistance	84,402.00	
6 Health Insurance Services	335,778.00	259,924.00
1 Medical Case Management	5,826,737.00	400,000.00
3 Mental Health Therapy/Counseling	51,237.00	91,457.00
5 Oral Health Care	2,884,445.00	1,000,900.00
2 Outpatient/Ambulatory Health Svcs	8,695,763.00	600,000.00
9 Substance Abuse - Outpatient	28,099.00	17,369.00
CORE Services Totals:		20,255,299.00
Support Services		
11 Emergency Financial Assistance	8,823.00	
6 Food Bank	1,680,108.00	1,000,000.00
10 Medical Transportation	209,912.00	
13 Other Professional Services	154,449.00	
12 Outreach Services	178,086.00	
7 Substance Abuse - Residential	1,338,406.00	200,000.00
SUPPORT Services Totals:		3,750,814.00
DIRECT SERVICES TOTAL:		\$ 28,608,113.00
Total Core Allocation	17,808,549.00	
Target at least 90% core service allocation	17,459,690.40	
Current Difference (Short) / Over	\$ 736,658.60	
Recipient Admin. (GC, GTL, BSR Staff)	\$ 2,453,209.66	
Quality Management	\$ 641,522.00	
(+) Unobligated Funds / (-) Over Obligated:		
Unobligated Funds (Formula & Supp)	\$ -	
Unobligated Funds (Carry Over)	\$ 897,727.00	3,602,458.00 28,608,571.00

CURRENT CONTRACT EXPENDITURES			
DIRECT SERVICES:	Account	Expenditures	Carryover Expenditures
Core Medical Services			
AIDS Pharmaceutical Assistance	5606070000	3,654.00	
Health Insurance Services	5606200000	297,151.81	0.00
Medical Case Management	5606870000	5,415,024.15	0.00
Mental Health Therapy/Counseling	5606880000	51,237.00	12,333.00
Oral Health Care	5606900000	2,884,445.00	408,186.50
Outpatient/Ambulatory Health Svcs	5606910000	7,661,572.85	0.00
Substance Abuse - Outpatient	5606910000	4,401.00	0.00
CORE Services Totals:		16,719,318.01	
Support Services			
Emergency Financial Assistance	5606940000	0.00	
Food Bank	5606960000	1,540,864.00	7,000,000.00
Medical Transportation	5606980000	153,904.80	
Other Professional Services	5606990000	87,581.00	
Outreach Services	5606990000	114,924.38	
Substance Abuse - Residential	5606990000	1,053,800.00	0.00
SUPPORT Services Totals:		3,931,074.78	
TOTAL EXPENDITURES DIRECT SVCS & %:		\$ 20,650,392.77	82.58%

Formula Expenditure %	94.84%
5606710000 Recipient Administration	1,642,024.68
5606890000 Quality Management	620,491.00 2,282,515.58
Grant Unexpended Balance	FY 2022 Award 3,040,718.15
	Carryover 2,654,944.88 5,695,662.85
Total Grant Expenditures & %:	\$ 22,912,868.38 86.09%
Core medical % against Total Direct Service Expenditures (Not including C/O):	85.66% Within Limit
Cannot be under 70%	
Quality Management % of Total Award (Not including C/O):	2.53% Within Limit
Cannot be over 5%	
OMB-GC Administrative % of Total Award (Cannot include C/O):	6.69% Within Limit
Cannot be over 10%	

Core medical % against Total Direct Service Allocation (Not including C/O):	83.44%	Within Limit
Cannot be under 75%		
Quality Management % of Total Award (Not including C/O):	2.52%	Within Limit
Cannot be over 5%		
OMB-GC Administrative % of Total Award (Cannot include C/O):	10.80%	Within Limit
Cannot be over 10%		

Printed on: 5/3/2023

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Reference for Statements 3-6: MAI Expenditure Report

RYAN WHITE PART A GRANT AWARD (Grant#: BURW3201)
EARMARK ALLOCATION AND EXPENDITURE RECONCILIATION SCHEDULE YR32
MINORITY AIDS INITIATIVE (MAI) FUNDING
Per Resolution #S: R-1162-21, R-246-20, R-247-20 & R-817-19

MAI

This report includes YTD paid reimbursements for FY 2022 MAI service months up to February 2023, as of 5/3/2023. This report reflects final reimbursement requests that were due by 4/7/2023; and have been paid. There are no pending MAI reimbursement requests. Miami-Dade County staff are still in the process of closing out FY 2022 and processing administrative charges. A final expenditure report will be forthcoming.

PROJECT #: BURW3201	AWARD AMOUNTS	ACTIVITIES	
Grant Award Amount MAI	1,095,480.00	MAI	FY 2022 Award
Grant Award Amount FY20 MAI	1,623,771.00	PY_MAI	2,713,251.00
Carryover Award FY21 MAI	1,212,670.00	MAI_CARRYOVER	
Total Award	\$ 3,926,921.00		

Priority Order

CONTRACT ALLOCATIONS	
DIRECT SERVICES:	
Core Medical Services	
ADIS Pharmaceutical Assistance	
Health Insurance Services	
1 Medical Case Management	503,920.00
3 Mental Health Therapy/Counseling	19,960.00
Oral Health Care	
2 Outpatient/Ambulatory Health Svcs	1,359,681.00
4 Substance Abuse - Outpatient	8,058.00
	2,287,599.00
Support Services	
7 Emergency Financial Assistance	0.00
Food Bank	
5 Medical Transportation	7,028.00
Other Professional Services	
8 Outreach Services	39,816.00
Substance Abuse - Residential	
	47,444.00
DIRECT SERVICES TOTAL:	\$ 2,335,043.00
Total Core Allocation	2,287,599.00
Target at least 80% core service allocation	1,868,034.40
Current Difference (Short) / Over	\$ 419,564.60
Recipient Admin. (OMB-GC)	\$ 271,325.00
Quality Management	\$ 106,883.00
(+) Unobligated Funds / (-) Over Obligated:	
Unobligated Funds (MAI)	\$ 378,206.00
Unobligated Funds (Carry Over)	\$ 1,212,670.00

CURRENT CONTRACT EXPENDITURES			
DIRECT SERVICES:			
Account	Core Medical Services	Expenditures	Carryover Expenditures
5606970000	ADIS Pharmaceutical Assistance		
5606920000	Health Insurance Services		
5606870000	Medical Case Management	618,313.20	
5606860000	Mental Health Therapy/Counseling	1,007.50	
5606900000	Oral Health Care		
5606610000	Outpatient/Ambulatory Health Svcs	860,365.80	
5606910000	Substance Abuse - Outpatient	570.00	
			1,278,257.50
Account	Support Services	Expenditures	Carryover Expenditures
5606940000	Emergency Financial Assistance	0.00	
5606980000	Food Bank		
5606460000	Medical Transportation	5,047.59	
5606880000	Other Professional Services		
5606950000	Outreach Services	36,496.00	
5606930000	Substance Abuse - Residential		
			42,145.59
TOTAL EXPENDITURES DIRECT SVCS & %:		\$ 1,320,403.09	56.55%

5606710000	Recipient Administration	138,968.04	
5606880000	Quality Management	106,883.00	245,851.04
Grant Unexpended Balance		FY 2022 Award	Carryover
		1,146,996.87	2,359,666.87
Total Grant Expenditures & % (Including CIO):		\$ 1,666,254.13	39.80%

Core medical % against Total Direct Service Allocation (Not including CIO):	87.87%	Within Limit
Quality Management % of Total Award (Not including CIO):	3.84%	Within Limit
OMB-GC Administrative % of Total Award (Cannot include CIO):	10.06%	Within Limit

Core medical % against Total Direct Service Expenditures (Not including CIO):	86.81%	Within Limit
Quality Management % of Total Award (Not including CIO):	3.84%	Within Limit
OMB-GC Administrative % of Total Award (Cannot include CIO):	5.12%	Within Limit

Printed on: 5/3/2023

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* 3. I understand the information presented on the Recipient's Ryan White Program Part A/Minority AIDS Initiative (MAI) expenditure reports. (See Reports, above).

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Comments: Strengths, weaknesses & suggestions (optional)

* 4. The Recipient followed the Partnership's recommendations for service priorities and resource allocations. (See Reports, above).

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Comments: Strengths, weaknesses & suggestions (optional)

* 5. The Recipient effectively administered Part A/MAI funds according to priorities set by the Partnership. (See Reports, above).

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | |

Comments: Strengths, weaknesses & suggestions (optional)

* 6. The Recipient communicated clearly to the Partnership on expenditure changes related to the Part A/MAI sweeps/reallocation process. (See Reports, above).

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | |

Comments: Strengths, weaknesses & suggestions (optional)

* 7. The Recipient responded to inquiries, requests, and problem-solving needs from the Partnership, including those related to the Partnership's Needs Assessment in a timely manner.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | |

Comments: Strengths, weaknesses & suggestions (optional)

* 8. Based on Needs Assessment data, HIV/AIDS services funded by Part A/MAI were directed toward the demographic population(s) of greatest need.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | |

Comments: Strengths, weaknesses & suggestions (optional)

* 9. Based on Needs Assessment data, HIV/AIDS services funded by Part A/MAI were directed toward the geographic area(s) of greatest need.

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

Comments: Strengths, weaknesses & suggestions (optional)

* 10. The Recipient's staff was courteous and respectful.

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

Comments: Strengths, weaknesses & suggestions (optional)

* 11. Behavioral Science Research Corp. (BSR), the Recipient's HIV planning council staff support contractor, responded to inquiries, requests, and problem-solving needs from the Partnership.

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

Comments: Strengths, weaknesses & suggestions (optional)

12. OPTIONAL: Additional comments/suggestions regarding the Recipient, BSR, and/or other matters.



Fiscal Year 2023-2024 Assessment of the Ryan White Program Recipient (S)

Ryan White Program Part A/MAI Subrecipient Survey

Evaluation Period: March 1, 2023 - February 29, 2024

Survey Open: April 8, 2024 - April 19, 2024.

All Ryan White Program Part A/MAI-funded subrecipients must complete this survey.

The Assessment of the Recipient Administrative Mechanism (AAM) is a Health Resources and Services Administration (HRSA)-mandated evaluation, and a major activity of the Miami-Dade HIV/AIDS Partnership Strategic Planning Committee.

This AAM survey covers the activities of the Ryan White Program grant Recipient: The Miami-Dade County Office of Management and Budget-Grants Coordination, during the Ryan White Program (RWP) Fiscal Year FY 2023-2024: March 1, 2023-February 29, 2024.

Responses are tallied and reported in aggregate form without identifying information.

A separate survey will be distributed to Miami-Dade HIV/AIDS Partnership members addressing these issues and other concerns. If you represent both a subrecipient AND are a Partnership member, you are asked to complete two surveys.

* 1. Please enter your Organization's Name

Organization

* 2. Please enter the First and Last Name and Title of the primary person completing this survey. (This is required for tracking responses and will not be included in the final report.)

You will have the option in Statement #3 to include additional people who are helping to complete the survey.

First and last name of
primary person
completing this survey

Title of primary person
completing this survey

3. OPTIONAL: Please enter the First and Last Name(s) and Title(s) of additional people who are helping to complete the survey.

First and last name of additional person completing survey (1)

Title of additional person completing survey (1)

First and last name of additional person completing survey (2)

Title of additional person completing survey (2)

* 4. The Miami-Dade County Office of Management and Budget-Grants Coordination ("the Recipient") conducted a fair contract negotiation process with our organization.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 5. The Recipient sent award notifications/letters to our organization in a timely manner.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 6. The Recipient executed our organization's contract in a timely manner.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 7. There were no significant differences between billed versus reimbursed amounts for our organization that were not discussed prior to any disallowance.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 8. The Recipient contacted our organization to review utilization and expenditures that were not on target.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 9. The Recipient reviewed our organization's service utilization and reimbursement requests submissions in a timely manner.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 10. The Recipient provided payment to our organization within 30 days of submission of complete and accurate invoices.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 11. The Recipient clearly explained any holds or disallowances on reimbursement requests.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 12. When/if our organization requested programmatic and/or fiscal technical assistance or training, it was provided in a timely manner.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 13. The Recipient provided our organization with a clear explanation of Ryan White Program reporting requirements (i.e., Ryan White HIV/AIDS Program Services Report (RSR), Annual Progress Report, client eligibility screening, etc.).

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 14. Communication between the Recipient and our organization has been timely.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 15. Communication between the Recipient and our organization has been effective.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 16. The Recipient informed our organization of reallocation processes (sweeps) and the requirements of a spending plan in order to adjust our organization's budget during the contract year.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 17. The Recipient kept our organization well informed of policies, procedures, and updates from the Centers for Disease Control and Prevention (CDC) regarding COVID-19 requirements and recommendations which impact Ryan White Program clients and subrecipients.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 18. The Recipient kept our organization well informed of Miami-Dade HIV/AIDS Partnership decisions that impact Ryan White Program subrecipients (e.g., approval of or changes to service definitions, notice of Prescription Drug Formulary changes, updates to Allowable Medical Conditions, changes to billable services, etc.).

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 19. When contract non-compliance issues were raised, the Recipient provided adequate time for remediation specific to the issue.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 20. In response to our requests, the Recipient provided guidance and clarification to our organization for any program-related document, reporting requirement, or other requested items, in a timely manner.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 21. The Recipient responded adequately to inquiries, requests, and problem-solving needs from our organization.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 22. The Recipient's staff was courteous and respectful.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 23. Behavioral Science Research Corp. (BSR), the Recipient's Ryan White Program Clinical Quality Management contractor, responded adequately to inquiries, requests, and problem-solving from our organization.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Comments: Strengths, weaknesses & suggestions (optional)

* 24. The Groupware Technologies, LLC (GTL) Provide® Enterprise Miami (PE Miami) client data management system is reliable.

- | | |
|--|---|
| <input type="radio"/> Strongly agree | <input type="radio"/> Disagree |
| <input type="radio"/> Agree | <input type="radio"/> Strongly disagree |
| <input type="radio"/> Neither agree nor disagree | <input type="radio"/> Not applicable |

Other (please specify)

* 25. The PE Miami client database system is easy to use.

- | | |
|--|---|
| <input type="radio"/> Very satisfied | <input type="radio"/> Dissatisfied |
| <input type="radio"/> Satisfied | <input type="radio"/> Very dissatisfied |
| <input type="radio"/> Neither satisfied nor dissatisfied | <input type="radio"/> Not applicable |

* 26. The PE Miami client database system generates organization-specific data in an efficient and user-friendly manner.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Not applicable

* 27. The PE Miami client database system vendor, Groupware Technologies, responds promptly and adequately to inquiries, data requests, and system trouble-shooting.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Not applicable

28. OPTIONAL: Additional comments/suggestions regarding the Recipient, BSR, PE Miami, Groupware Technologies, and/or other matters.



Strategic Planning Committee

Friday, March 8, 2024

10:00 AM – 12:00 PM

Behavioral Science Research Corp.
2121 Ponce de Leon Boulevard, Suite 240
Coral Gables, FL 33134

AGENDA

- | | | |
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| I. | Call to Order | Dr. Diana Sheehan |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Dr. Diana Sheehan |
| IV. | Floor Open to the Public | Dr. Diana Sheehan |
| V. | Review/Approve Agenda | All |
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MIAMI-DADE HIV/AIDS PARTNERSHIP 2023 – A YEAR IN REVIEW

December 18, 2023

Etelvina Alcala
Ivet Baez
Monica Bahamon
Dallas Bauman
Juan Buch
Laurie-Ann Burks
Joanna Cardwell
Wanda Cortes
Tajma Darlington
James Dougherty
Frederick Downs, Jr.
Francesco Duberli
Chad Fernandez
Luigi Ferrer
Dr. David Forrest
Dr. Lawrence Friedman
Giselle Gallo
David Goldberg
Dr. Robert Goubeaux
Gena Grant
Maria Henriquez
Stephen Herz

Amaris Hess
Lily Hill
Karen Hilton
Tabitha Hunter
Dennis Iadarola
Jeremy Johnston
Sandra Jones
Carlos Laso
Ron Ledain
Aquilla Lee
Stephanie Llanos
Crystal Lopez
Angela Machado
Jamie Marquez
Leonard Martinez
Harold McIntyre
Lamar McMullen
Juliet Miller
Grechen Mills
Vanessa Mills
Roseline Monestime
Dr. Angela Mooss

Travis Neff
Eddie Orozco
Daniel Pereira
Alberto Perez Bermudez
Miguel Puente
Israel Rodriguez
Ryan Roelans
Dr. Javier Romero
Abril Sarmiento
Manny Sarria
Dr. Diana Sheehan
Dr. Daniel Shmuels
Dr. Diego Shmuels
Rick Siclari
Hardeep Singh
Roberto Tazoe
Darren Thornton
Johann V. Torres
Alecia Tramel-McIntyre
Dr. Mary Jo Trepka
Silvana Vasquez
Daniel Wall

MEMBERS
MAKE THE
DIFFERENCE!

THANK YOU!



Through Annual Needs Assessment and periodic redistribution of funds, we allocated, swept, and ensured carryover funds of more than

\$27 million

in Ryan White Part A and Minority AIDS Initiative funding!

WE MADE SURE ALL OUR FUNDS WERE
ALLOCATED TO HELP MORE THAN 8,900
PEOPLE WITH HIV.



We improved service delivery by:

- ▶ Updating standards of care for dental health, outreach, mental health, and more!
- ▶ Expanding denture and dental care options.
- ▶ Adding medications covered by the Ryan White Program.
- ▶ Expanding reimbursement options for mental health services.
- ▶ Reducing paperwork by removing some Letters of Medical Necessity.
- ▶ Updating ophthalmology and podiatry within the Allowable Medical Conditions List.
- ▶ Sending out a Dear Colleague Letter for Gender-Affirming Care and writing a Dear Colleague Letter for Aging with HIV.
- ▶ Assisting with a County-wide Housing Needs Survey and planning a Housing Stakeholders meeting (for 2024).
- ▶ Developing an Annual Report describing HIV in Miami-Dade County and the Ryan White Program and Florida Department of Health in Miami-Dade County response.
- ▶ Completing a survey and report evaluating the Ryan White Program Recipient.

WE IMPROVED EXISTING SERVICES!

For the next RFP cycle with contracts beginning in March 2025, we're working to add:

- ▶ Housing
- ▶ Emergency Financial Assistance
- ▶ Non-medical Case Management
- ▶ Psychosocial Support
- ▶ Health Education/Risk Reduction

WE EXPANDED SERVICES!

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

Through our annual Needs Assessment, we crunched the data on:

- ▶ Age, Gender, Ethnicity, and Service Utilization Comparisons
- ▶ Community Input on HIV Needs
- ▶ Co-Occurring Conditions
- ▶ Early Identification of Individuals with HIV/AIDS
- ▶ HIV Epidemiology Profile
- ▶ Miami-Dade County Medicaid Demographics and Expenditures
- ▶ Other Funding Sources
- ▶ Ryan White Program 2022 Client Satisfaction Survey Findings
- ▶ Ryan White Program Demographics and HIV Care Continuum
- ▶ Service Utilization Data
- ▶ Unmet Needs
- ▶ Using MAI Funds Effectively: Tailoring Services for Locally Identified Subpopulations

WE STUDIED HIV IN MIAMI-DADE
COUNTY!

We heard presentations and held interactive trainings on:

- ▶ Aging with HIV
- ▶ Fighting Stigma Across the HIV Care Continuum
- ▶ From Risk to Reason – Empowering Black Women with HIV
- ▶ HIV and Mpox
- ▶ HIV and STDs
- ▶ HIV Criminalization
- ▶ Preventive Services Family Planning, Prenatal Care and Emergency Medicaid for Pregnant Women
- ▶ Status Neutral HIV Care and Service Delivery
- ▶ The Ready 4 Life Program
- ▶ Understanding Gender Identity, Sexual Identity, and HIV
- ▶ Urban Health Partnerships (UHP)
- ▶ US Conference on HIV/AIDS

WE LEARNED A LOT!

We drafted Ordinance changes to:

- ▶ Reduce Partnership membership from 39 members to 30 members
- ▶ Remove alternate member seats
- ▶ Bring Partnership member categories in line with HRSA legislation
- ▶ Redefine the Miami-Dade County Public Schools Representative, Part A Local Grantee Representative, Representative Co-infected with Hepatitis B or C, Federally Recognized Indian Tribe Representative, and ex-officio member categories
- ▶ Redefine quorum requirements

WE DRAFTED SOME MAJOR
STRUCTURAL IMPROVEMENTS!



To assist with the Partnership membership process, we:

- ▶ Developed a simplified online interest form
- ▶ Added a personal touch to on-boarding applicants with a new Community Coalition Roundtable interview process
- ▶ Reduced the Partnership membership application from 7 pages to 3 pages

In 2023, we recommended five new members for their first term and two members for second terms.

WE STREAMLINED OUR APPLICATION
PROCESS!



The 2022-2026 Integrated Plan was submitted to HRSA in December 2022. Since then, we:

- ▶ Received a positive review from HRSA
- ▶ Formed a workgroup to evaluate and assign activities of the Plan
- ▶ Implemented many of the Plan activities

WE MOVED FORWARD ON OUR
INTEGRATED PLAN!



We said goodbye to some members whose term ended and who are retiring. Special thanks to past Partnership Chairs, Travis Neff and Dennis Iadarola, to committee chairs Miguel Puente and David Goldberg, and to members Roseline Monestime and Carlos Laso.

We lost long-time member and our dear friend, Frederick Downs, Jr. May he rest in peace.

WE SAID GOODBYE.

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue background.

To the Community Coalition Roundtable, Care and Treatment Committee, Housing Committee, Strategic Planning Committee, Prevention Committee, Joint Integrated Plan Review Team, Medical Care Subcommittee, and Integrated Plan Workgroup members of the Miami-Dade HIV/AIDS Partnership!

Thank you for all you did!

Thank you for all you do!

See in 2024!

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue gradient background.



Strategic Planning Committee

Friday, March 8, 2024

10:00 AM – 12:00 PM

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Memo

To: Strategic Planning Committee Members

From: Christina Bontempo

Date: March 8, 2024

Re: 2024 Officer Nominations and Elections

At the January 12, 2024, Strategic Planning Committee meeting, nominations and elections for Committee Officers – Chair and Vice Chair – will be held.

Committee Officers develop agendas with support staff, lead committee meetings, and serve as members of the Executive Committee. This is a great opportunity to enhance your leadership skills and add a new title to your resume! Staff provides comprehensive training for all officers.

I would like to thank David Goldberg for chairing the Committee for the past two years. Mr. Goldberg has retired and has resigned his membership.

I would also like to thank Dr. Diana Sheehan for serving as Committee Vice Chair. Dr. Sheehan has served the maximum two terms as the Vice Chair. She is eligible and interested in serving as the Chair.

For your reference, I am providing the Miami-Dade HIV/AIDS Partnership Bylaws (Section 5.1) qualifications for Officers:

- Each standing committee, subcommittee, or workgroup shall elect a Chair and a Vice-Chair from among its members; they shall serve at the will of the standing committee, subcommittee, or workgroup.
- Officers shall be full voting members.
- **At least one (1) officer of each standing committee must be a Partnership member** who shall be designated to report committee activities to the Partnership.
- Standing committees, committees, and workgroups shall strive to elect at least one (1) officer who is a person with HIV.
- No individual shall serve concurrent terms as an officer of the Partnership and an officer of a standing committee or subcommittee. The exception to this rule is for officers of workgroups, which may be led by the Chair as Chair or Vice-Chair of the committee under whose purview the workgroup was authorized.

You are encouraged to add your name as a nominee in advance of the meeting; nominations will also be taken from the floor at the January 12, 2024 meeting. If you are interested in this opportunity or if you have any questions, please contact me at (305) 445-1076 or by email at cbontempo@behavioralscience.com.



Strategic Planning Committee

Friday, March 8, 2024

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2024 Strategic Planning Committee Agenda Topics

As of March 8, 2024

2024 Meeting Dates	Integrated Plan	Assessment of the Recipient Administrative Mechanism (AAM)	Annual Report	Other
Friday, January 12 10:00 a.m.-12:00 p.m.	Meeting cancelled – Activities moved to March 8.			
Tuesday, February 13 10:00 a.m.-1:00 p.m.	Joint Integrated Plan Review Team Meeting			Complete Source of Income Forms
Friday, March 8 10:00 a.m.-12:00 p.m.		Review findings and advise on follow up recommendations from the 2023 AAM Report Review draft of March 1, 2023 - February 29, 2024 AAM surveys Finalize draft AAM surveys for March 18 Partnership review.		Officer nominations Distribution of 2024 Agenda Topics (revised) Complete Source of Income Forms (if available)
Friday, April 12 10:00 a.m.-12:00 p.m.		Administer surveys: <ul style="list-style-type: none"> ▪ Survey Monkey open April 8-19, 2024 to providers and Partnership members; and ▪ Partnership members can complete their survey at their April 15 meeting. 	Review first Annual Report draft	Complete Source of Income Forms (if needed)
Friday, May 10 10:00 a.m.-12:00 p.m.		Review AAM results and gather feedback from the Recipient Approve final AAM report (if ready)	Receive updated Annual Report draft Continue draft revisions (as time allows)	

2024 Meeting Dates	Integrated Plan	Assessment of the Recipient Administrative Mechanism (AAM)	Annual Report	Other
Friday, June 14 10:00 a.m.-12:00 p.m.		Approve final AAM report (if needed)	Continue draft revisions (if needed)	
Tuesday, July 23 10:00 a.m.-1:00 p.m.	Joint Integrated Plan Review Team Meeting			
Friday, August 9 10:00 a.m.-12:00 p.m.			Approve final report (if ready)	
Friday, September 13 10:00 a.m.-12:00 p.m.	<i>This meeting may conclude the committee's business for the year.</i>		Approve final report (if needed)	Nominations of 2025 Officers
Save the dates	<ul style="list-style-type: none"> ▪ Friday, October 11 ▪ Friday, November 8 ▪ Friday, December 13 			
Locations	<ul style="list-style-type: none"> ▪ Committee Meetings: Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134 ▪ Joint Integrated Plan Review Team Meetings: MDC Main Library, 101 West Flagler Street, Auditorium, Miami, FL 33130 			
Notes	<ul style="list-style-type: none"> ▪ RSVP online or to cbontempo@behavioralscience.com. ▪ Meeting materials are available at www.aidsnet.org/the-partnership#strategicplanning1 ▪ All meetings are subject to change. See www.aidsnet.org/calendar/ for updates. 			



Strategic Planning Committee

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SOURCE OF INCOME STATEMENT

Section 2-11.1(i) of the County Ethics Code requires that certain employees, public officials, and consultants file a financial disclosure Statement on a yearly basis by July 1st of every year. For the last year of service, file SOI-F.

Disclosure for Tax Year Ending 2023	Last Name (or, Consultant or Consulting Firm name)	First Name	Middle Name/Initial
Mailing Address – Street Number, Street Name, or P.O. Box			
City, State, Zip			

If your home address is your mailing address, and your home address is exempt from public records pursuant to Fla. Stat. §119.07, read instructions on the following page **and check here.**

Filing as an Employee (check one)

<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust <input type="checkbox"/> Municipal: _____ (Municipality)		
Department		
Position or Title		Employee ID Number
Work address	Work telephone	Employment began on/ended on

Filing as (check one)

<input checked="" type="checkbox"/> County Board <input type="checkbox"/> Municipal Board: _____ <input type="checkbox"/> Consultant for County or Municipal Agency (Municipality)		
Board where serving or name of County or Municipal Agency Consultant is providing professional services to Miami-Dade HIV/AIDS Partnership		
Alternate address (if home address is exempt) 111 NW 1st Street, 22nd Floor, Miami, FL 33128	Work telephone (305) 375-3546	Term began on/ended on

List below every source of income you received, along with the address and the principal activity of each source. Include your public salary. Place the sources of income in descending order, with the largest source first. Examples of sources of income include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, and social security payments. Also, include any source of income received by another person for your benefit. However, the income of your spouse or any business partner need not be disclosed. **If continued on a separate sheet, check here.**

Name of Source of Income	Address	Description of the Principal Business Activity

I hereby swear (or affirm) that the information above is a true and correct statement.

Signature of Person Disclosing

Date signed

RECEIVED BY ELECTIONS DEPARTMENT:

- Hardcopy
- Electronic Copy

SOURCE OF INCOME INFORMATION

Required by the Miami-Dade County Code, Section 2-11.1(i)

The term **INCOME** shall include, but is not limited to, the following items: wages, salaries; tips; bonuses; commissions & fees; dividends, interest; profits from businesses and professions; your share of profits from partnerships and small business corporations; pensions, annuities & endowments; profits from the sale or exchange of real estate, securities or other property, including personal residence; rents and royalties; your share or estate or trust income, including accumulated distributions; alimony, separate maintenance or support payments; prizes, awards and gifts; fees as an Executor, Administrator or Director; disability retirement payments; workmen's compensation, insurance; damages; social security payments, etc.

FILING INSTRUCTIONS

A "Source of Income Form," (SOI) or a signed copy of the personal income tax forms may be filed to satisfy the filing requirement for County/Public Health Trust employees, municipal employees, advisory board members, and consultants providing professional services to the County or a Municipality who are not required to file under State law. State filers who also hold County or Municipal positions (for example, State filers who also serve on County or Municipal boards) meet the County financial disclosure requirement by filing a **copy** of their state form with the Miami-Dade County Elections Department or their Municipal clerk.

The Source of income Form must be filed yearly no later than 12:00 noon of July 1st. Consultants file within thirty (30) days of execution of a contract arising out of competitive negotiations and prior to any payments from the County, municipalities or other agencies and thereafter on a yearly basis no later than 12:00 noon of July 1st. For the last year of service, file "Final Source of Income Form" (SOI-F). The SOI and SOI-F should not be used as a substitute for State Form 1 or State Form 1F for those required to file under state requirements.

Filers whose address is exempt pursuant to Fla. Stat. §119.07 must provide an alternate address such as a business address or the address of the board if the filer serves on a board.

This form must be filed by July 1st of each year and should not be used as a substitute for State Form 1 for those required to file under state requirements. For the last year of service, file SOI-F.

Example (Review sources of income above; note- no monetary amount required).

Name of Source of Income	Address	Description of Principal Business Activity
Place of employment	Address where employed	Salary
Rental Property	123 Anywhere Street Miami, FL 00000	Rental income
Social Security	Social Security office closest to your zip code	Social Security income

Miami-Dade County (including Public Health Trust) Personnel and Advisory Board members shall file completed forms with:

Miami-Dade Elections Department
Attn: Financial Disclosure Section
2700 NW 87th Avenue
Miami, FL 33172

or

P.O. Box 521550
Miami, FL 33152-1550

or at: financial.disclosures@miamidade.gov

Municipal Personnel and Advisory Board Members shall file completed forms with their respective Municipal Clerk. For further information, Miami-Dade County and Public Health Trust employees may contact the Miami-Dade Elections Department Financial Disclosure Section via telephone at 305-499-8413 or via email at financial.disclosures@miamidade.gov. Municipal employees may contact their respective Municipal Clerk's Office.

Note RE: Florida Statutes § 119.07: The role of our office is to receive and maintain forms filed as public records. If your home address is exempt from disclosure and you do not wish your home address to be made public, please use your office or other address for your mailing address. The following persons are exempt from disclosing their home addresses: active or former law enforcement personnel, including correctional and correctional probation officers, personnel of the Department of Children and Family Services whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities, personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect, and personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement; firefighters; justices and judges; current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors; county and municipal code inspectors and code enforcement officers.



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GET ON BOARD!

Partnership Member Enrichment Training

March 11, 2024
12 PM - 1 PM

Zoom
[Registration Required](#)



Register at: https://bit.ly/GOB-MarchMeetingPrep_SerDefi

Meeting ID: 872 8752 6453 | Password: 334850

Special Meeting Preparation Session Understanding Ryan White Program Service Definitions

Then next Miami-Dade HIV/AIDS Partnership meeting includes significant recommendations from the Care and Treatment Committee on Ryan White Program Service Definitions.

There are more than 100 pages of documents to review!

To facilitate engagement, the following training topics will be covered:

- What is PCN# 16-02 and why is it important?
- What are Service Definitions and why are they important?
- Overview of recommendations.

Please take advantage of this opportunity to be prepared for your next meeting.



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APRIL 2024

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

Monday	Tuesday	Wednesday	Thursday	Friday	<p>All events on this calendar are open to the public.</p> <p><i>People with HIV are invited to participate!</i></p>  <p>Your RSVP lets us know if we have the necessary participants to hold the activity and ensures we have enough materials.</p> <p>RSVP to (305) 445-1076, mdcpartnership@behavioralscience.com, or scan the QR Code for Partnership meetings.</p>  <p>Visit www.aidsnet.org for more information.</p> <p>Version 02/28/24 Information on this calendar is subject to change.</p>
1	2	3 Get on Board! Planning Council Enrichment Training 12:00 PM to 1:00 PM via Microsoft Teams	4	5	
8	9	10 🏳️‍🌈 National Youth HIV/AIDS Awareness Day	11 Care & Treatment Committee 10:00 AM to 12:00 PM at MDC Main Library	12 Strategic Planning Committee 10:00 AM to 12:00 PM at BSR Corp.	
15 Miami-Dade HIV/AIDS Partnership 10:00 AM to 12:00 PM at MDC Main Library	16	17	18 🏳️‍🌈 National Transgender HIV Testing Day Housing Committee 2:00 PM to 4:00 PM at Care Resource	19 Clinical Quality Management Committee 9:30 AM to 11:30 AM via Microsoft Teams	
22	23	24 Executive Committee 10:00 AM to 12:00 PM at BSR Corp.	25 Prevention Committee 10:00 AM to 12:00 PM at MDC Main Library	26 Medical Care Subcommittee 9:30 AM to 11:30 AM at BSR Corp.	
29 Community Coalition Roundtable 5:00 PM to 7:00 PM at Jessie Trice CHS (Dinner at 4:30 PM)	30	<p>MEETING LOCATIONS</p> <p>BSR Corp. - Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134</p> <p>Care Resource - Care Resource Community Health Centers, Midtown Miami, 1st 3510 Biscayne Boulevard, 1st FL Community Room, Miami, FL 33137</p> <p>Jessie Trice CHS - Jessie Trice Community Health System, 5361 NW 22nd Avenue, Miami FL 33142</p> <p>MDC Main Library - 101 West Flagler Street, Auditorium, Miami, FL 33130</p>			



Strategic Planning Committee

Friday, March 8, 2024

10:00 AM – 12:00 PM

Behavioral Science Research Corp.
2121 Ponce de Leon Boulevard, Suite 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|-------------------|
| I. | Call to Order | Dr. Diana Sheehan |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Dr. Diana Sheehan |
| IV. | Floor Open to the Public | Dr. Diana Sheehan |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of September 8, 2023 | All |
| VII. | Reports | |
| | ▪ Membership | Staff |
| | ▪ Partnership Report to Committees | Dr. Diana Sheehan |
| VIII. | Standing Business | All |
| | ▪ Assessment of the Recipient Administrative Mechanism | |
| | - 2023 Report Findings and Follow Up Recommendations | |
| | - 2024 Draft Surveys Review | |
| IX. | New Business | All |
| | ▪ 2023 Recap and Recognition of Members | |
| | ▪ 2024 Officer Nominations and Elections | |
| | ▪ 2024 Schedule of Strategic Planning Committee Meetings and Agenda Topics | |
| | ▪ Source of Income Filing | |
| X. | Announcements and Open Discussion | All |
| XI. | Next Meeting: Friday, April 12, 2024 at BSR Corp. | Dr. Diana Sheehan |
| XII. | Adjournment | Dr. Diana Sheehan |

Please mute or turn off all cellular devices.

For more information about the Strategic Planning Committee, please contact Christina Bontempo,
(305) 445-1076 x106 or cbontempo@behavioralscience.com.

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