



Strategic Planning Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 240
Coral Gables, FL 33134
September 8, 2023 Minutes

Approved March 8, 2024

#	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.



Assessment of the Ryan White Program Recipient Administrative Mechanism March 1, 2022 – February 28, 2023

Approved September 8, 2023 by the Strategic Planning Committee



Behavioral Science Research Corporation

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Prepared by Behavioral Science Research Corporation for the Miami-Dade County Office of Management and Budget-Grants Coordination and the Miami-Dade HIV/AIDS Partnership. This publication is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under the grant number H89HA00005, CFDA #93.914 – HIV Emergency Relief Project Grants, as part of a Fiscal Year 2023 award totaling \$27,558,848 as of March 29, 2023, with 0% financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, HRSA, HHS or the U.S. government.

INTRODUCTION

The Assessment of the Recipient Administrative Mechanism (AAM) is a Ryan White Part A/Minority AIDS Initiative (MAI) Program legislative requirement and responsibility of the local Ryan White Planning Council, the Miami-Dade HIV/AIDS Partnership (the Partnership). Aggregated responses are used to evaluate the performance of the Eligible Metropolitan Area (EMA)'s Recipient, the Miami-Dade County Office of Management and Budget-Grants Coordination. Selected responses are included in the annual Ryan White Part A/MAI Program grant application and non-competing continuation reports. All data and reports are submitted to the Recipient without information that would identify any Partnership member or Part A/MAI subrecipient as the respondent.

The Partnership's Strategic Planning Committee reviewed this draft report at their September 8, 2023 meeting. The Recipient was also given the opportunity to further review and respond to survey results and comments following the meeting and prior to final review of the report. This provides a more thoughtful and comprehensive response to areas of concern identified from the survey results. Those responses were incorporated into the final version of this report.

Results of the surveys will provide data on Recipient performance for the annual Ryan White Program non-competing continuation reports, will guide improvements in planning council administration, and will guide the Recipient in enhancements in administrative functions.

For questions or clarification, please contact Behavioral Science Research Corp.: Robert Ladner, rladner@behavioralscience.com, or Christina Bontempo, cbontempo@behavioralscience.com.

Special thanks to all those who made this report possible: Strategic Planning Committee Members for survey design and review of this report; Miami-Dade HIV/AIDS Partnership Members and Miami-Dade County Ryan White Program Part A/MAI Subrecipients for survey responses; and the Recipient for review and feedback.

METHODOLOGY

Two versions of the AAM surveys have been developed and refined over the history of this activity. One survey is administered to Partnership members; and one survey is administered to subrecipients. The surveys were drafted by Behavioral Science Research Corp (BSR), with input from the Strategic Planning Committee. They were formatted in Survey Monkey, and distributed variously as a URL, QR code, or paper copy. Both versions were self-administered, and programmed so that if a respondent was unable to complete the survey in one sitting, the respondent could pause in taking the survey, save the partially completed survey, and return to it later. Both surveys allowed respondents to make comments on each question and to make general comments unrelated to specific questions at the end of the survey.

The Partnership survey was distributed at the May 15, 2023 general meeting, and was available online via URL or QR code. Instructions were emailed to each subrecipient. All respondents were given more than two weeks to complete the survey. Subrecipients who were also serving as Partnership members were instructed to complete both the Subrecipient and the Partnership surveys.

The Partnership member survey:

1. Evaluated how well the Recipient responds to the funding priorities and directives set by the Partnership;
2. Evaluated whether the Recipient disburses Part A and Minority AIDS Initiative (MAI) funds to Ryan White Program service providers (subrecipients) in a timely manner consistent with Partnership recommendations;
3. Evaluated the overall performance of the Recipient and the administrative subrecipient; and
4. Allowed for open-ended comments and suggestions.

Subrecipient surveys were emailed directly to one or more representatives at each subrecipient organization. Their version allowed for more than one respondent from the subrecipient organization to answer, if appropriate, and record his/her name(s) as co-respondents.

The subrecipient survey:

1. Evaluated whether the Recipient disburses Part A and Minority AIDS Initiative (MAI) funds to Ryan White Program service providers (subrecipients) in a timely manner, consistent with Partnership recommendations;
2. Evaluated how the Recipient manages contracts with Ryan White Program Part A/MAI subrecipients;
3. Evaluated the overall performance of the Recipient and the administrative/clinical quality management subrecipient;
4. Evaluated the Groupware Technologies, LLC (GTL) Provide[®] Enterprise Miami (PE Miami) data management system; and
5. Allowed for open-ended comments and suggestions.

COMPARATIVE ANALYSIS OF AAM RESULTS, 2018-2021 AND 2023

Behavioral Science Research Corp. (BSR) staff historically has provided the Recipient and the Partnership a five-year longitudinal analysis of the AAM results to identify ongoing challenges, if any, and to document progress made toward improving the administrative agent's functions. This report contains data from the 2018, 2019, 2020, 2021, and 2023 AAM surveys. In 2022 (FY 2021-2022), no survey was distributed because the Strategic Planning Committee, the Partnership, and the Recipient were solely focused on development of the 2022-2026 Integrated HIV Prevention and Care Plan, and on meeting the Plan submission deadline.

Surveys from 2018-2020 evaluated the responses of 13 subrecipients, the total number of contracted subrecipients at that time. Surveys in 2021 and 2023 evaluated the responses of 16 subrecipients, the total number of contracted subrecipients at that time. Note that Care Resource reported both for Care Resource and Food for Life Network. All results are reported by percentages, separated by reporting year.

Partnership response has varied year to year based on the number of active members on the roster. In 2023, 19 active Partnership members completed the survey. All results are reported by percentages, separated by reporting year.

Survey questions related to the COVID-19 response were dropped from this year's surveys and those questions are no longer being tracked.

PARTNERSHIP MEMBER SURVEY RESULTS

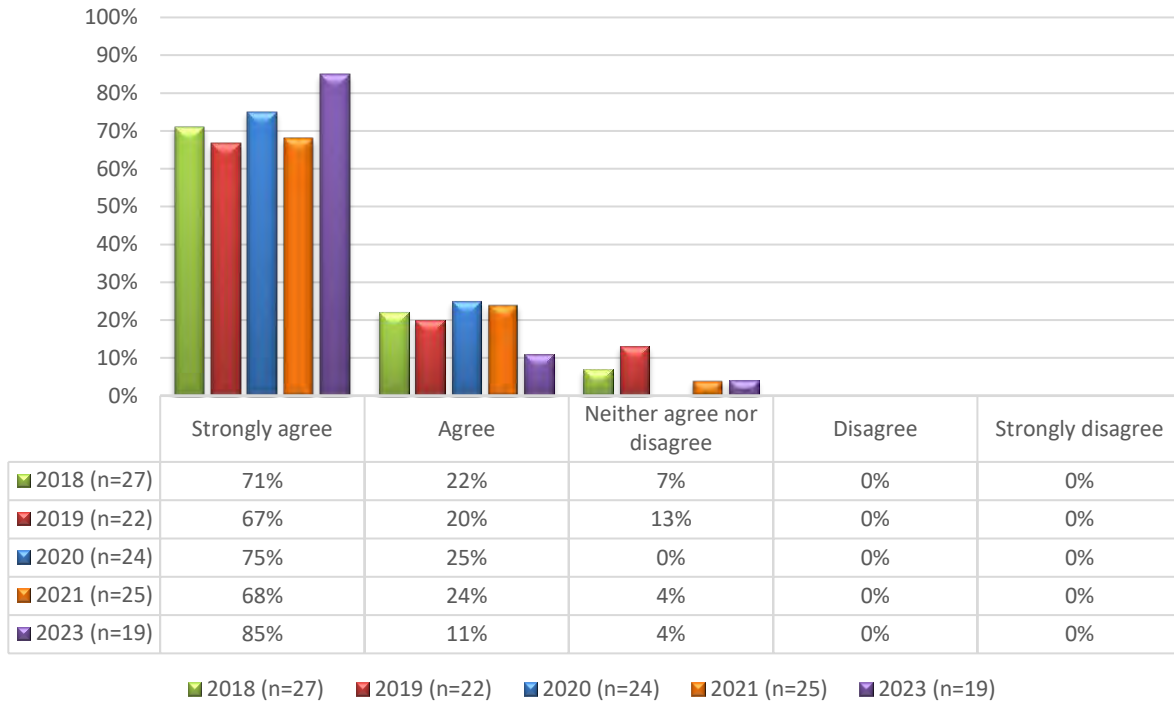
Partnership General Comments for 2023

- Great job.
- Very happy to be part of the Partnership.
- Overall very good performance.
- We need to find solution to mental health stigma.
- *Recipient response:* The Recipient appreciates the feedback and agrees we need to find solutions to the issue of mental health stigma.

Partnership General Notes

- Reference to the Miami-Dade County Office of Management and Budget-Grants Coordination was updated to “the Recipient.” Previous versions used the reference, “the County.”
- The optional general comments field was updated to read, “Additional comments/suggestions regarding the Recipient, BSR, and/or other matters.” Previous versions read, “Additional comments/suggestions.”

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.



Comments for 2023

- 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 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 may be a result of the Ryan White Part A funds being the payor of last resort; that will also be noted on the Top Line Summary Report.

- Recipient provides monthly reports and handouts as appropriate.

 - *Recipient response:* The Recipient appreciates the comment.

Reference Report for Statements 2-6

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 SUPPLEMENTAL
Carryover Award FY21 Formula	4,078,477.00	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.

Priority Order	CONTRACT ALLOCATIONS/ FORMULA, SUPPLEMENTAL & CARRYOVER		
	Allocations	Carryover Allocations	
DIRECT SERVICES:			
Core Medical Services			
4	AIDS Pharmaceutical Assistance	84,492.00	
6	Health Insurance Services	335,776.00	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	2,864,445.00	1,000,000.00
2	Outpatient/Ambulatory Health Svcs	8,695,763.00	800,000.00
9	Substance Abuse - Outpatient	28,099.00	17,369.00
CORE Services Totals:		20,255,299.00	
Support Services			
11	Emergency Financial Assistance	9,853.00	
8	Food Bank	1,660,106.00	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:		4,750,814.00	
DIRECT SERVICES TOTAL:		\$ 26,006,113.00	
Total Core Allocation		17,886,549.00	
Target at least 80% core service allocation		17,149,890.40	
Current Difference (Short) / Over		\$ 736,658.60	
Recipient Admin. (GC, GTL, BSR Staff)		\$ 2,453,209.00	
Quality Management		\$ 641,522.00	
(*) Unobligated Funds / (+) Over Obligated:			
Unobligated Funds (Formula & Supp)		\$ -	
Unobligated Funds (Carry Over)		\$ 907,727.00	3,602,458.00
			28,608,571.00

CURRENT CONTRACT EXPENDITURES			
Account	Core Medical Services	Expenditures	Carryover Expenditures
DIRECT SERVICES:			
Core Medical Services			
5606970000	AIDS Pharmaceutical Assistance	3,954.10	
5606920000	Health Insurance Services	297,151.91	0.00
5606870000	Medical Case Management	5,415,024.15	0.00
5606860000	Mental Health Therapy/Counseling	51,237.00	12,333.00
5606930000	Oral Health Care	2,864,445.00	409,199.50
5606610000	Outpatient/Ambulatory Health Svcs	7,661,572.65	0.00
5606910000	Substance Abuse - Outpatient	4,401.00	0.00
CORE Services Totals:		16,719,318.01	
Support Services			
5606940000	Emergency Financial Assistance	0.00	
5606980000	Food Bank	1,540,864.00	1,000,000.00
5606460000	Medical Transportation	153,904.90	
5606990000	Other Professional Services	87,561.00	
5606950000	Outreach Services	114,924.86	
5606930000	Substance Abuse - Residential	1,053,800.00	0.00
SUPPORT Services Totals:		3,931,074.76	
TOTAL EXPENDITURES DIRECT SVCS & %:		\$ 20,650,392.77	82.58%

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):	2.62%	Within Limit
Cannot be over 5%		
OMB-GC Administrative % of Total Award (Cannot include C/O):	10.00%	Within Limit
Cannot be over 10%		

Formula Expenditure %	94.84%	
5606710000 Recipient Administration	1,642,024.58	
5606880000 Quality Management	620,491.00	
2,262,515.58		
Grant Unexpended Balance		
FY 2022 Award	3,040,718.15	
Carryover	2,654,944.50	
5,695,662.65		
Total Grant Expenditures & %	\$ 22,912,908.35	
80.09%		
Core medical % against Total Direct Service Expenditures (Not including C/O):	95.56%	Within Limit
Cannot be under 75%		
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):	6.89%	Within Limit
Cannot be over 10%		

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Reference Report for Statements 2-6

MAI

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

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 #:	AWARD AMOUNTS	ACTIVITIES	
Grant Award Amount MAI	1,089,480.00	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	\$ 3,925,921.00		

CONTRACT ALLOCATIONS

CURRENT CONTRACT EXPENDITURES

Priority Order

DIRECT SERVICES:		Allocations	
Core Medical Services			
	AIDS Pharmaceutical Assistance		
	Health Insurance Services		
1	Medical Case Management	903,920.00	
3	Mental Health Therapy/Counseling	18,960.00	
	Oral Health Care		
2	Outpatient/Ambulatory Health Svcs	1,356,661.00	
4	Substance Abuse - Outpatient	8,058.00	2,287,599.00
Support Services			
	Emergency Financial Assistance	0.00	
7	Food Bank		
5	Medical Transportation	7,628.00	
	Other Professional Services		
6	Outreach Services	39,816.00	
	Substance Abuse - Residential		47,444.00
DIRECT SERVICES TOTAL:		\$ 2,338,043.00	

DIRECT SERVICES:		Expenditures	Carryover Expenditures
Account	Core Medical Services		
5606970000	AIDS Pharmaceutical Assistance		
5606920000	Health Insurance Services		
5606870000	Medical Case Management	616,313.20	
5606860000	Mental Health Therapy/Counseling	1,007.50	
5606900000	Oral Health Care		
5606610000	Outpatient/Ambulatory Health Svcs	660,366.80	
5606910000	Substance Abuse - Outpatient	570.00	1,278,257.50
Account	Support Services		
5606940000	Emergency Financial Assistance	0.00	
5606980000	Food Bank		
5606460000	Medical Transportation	5,847.59	
5606890000	Other Professional Services		
5606950000	Outreach Services	36,488.00	
5606930000	Substance Abuse - Residential		42,145.59
TOTAL EXPENDITURES DIRECT SVCS & %:		\$ 1,320,403.09	66.55%

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	3,925,921.00
Quality Management	\$ 106,883.00	
(*) Unobligated Funds / (-) Over Obligated:		
Unobligated Funds (MAI)	\$ -	378,206.00, 2,713,251.00
Unobligated Funds (Carry Over)	\$ 1,212,670.00	

5606710000	Recipient Administration	138,968.04	
5606880000	Quality Management	106,883.00	245,851.04
	Grant Unexpended Balance	FY 2022 Award 1,146,996.87	Carryover 1,212,670.00
			2,359,666.87
Total Grant Expenditures & % (Including C/O):		\$ 1,966,284.13	39.90%

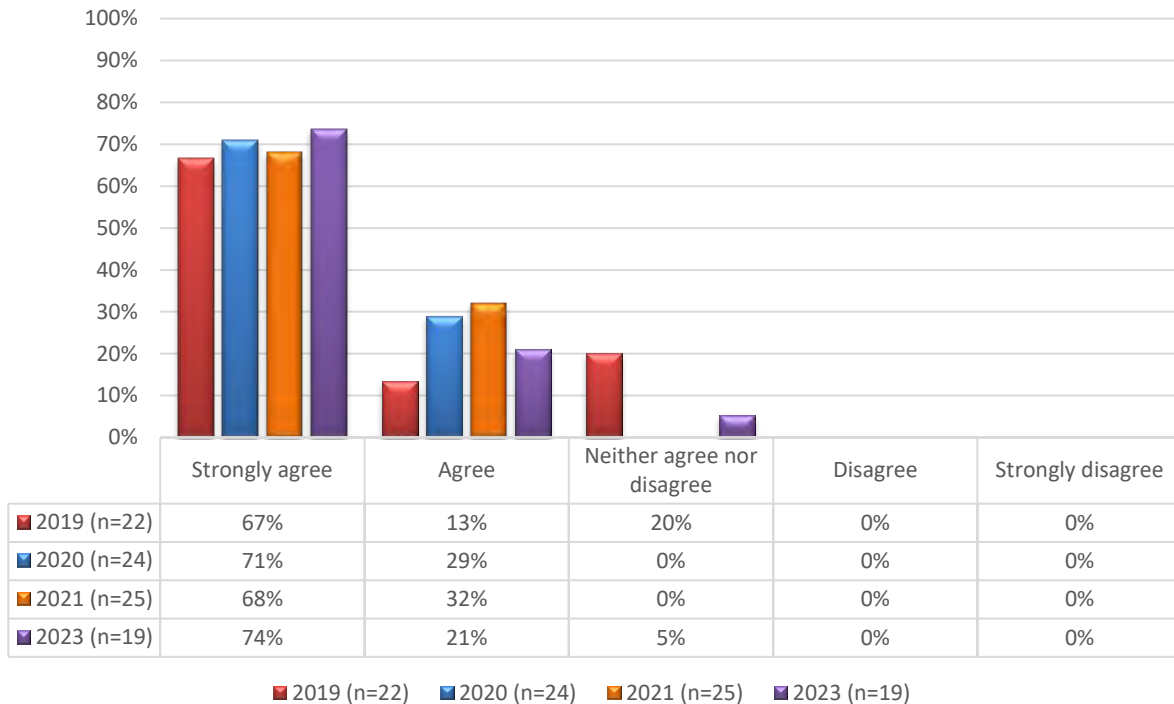
Core medical % against Total Direct Service Allocation (Not including C/O):	97.97%	Within Limit
Cannot be under 75%		
Quality Management % of Total Award (Not including C/O):	3.94%	Within Limit
Cannot be over 5%		
OMB-GC Administrative % of Total Award (Cannot include C/O):	10.00%	Within Limit
Cannot be over 10%		

Core medical % against Total Direct Service Expenditures (Not including C/O):	96.81%	Within Limit
Cannot be under 75%		
Quality Management % of Total Award (Not including C/O):	3.94%	Within Limit
Cannot be over 5%		
OMB-GC Administrative % of Total Award (Cannot include C/O):	5.12%	Within Limit
Cannot be over 10%		

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

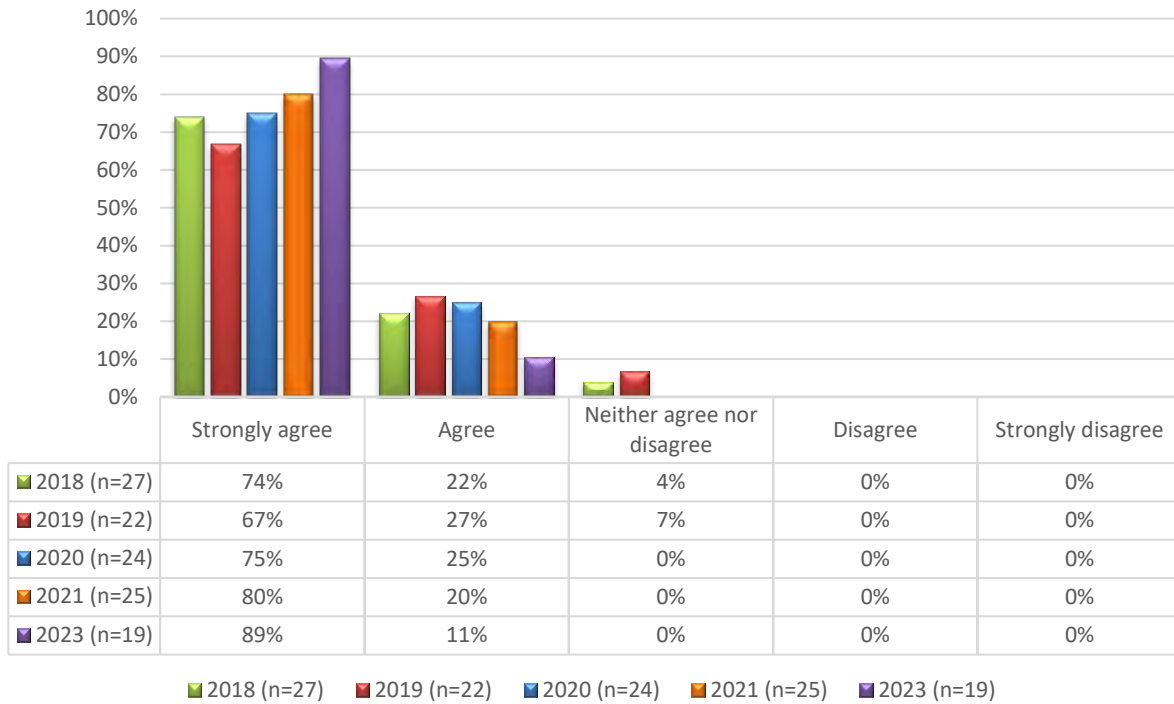


Comments for 2023

- 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.

- Questions are appropriately responded to.
 - *Recipient response:* The Recipient appreciates the comment.

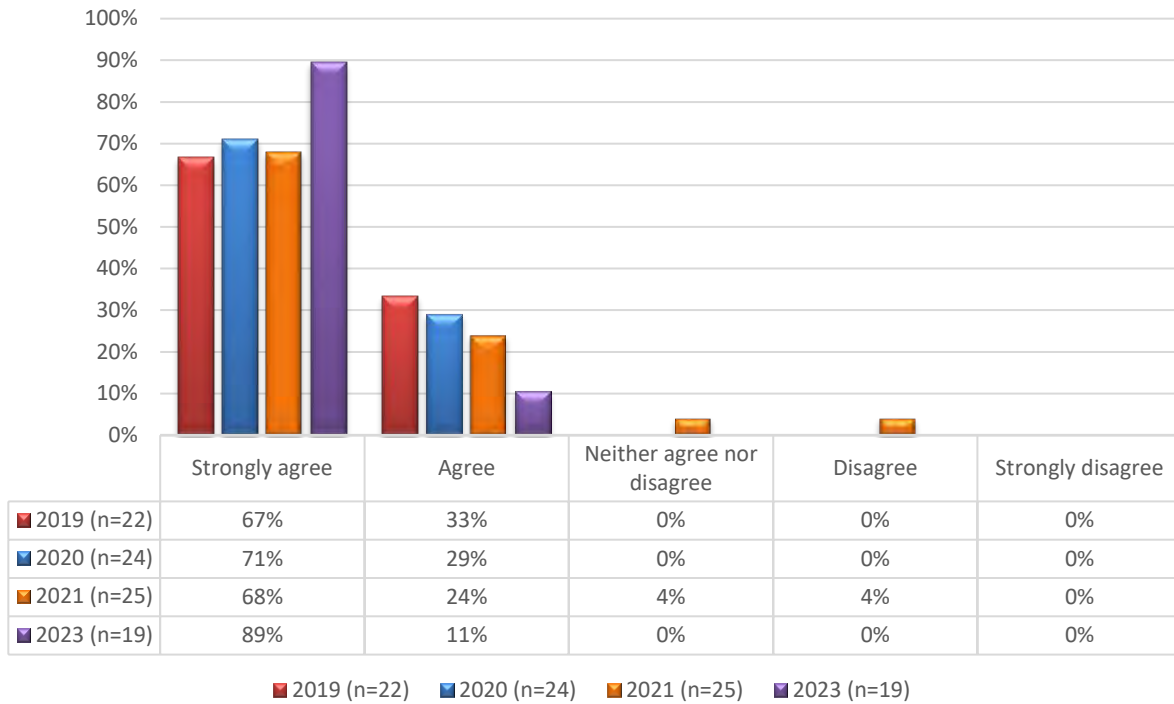
3. The Recipient followed the Partnership’s recommendations for service priorities and resource allocations. (See Reports, above).



Comments for 2023

- Well organized.
 - *Recipient response: The Recipient appreciates the comment.*

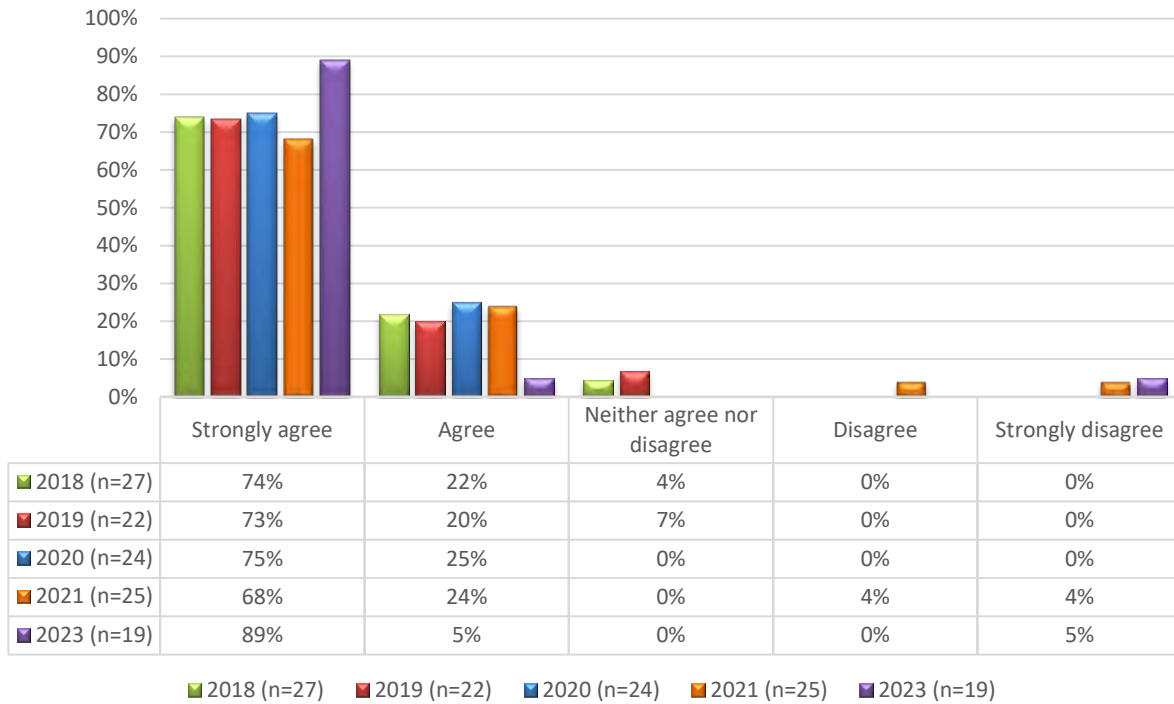
4. The Recipient effectively administered Part A/MAI funds according to priorities set by the Partnership. (See Reports, above).



Comments for 2023

- Works with the Partnership and provide[s] guidance and suggestions that truly meet the needs of the organization.
 - *Recipient response: The Recipient appreciates the comment.*

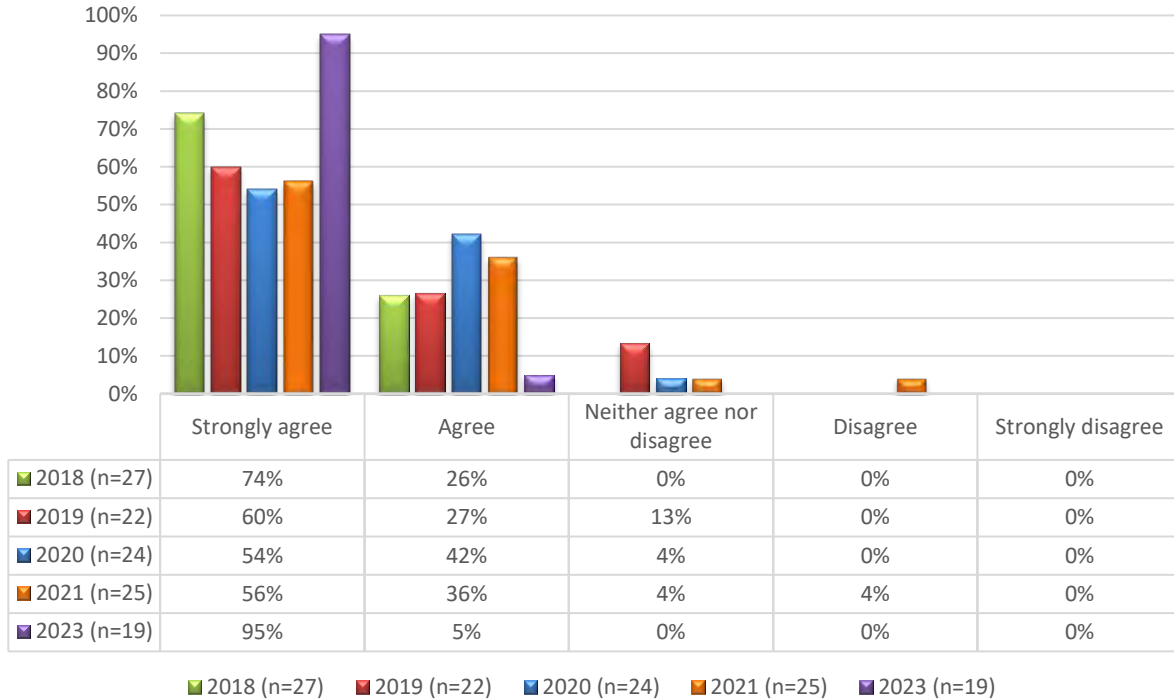
5. The Recipient communicated clearly to the Partnership on expenditure changes related to the Part A/MAI sweeps/reallocation process. (See Reports, above).



Comment for 2023

- 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.

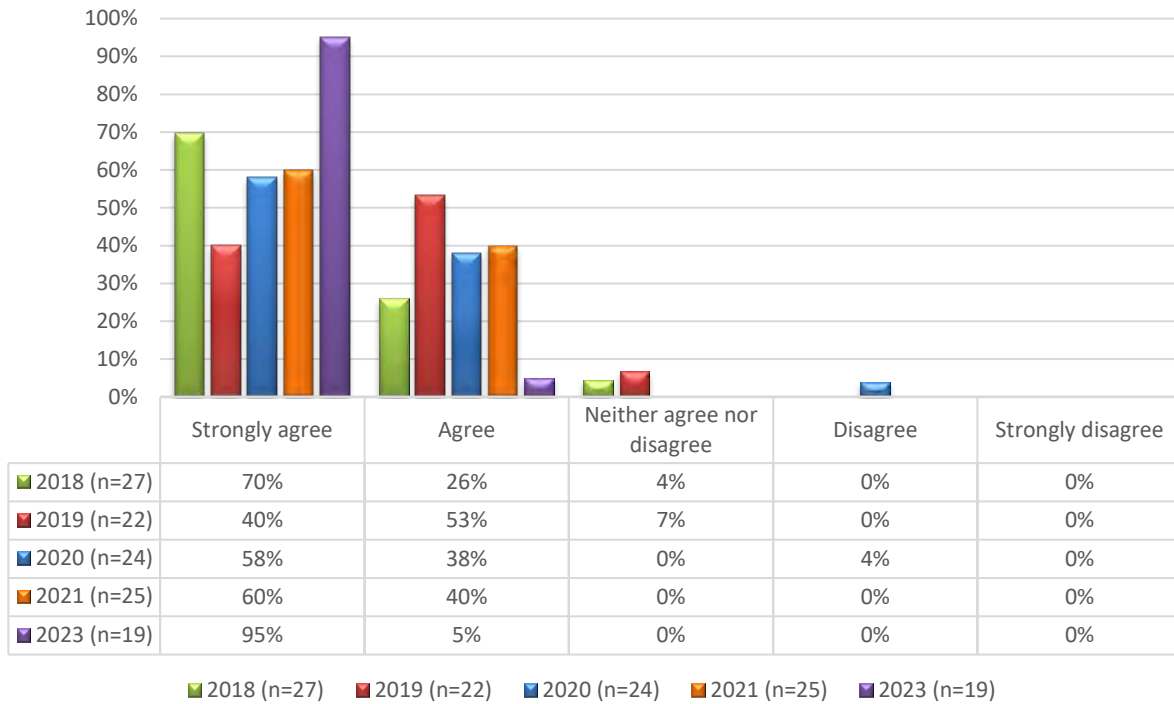
6. The Recipient responded to inquiries, requests, and problem-solving needs from the Partnership, including those related to the Partnership’s Needs Assessment in a timely manner.



Comment for 2023

- 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 for meeting attendees to have a handy reference; and the Recipient will work with the Partnership and Staff Support to develop additional ways to engage attendees and reduce complexities.

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

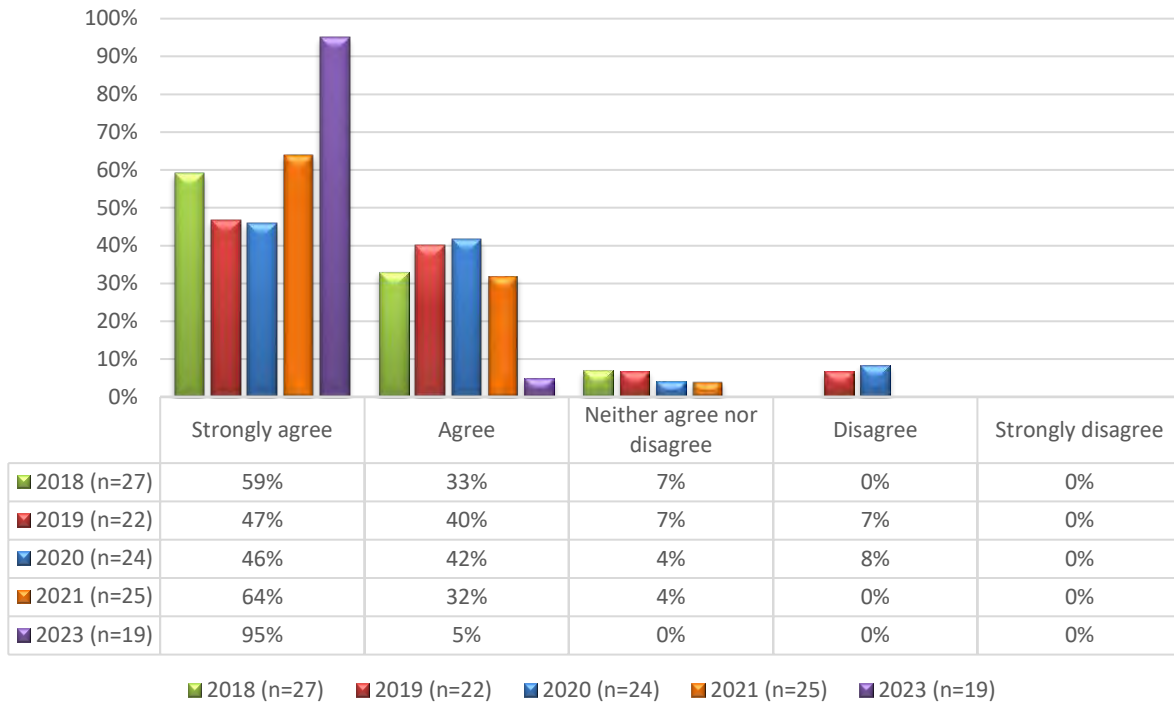


Comment for 2023

- Detailed and well guided and oriented to the needs of the community and avoids overlap of funding.

- *Recipient response: The Recipient appreciates the comment.*

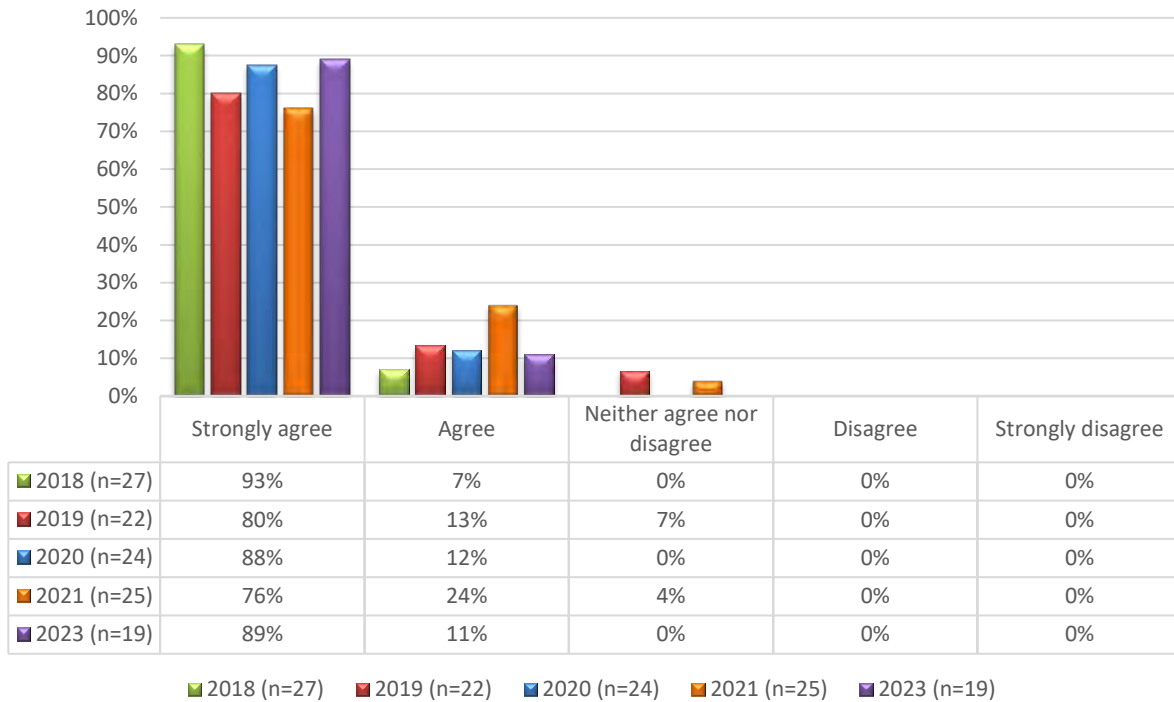
8. Based on Needs Assessment data, HIV/AIDS services funded by Part A/MAI were directed toward the geographic area(s) of greatest need.



Comment for 2023

- Organizations provide information about the projects to support and address MAI.
 - *Recipient response: The Recipient appreciates the comment.*

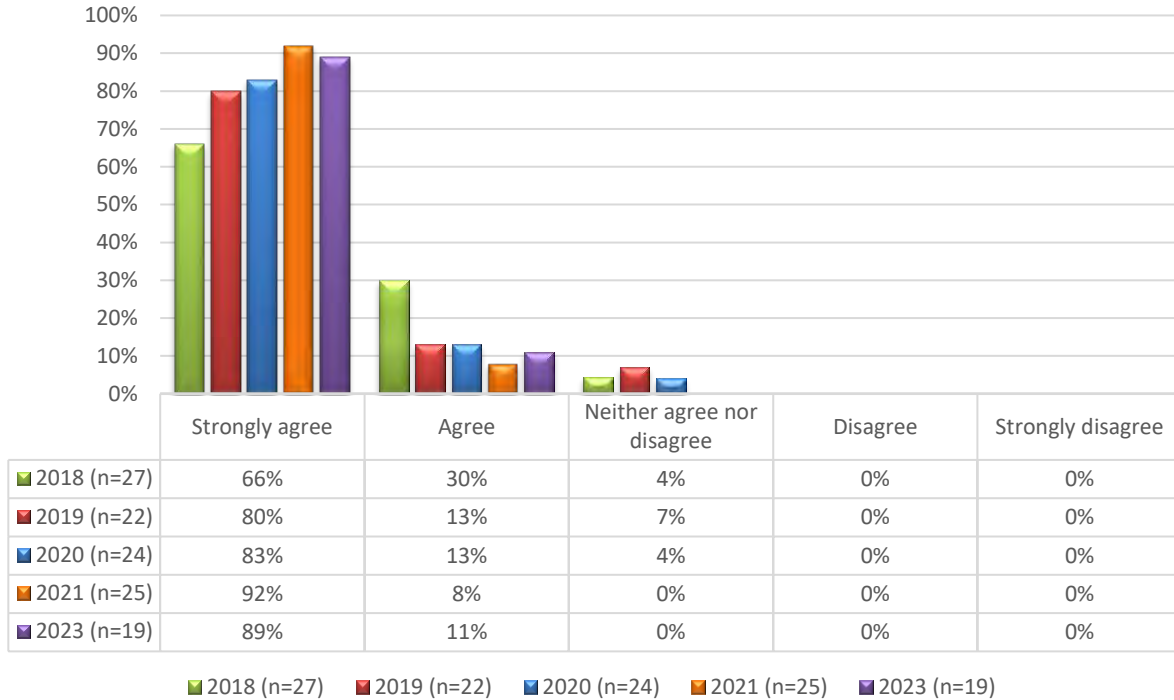
9. The Recipient's staff was courteous and respectful.



Comments for 2023

- Awesome staff!!
- Great staff and very professional always wanting to guide and support.
- *Recipient response: The Recipient appreciates the comments.*

10. 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.



Comments for 2023

- The staff are all great!!
- Great team and collaboration.

- *Recipient response: The Recipient (and BSR staff) appreciate the comments.*

PART A/MAI SUBRECIPIENT SURVEY RESULTS

Subrecipient Survey General Comments for 2023

- We recognize the challenges and delays that occur across all parties [(GTL, BSR, PE Miami)] involved in the RW program. The most important piece is the communication behind the reason why, and [our organization] has developed wonderful relationships with each of the teams!
- Partners working effectively together for those in our communities we are serving.
- I love how informed the Recipient keeps our organization, I love receiving educational PowerPoints and webinars, keeping us up to date with changes and materials to better assist our patients and keep all medical staff informed and educated.
 - *Recipient response:* The Recipient appreciates the comments.
- 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 reports, develop and enhance PE Miami training, and support peer-to-peer training.

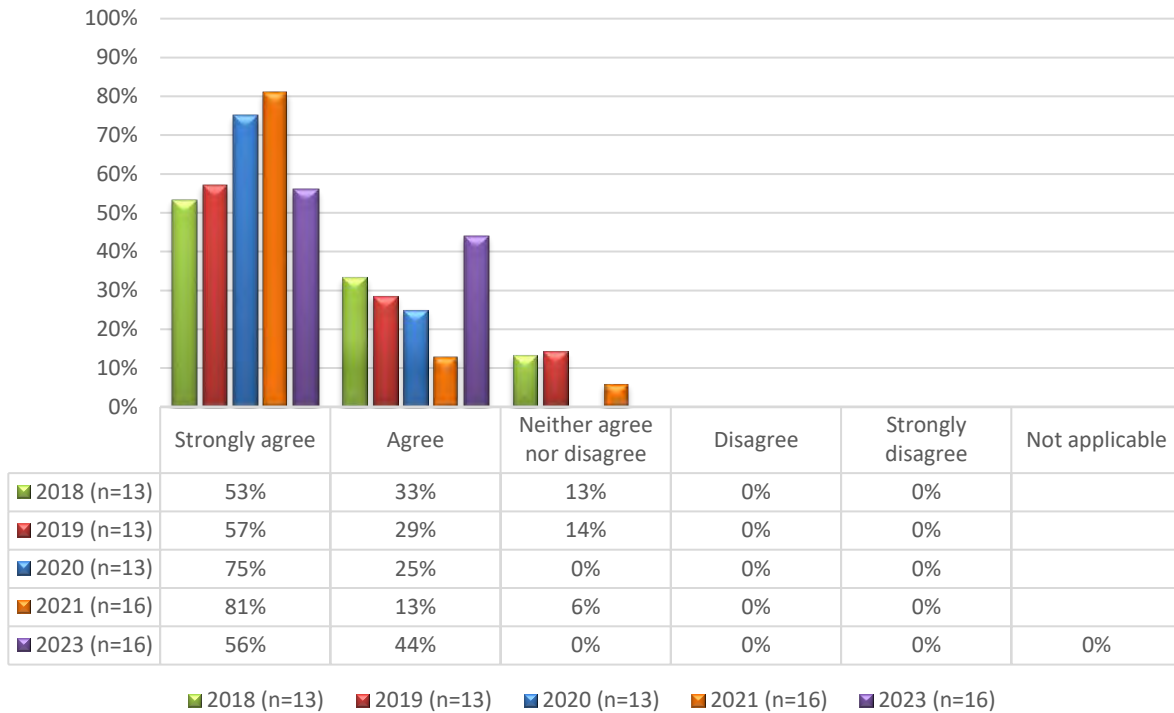
Subrecipient Survey General Notes

- Reference to the Miami-Dade County Office of Management and Budget-Grants Coordination was updated to “the Recipient.” Previous versions used the reference, “the County.”
- The optional general comments field was updated to read, “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.).”
- Beginning in 2023, the choice, “Not applicable” was included on all statements. **Where the option was not included in previous years, the column is blank.**
- *Data Management System:* Statements 21-24 relate to the data management system. Responses in 2018-2019 are related to ACMS, which was the data management system during those years. Responses in 2021 and 2023 are related to the PE Miami data management system. These statements were removed in 2020 while the ACMS data management system was in the process of being replaced by PE Miami.

Addendum 1

September 8, 2023 Strategic Planning Committee Meeting Minutes

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

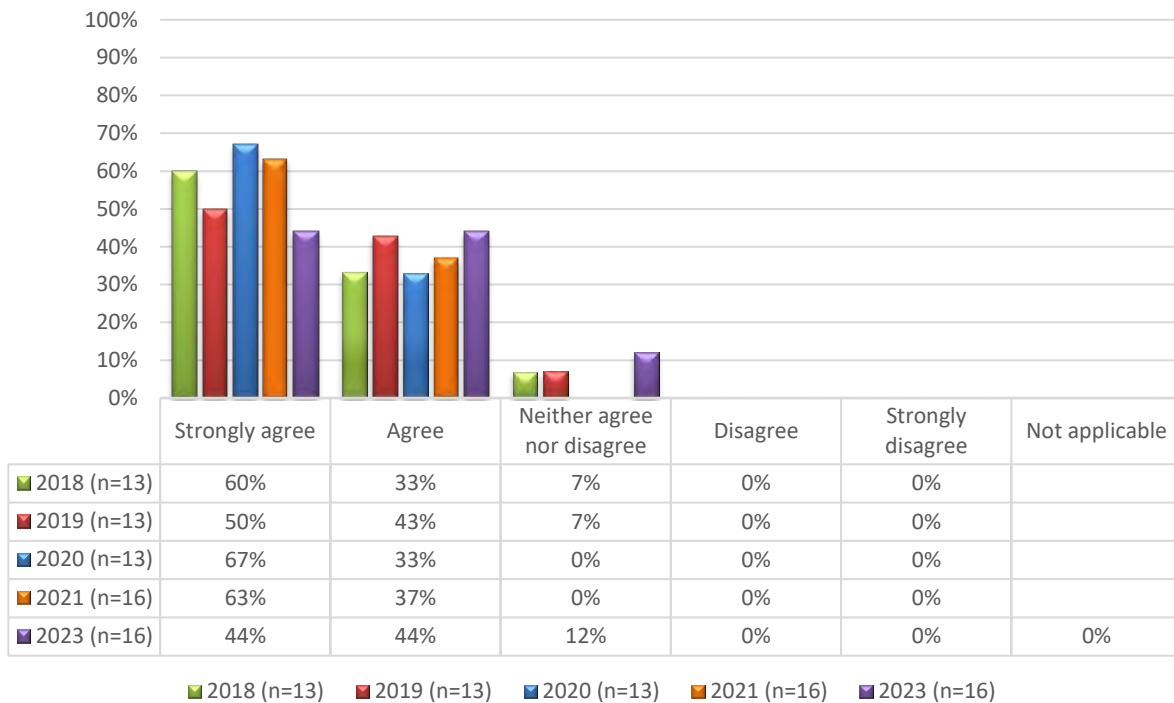


Comments for 2023

- OMB is open to recommendations from subrecipient.
- They allow [us] to work with the organization, re-evaluate funding and have open conversation.

- *Recipient response: The Recipient appreciates the comment.*

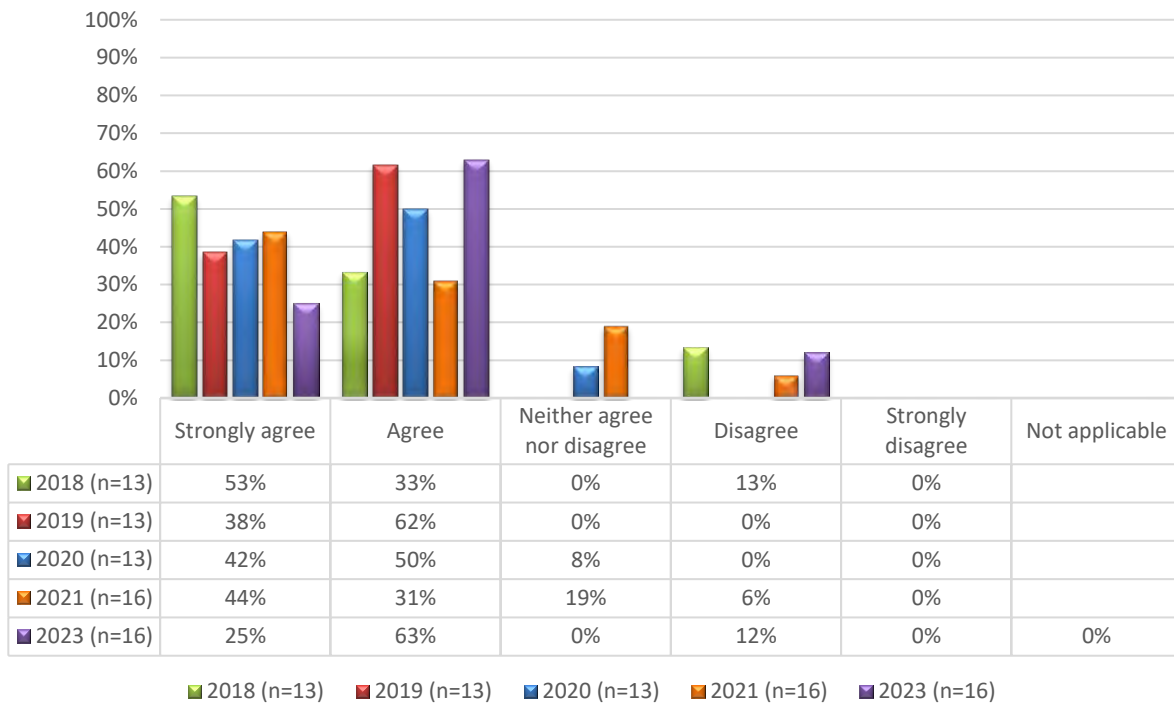
2. The Recipient sent award notifications/letters to our organization in a timely manner.



Comments for 2023

- We understand that at times, delays do occur but those are always communicated to providers as well as with a reason as to why, which we appreciate.
 - Communications and updates are provided in timely manner.
 - They send proper notifications and on time. They also send out reminders.
- *Recipient response: The Recipient appreciates the comments.*

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

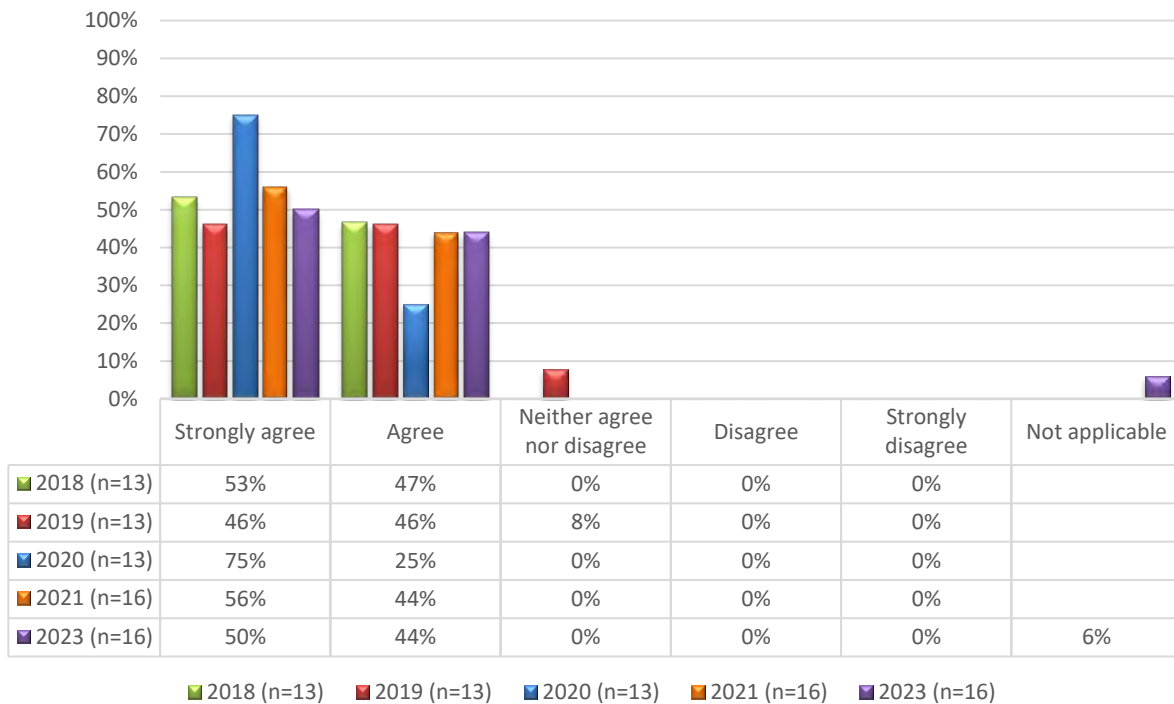


Comments for 2023

- 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.*

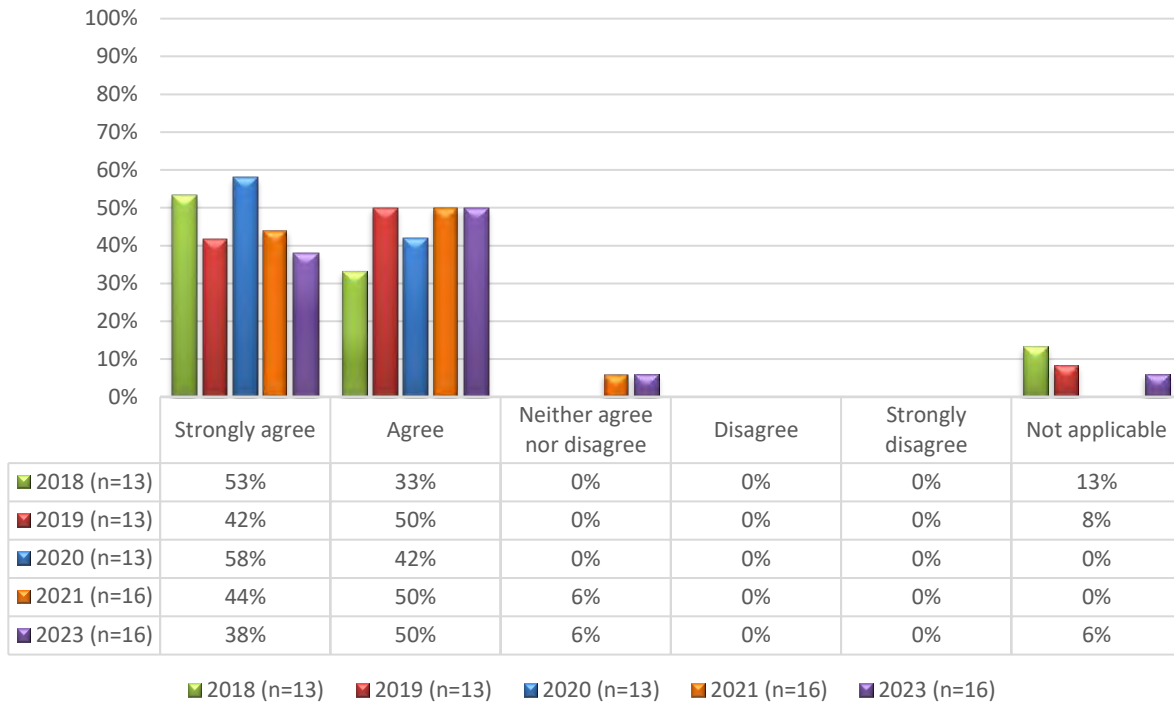
4. There were no significant differences between billed versus reimbursed amounts for our organization that were not discussed prior to any disallowance.



Comments for 2023

- Communications received are concise and reviews were in agreement.
 - 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.

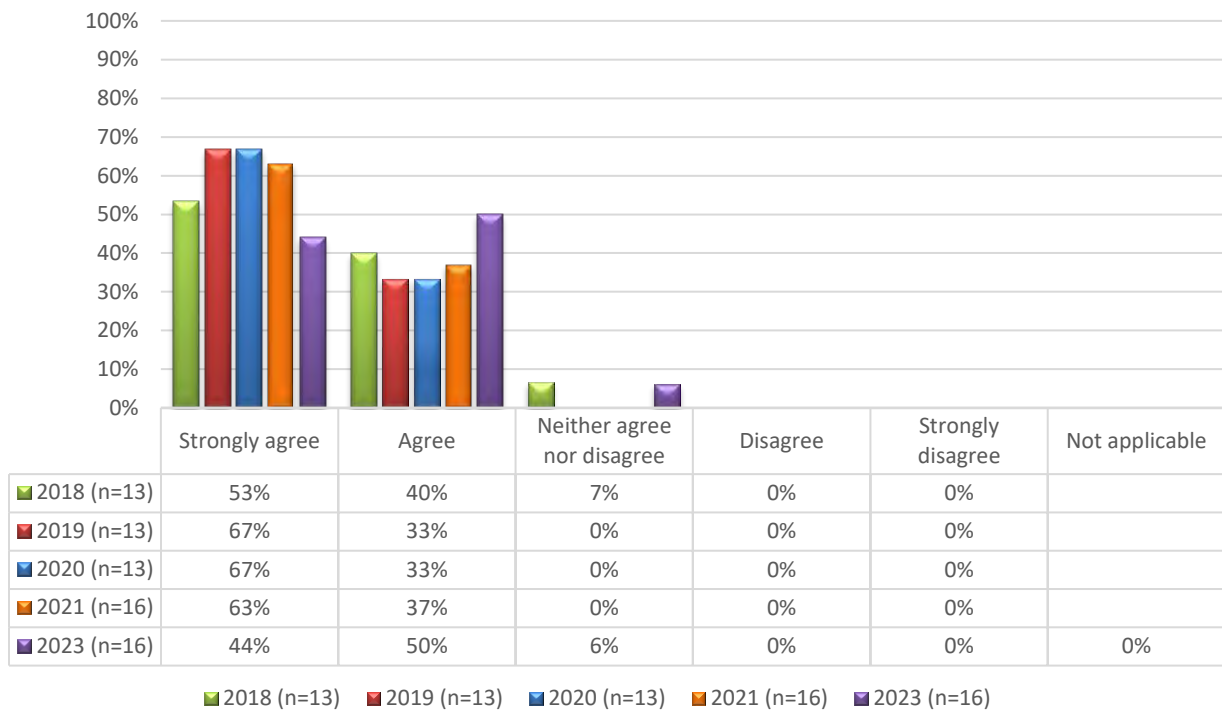
5. The Recipient contacted our organization to review utilization and expenditures that were not on target.



Comments for 2023

- Utilization reviews were regular and utilized for sweeps allocations.
- Support reviewing our targets.
- *Recipient response: The Recipient appreciates the comments.*

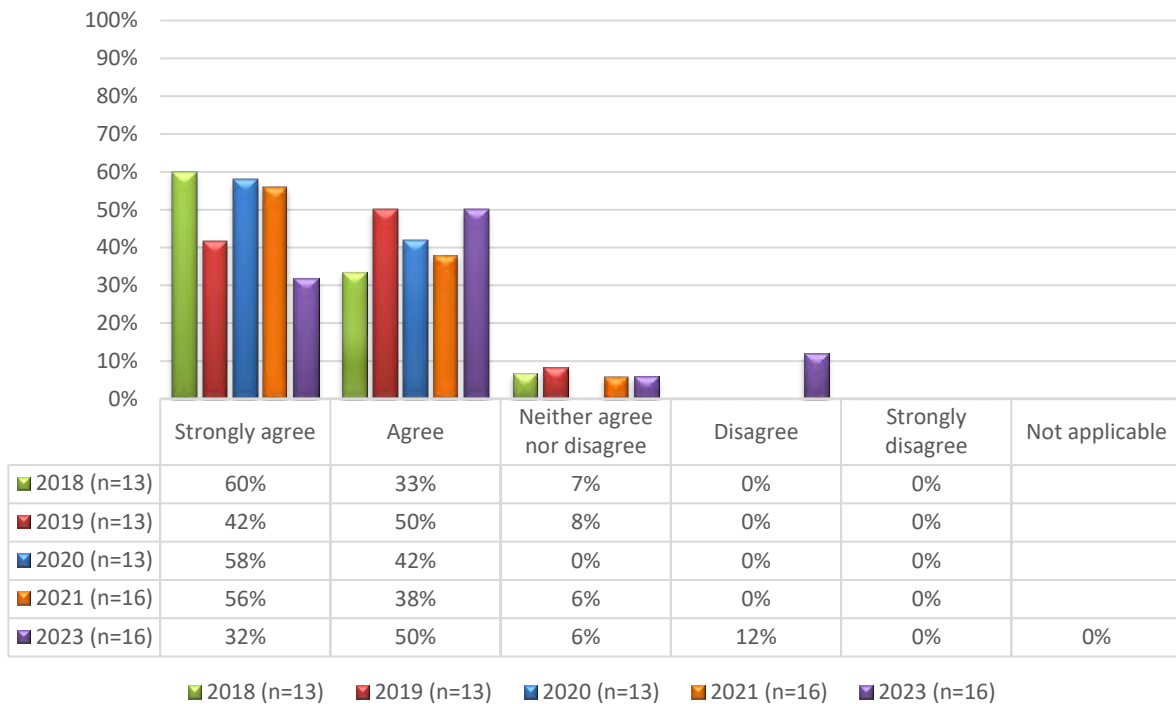
6. The Recipient reviewed our organization’s service utilization and reimbursement requests submissions in a timely manner.



Comments for 2023

- Reimbursement requests were timely without conflicts.
- They do so in a timely manner and have conversations about it.
- *Recipient response: The Recipient appreciates the comments.*

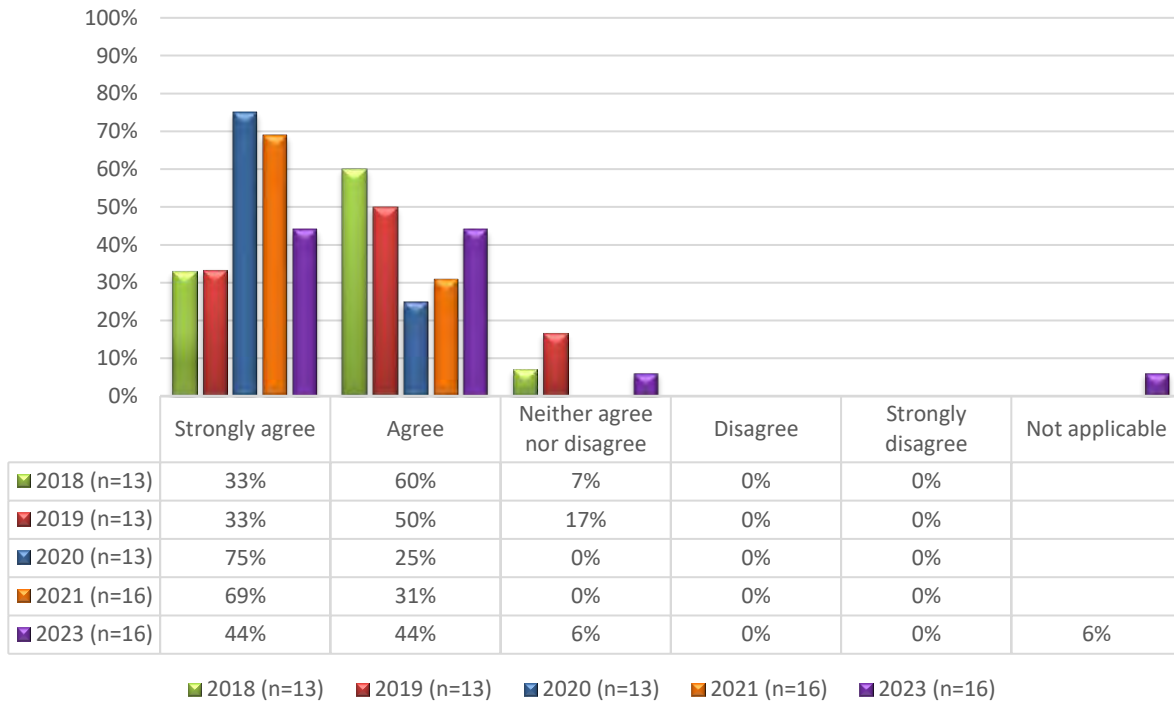
7. The Recipient provided payment to our organization within 30 days of submission of complete and accurate invoices.



Comments for 2023

- Payments were received within time frames.
 - *Recipient response: The Recipient appreciates the comment.*

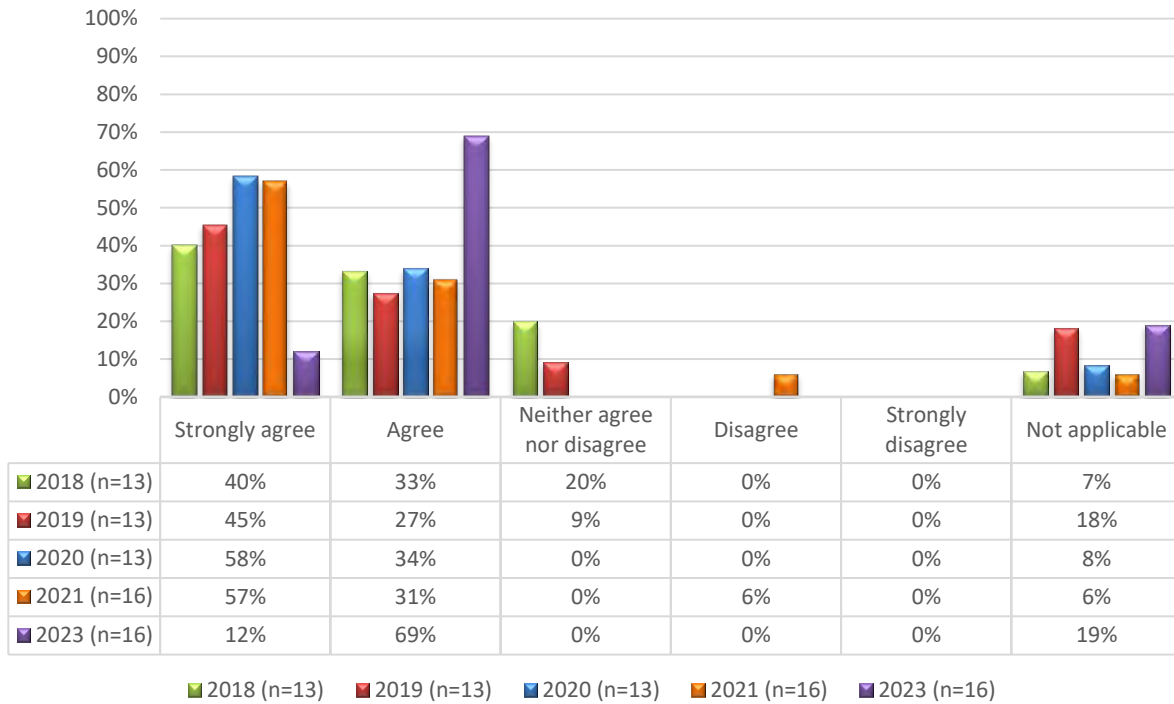
8. The Recipient clearly explained any holds or disallowances on reimbursement requests.



Comments for 2023

- Clear and detailed communications received for holds or disallowances.
- Emails are clear and also they are open to receiving calls to clarify.
- *Recipient response: The Recipient appreciates the comments.*

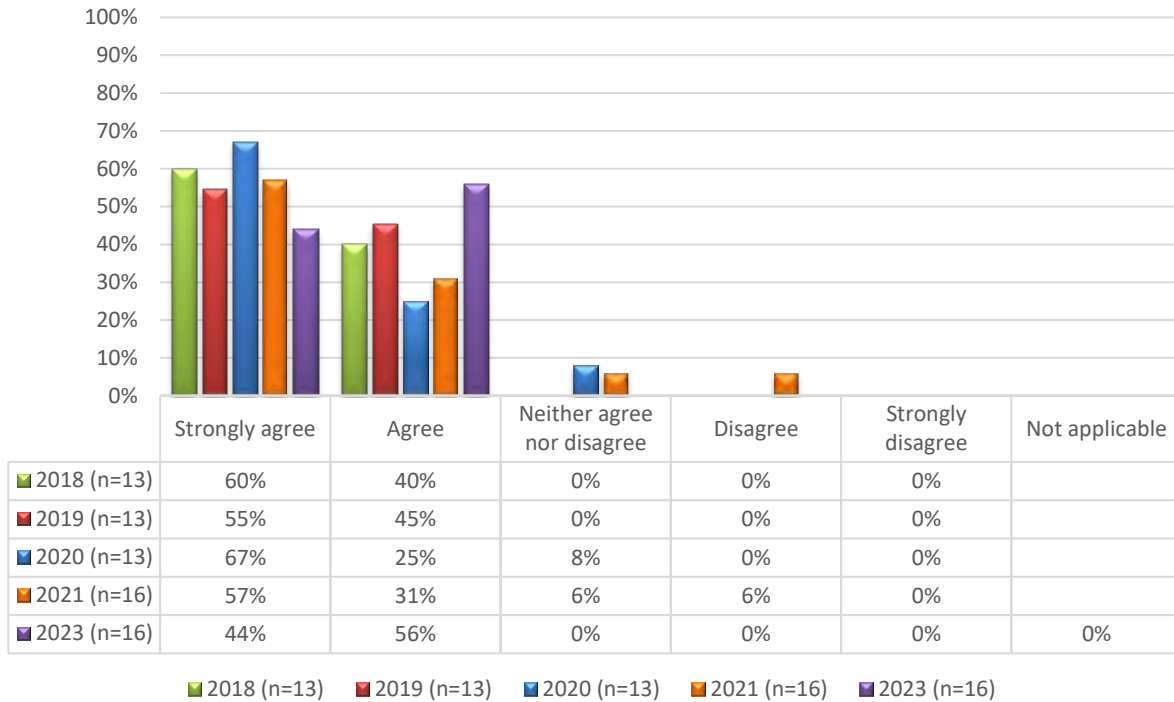
9. When/if our organization requested programmatic and/or fiscal technical assistance or training, it was provided in a timely manner.



Comments for 2023

- OMB is supportive of subrecipients technical assistance needs.
 - They want to make sure that we fully understand how to provide services and manage its utilization
- *Recipient response: The Recipient appreciates the comments.*

10. 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.).

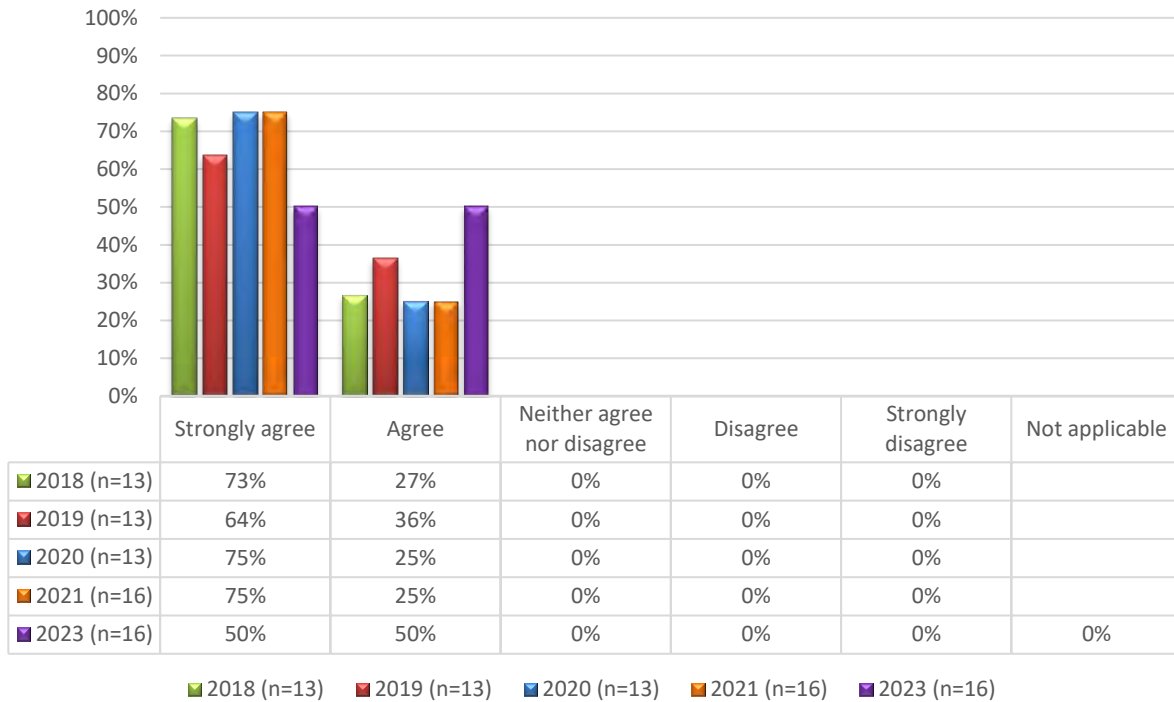


Comments for 2023

- OMB is supportive of subrecipients technical assistance needs.
- They want to make sure that we fully understand how to provide services and manage its utilization.

- *Recipient response:* The Recipient appreciates the comments.

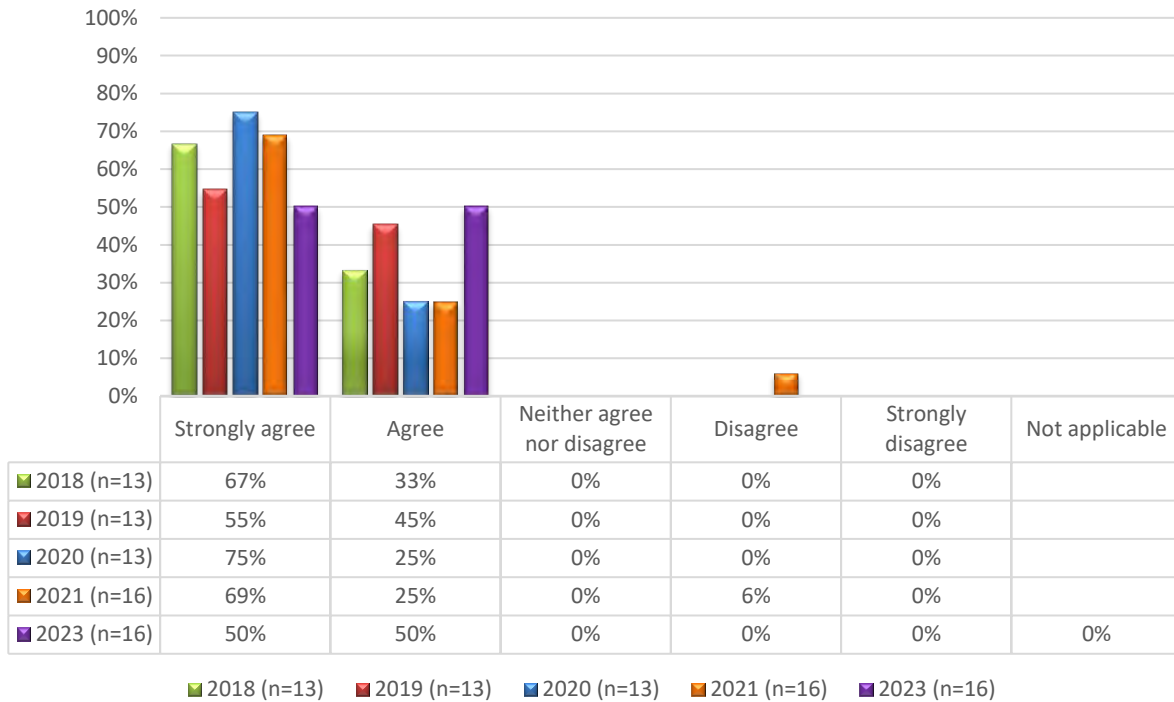
11. Communication between the Recipient and our organization has been timely.



Comments for 2023

- Communication responses are timely, if not the same day within 24 hours.
- They have an open door policy.
- *Recipient response: The Recipient appreciates the comments.*

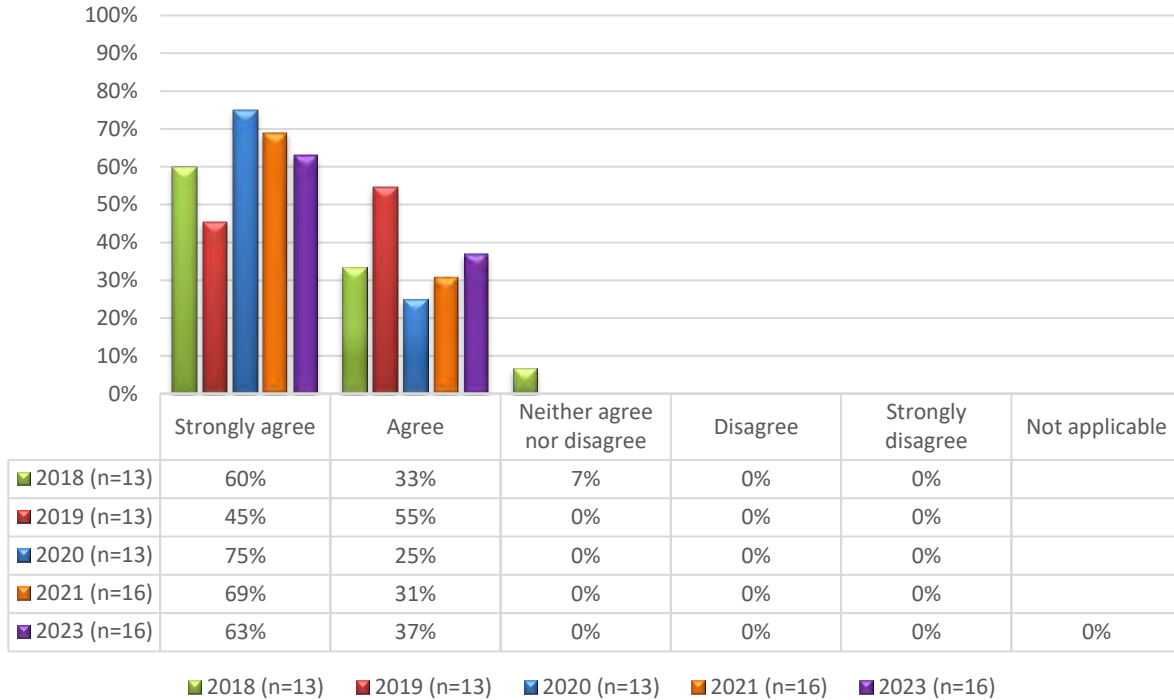
12. Communication between the Recipient and our organization has been effective.



Comments for 2023

- Open channel of communications between recipient and organization.
- After meetings or conversations we find ourselves improving.
 - *Recipient response: The Recipient appreciates the comments.*

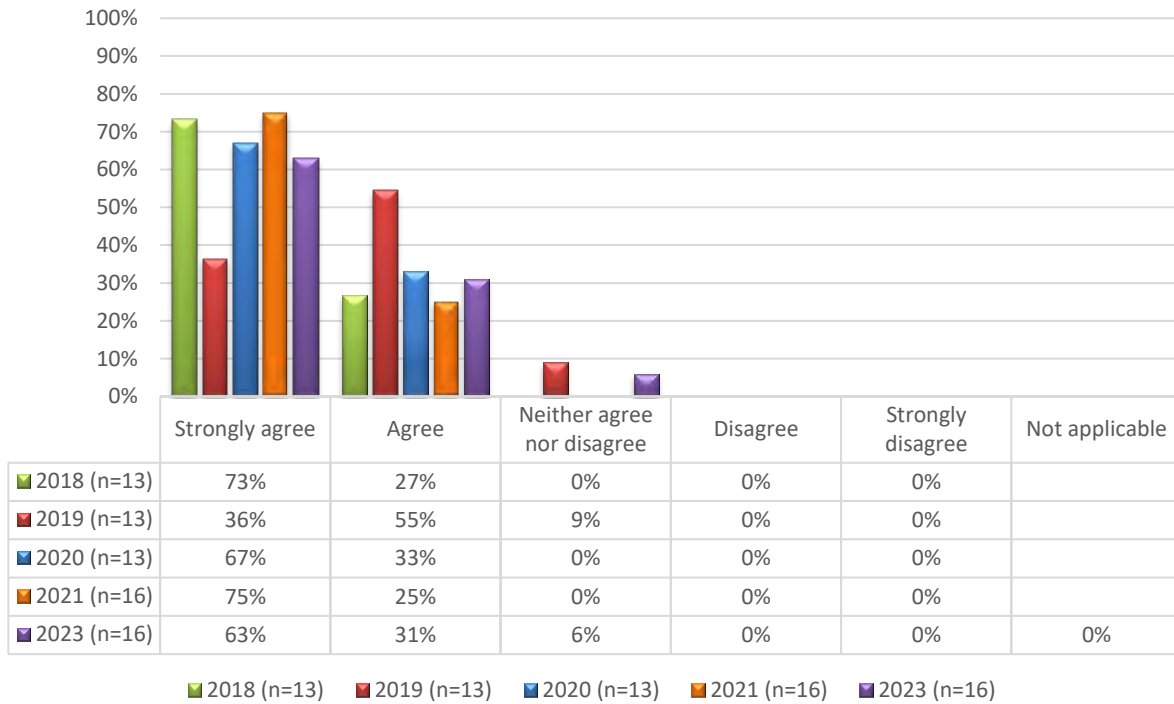
13. The Recipient informed our organization of reallocation processes (sweeps) and the requirements of a spending plan in order to adjust our organization’s budget during the contract year.



Comment for 2023

- Notification [of] sweeps allocations were timely without incident.
 - *Recipient response: The Recipient appreciates the comment.*

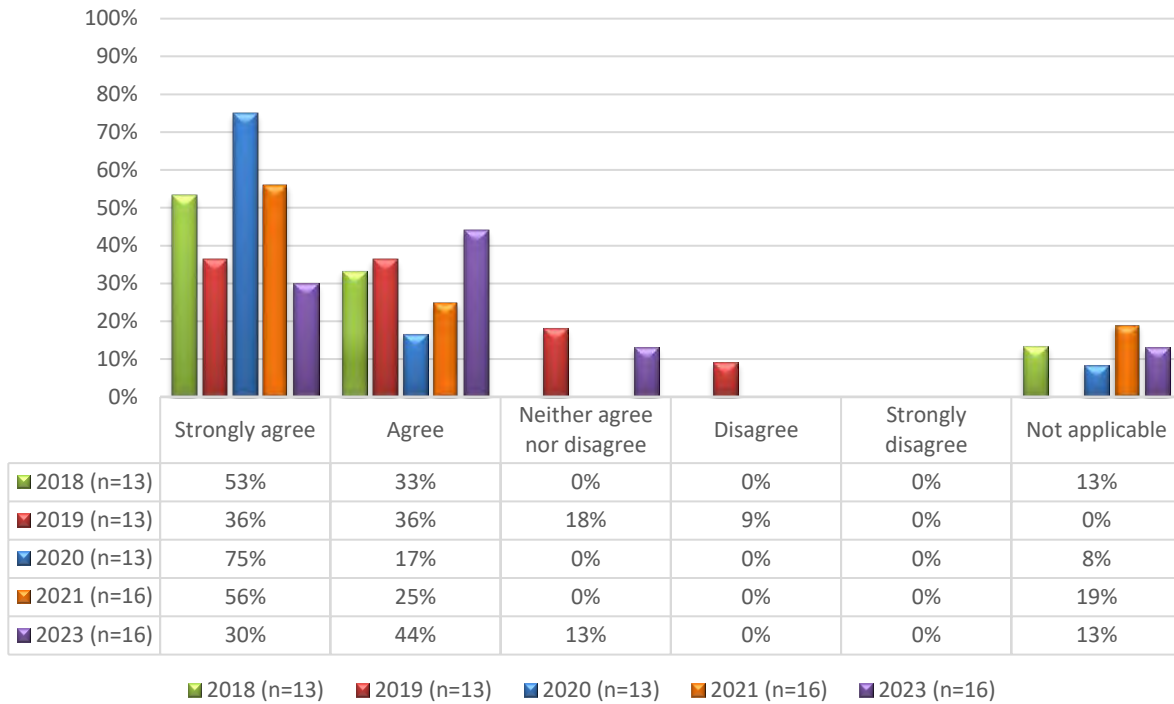
14. The Recipient kept our organization well informed of Miami-Dade HIV/AIDS Partnership decisions that impact Ryan White Program subrecipients (e.g., approval of or changes to service definitions, notice of Prescription Drug Formulary changes, updates to Allowable Medical Conditions, changes to billable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



Comment for 2023

- Communications from Partnership updates/changes are received timely.
 - *Recipient response: The Recipient appreciates the comment.*

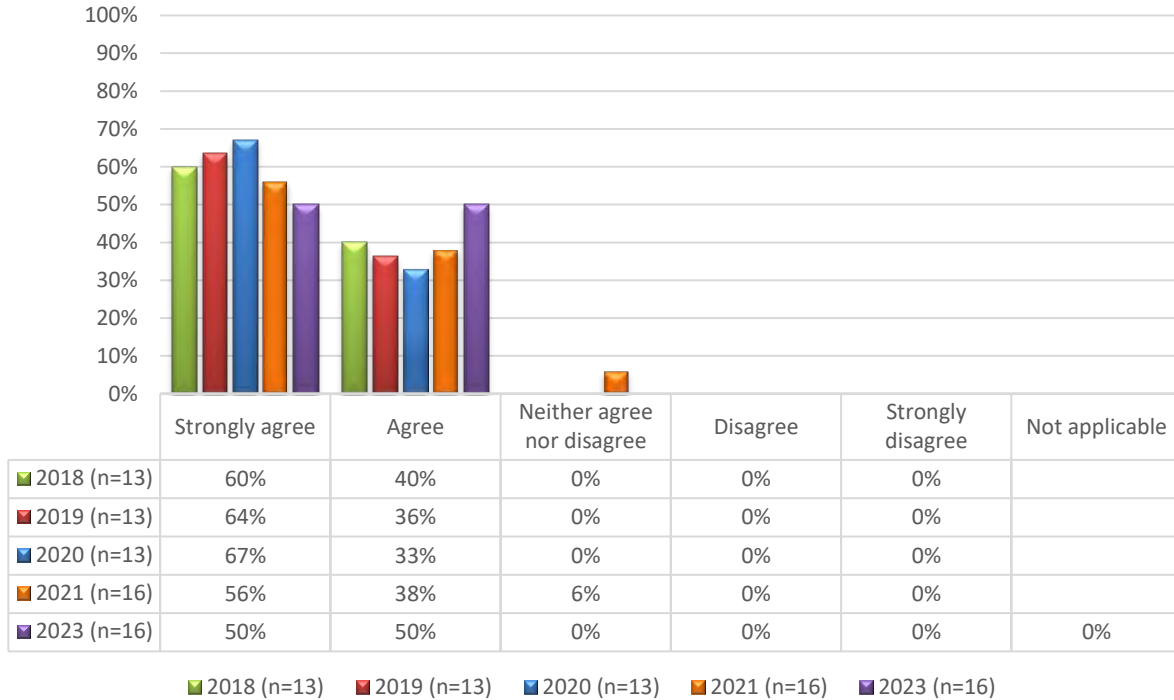
15. When contract non-compliance issues were raised, the Recipient provided adequate time for remediation specific to the issue.



Comments for 2023

- Recipient supports organization timelines for corrective action plans submission.
 - Always provide adequate time to remediate and if extensions are needed they work with each organization on a case by case [basis].
- *Recipient response: The Recipient appreciates the comments.*

16. 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.

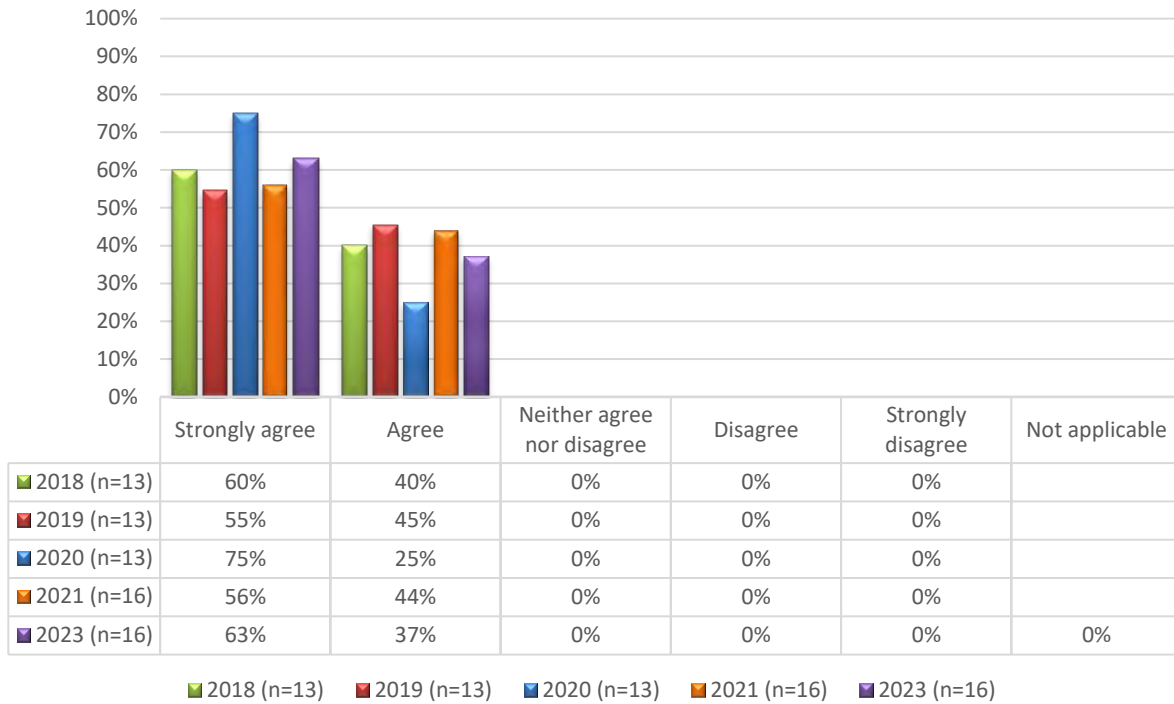


Comments for 2023

- Recipient is supportive of organization requests with quick turnaround.
- They work to ensure that we comprehend what is being requested to properly deliver the information.

- *Recipient response: The Recipient appreciates the comments.*

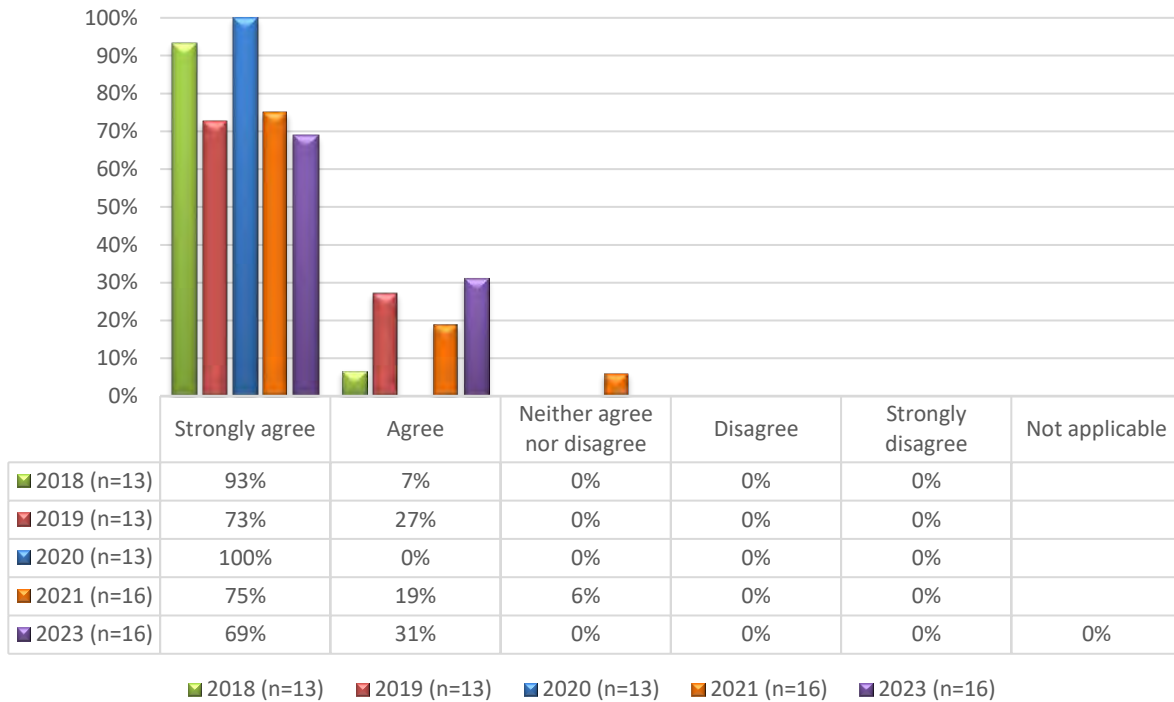
17. The Recipient responded adequately to inquiries, requests, and problem-solving needs from our organization.



Comments for 2023

- Recipient provided clear advisement/guidelines to organization requests.
 - *Recipient response: The Recipient appreciates the comment.*

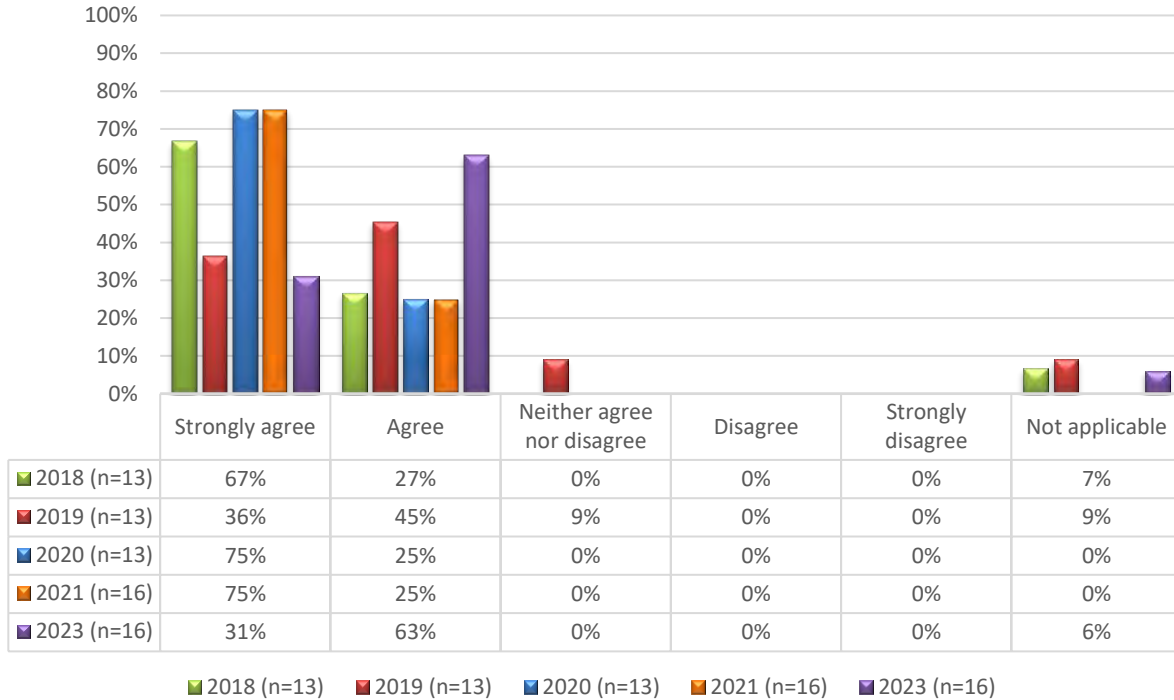
18. The Recipient's staff was courteous and respectful.



Comments for 2023

- The OMB team has been a pleasure to work with and are very responsive to our requests.
- Recipient staff are supportive in providing guidance.
- Knowledgeable, courteous and very professional.
- *Recipient response: The Recipient appreciates the comments.*

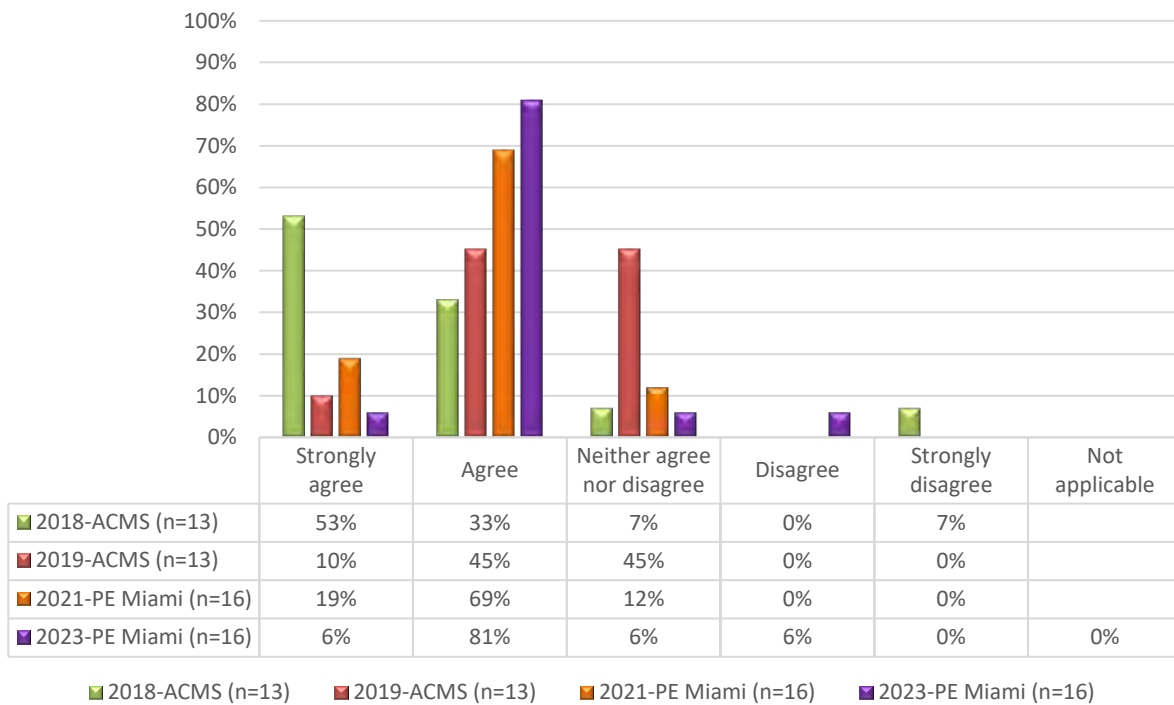
19. Behavioral Science Research Corp. (BSR), the Recipient’s Ryan White Program Clinical Quality Management contractor, responded adequately to inquiries, requests, and problem-solving from our organization.



Comments for 2023

- BSR provides feedback and guidance to organizations requests, including data reporting.
 - Always glad to help and support.
- *Recipient response: The Recipient (and BSR staff) appreciate the comments.*

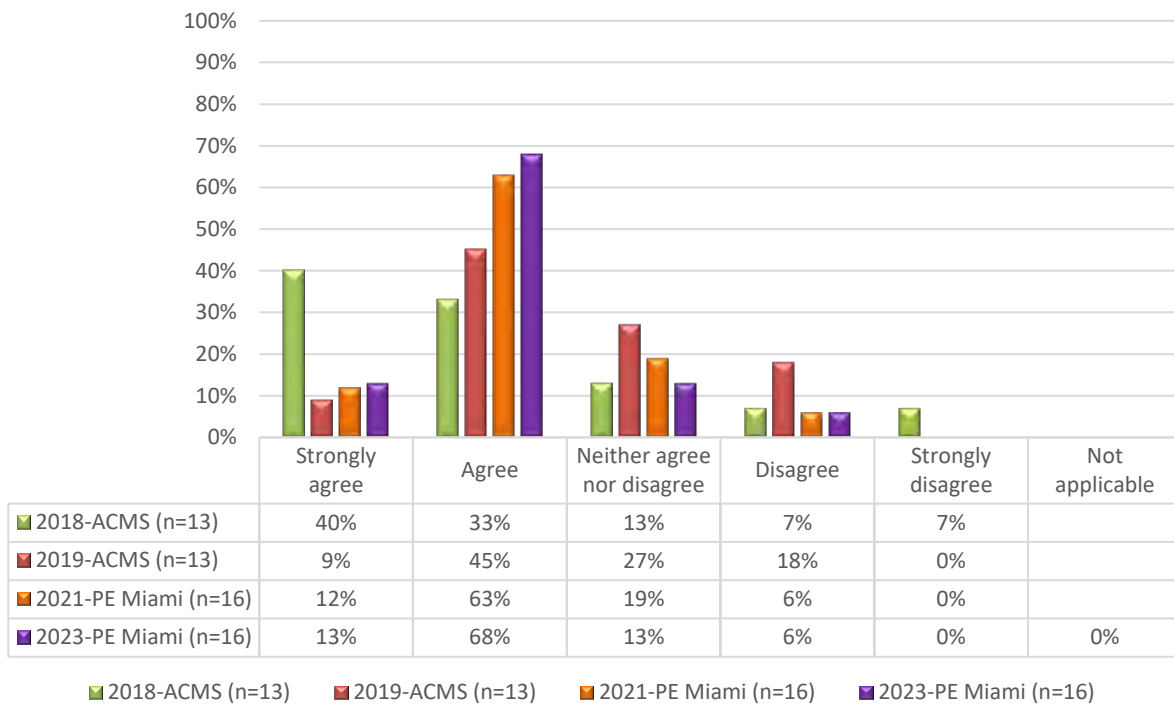
20. The Provide® Enterprise Miami (PE Miami) client database system is reliable.



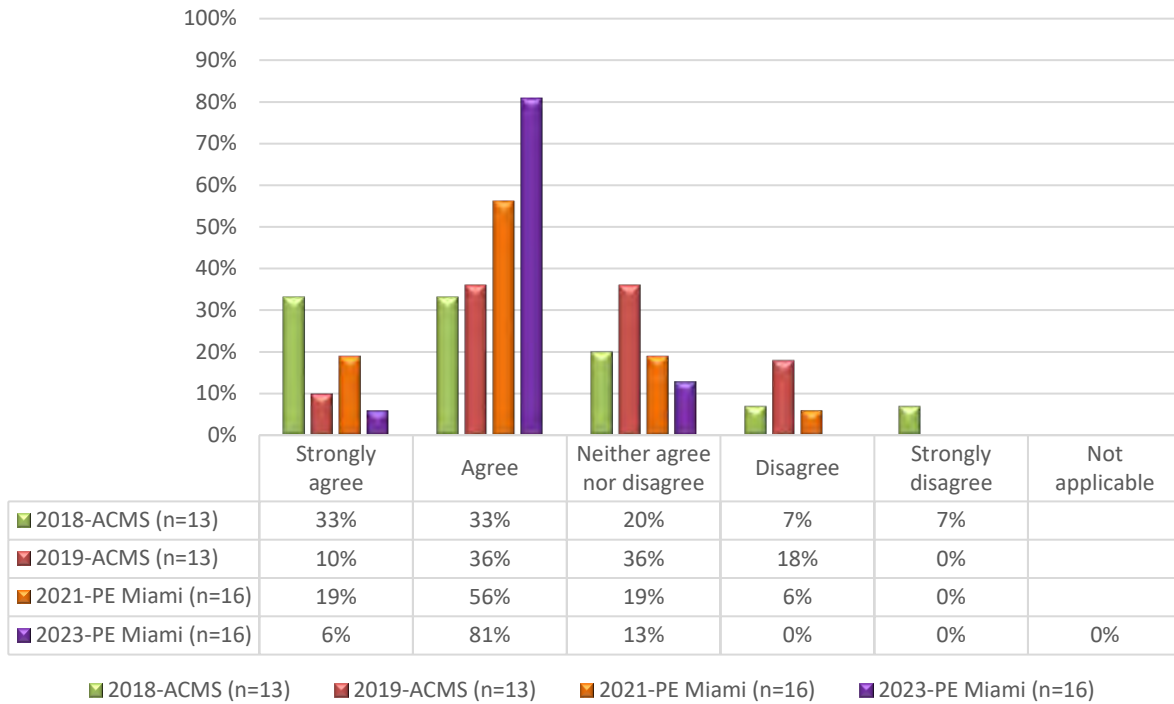
Comments for 2023

- One of the best systems we use.
- [PE Miami] is reliable and supports internal reporting requirements.
- It is a good system.
 - *Recipient response:* The Recipient appreciates the comments.
- [PE Miami] database is slow. Some ADAP and ACA insurance enrollments do not update.
 - *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 reports, develop and enhance PE Miami training, and support peer-to-peer training.

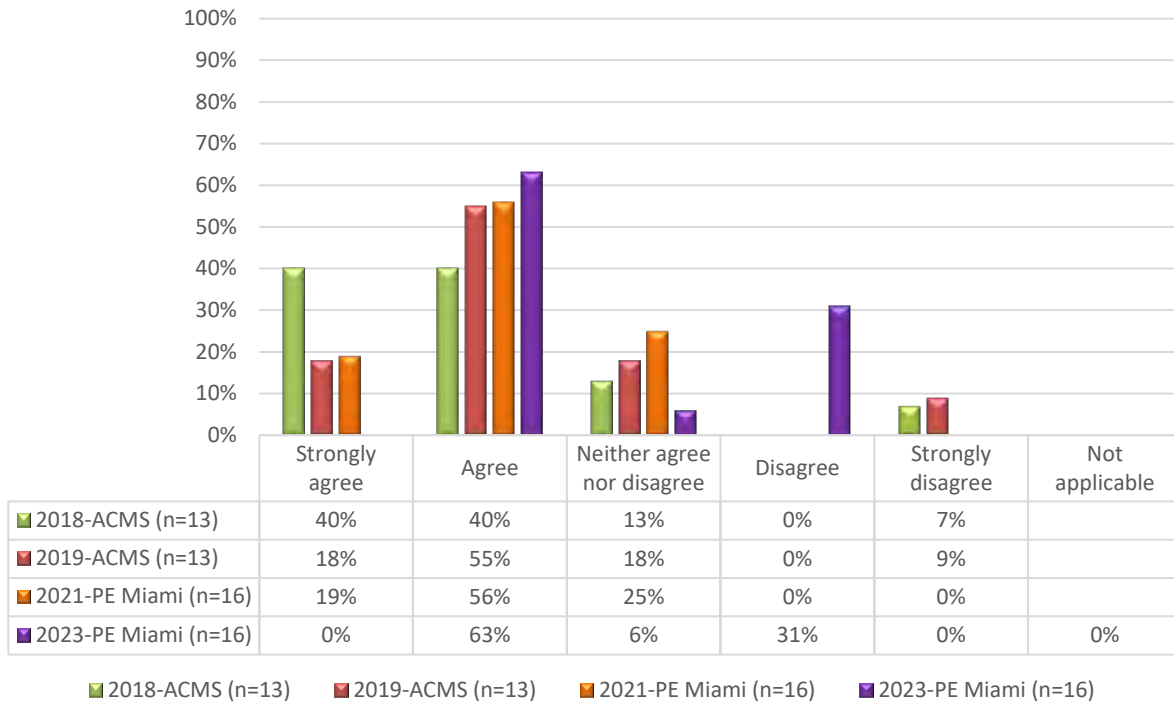
21. The PE Miami client database system is easy to use.



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



23. 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 corrections.