



**Executive Committee Meeting  
Behavioral Science Research Corporation  
2121 Ponce de Leon Blvd, Ste. 240  
Coral Gables, FL 33134  
February 28, 2024**

#	Members	Present	Absent	Guests	
1	Herz, Stephen	x		Carla Valle-Schwenk	
2	McIntyre, Harold		x		
3	McMullen, Lamar		x		
4	Mooss, Angela	x			
5	Sarmiento, Abril	x			
6	Sheehan, Diana M.	x		<b>Staff</b>	
7	Tramel-McIntyre, Alecia	x		Bontempo, Christina	Meizoso, Marlen
8	Trepka, Mary Jo	x		Ladner, Robert	
<b>Quorum = 4</b>					

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

**I. Call to Order** *Stephen Herz*

Stephen Herz volunteered to chair in the Chair’s absence. He called the meeting to order at 10:04 a.m.

**II. Introductions** *All*

Mr. Herz introduced himself, and requested introductions from all participants around the room.

**III. Meeting Housekeeping and Rules** *Marlen Meizoso*

Marlen Meizoso reviewed the meeting housekeeping handout, which provided the ground rules and reminders for the meeting. Items reviewed included the location of meeting items on the website.

**IV. Floor Open to the Public** *Stephen Herz*

Mr. Herz opened the floor to the public with the following statement:

*“Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any item on our agenda today. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns. BSR has a dedicated telephone line as well as a general email address for statements to be read into the record. No statements were received via the telephone line or email.”*

No comments were made so the floor was closed.

**V. Review/Approve Agenda** *All*

The committee reviewed the agenda and suggested replacing Stephen Herz for the chair and vice chair in

lieu of their arrival. The Committee voted to approve the agenda with the change discussed.

**Motion to approve the agenda as discussed.**

**Moved:** Abril Sarmiento

**Seconded:** Angela Mooss

**Motion:** Passed

**VI. Review/Approve Minutes of January 30, 2024**

*All*

Members reviewed the minutes of January 30, 2024, and made a motion to accept the minutes as presented.

**Motion to approve the minutes of January 30, 2024 as presented.**

**Moved:** Dr. Mary Jo Treпка

**Seconded:** Dr. Diana Sheehan

**Motion:** Passed

**VII. Reports**

• **Vacancy/Membership Updates**

*Marlen Meizoso*

Mrs. Meizoso reviewed the vacancies on the Miami-Dade HIV/AIDS Partnership. All Partnership committees have vacancies. The revisions to the ordinance have not been addressed by the Board of County Commissioners. There are eight vacancies for members of the affected community, but four possible candidates are being vetted by the Community Coalition with possible approvals in March or April.

• **Updates on Membership Surveys**

*Marlen Meizoso*

Mrs. Meizoso indicated that the membership surveys were distributed to all the committees. All the committees indicated they prefer their current schedule. Community Coalition continues to move throughout the community. Care and Treatment is meeting next month at Care Resource.

**VIII. Standing Business**

• **Planning Council Support Budget and Scope**

*All*

The staff support budget and scope was presented to the Executive Committee as indicated by the policy and procedure. The scope indicated all the activities staff support engages in on behalf of the planning council including all the deliverables by committee and included Integrated Planning items. Dr. Robert Lander reviewed the BSR \$400,000 Partnership support budget justification line by line. The total allocation has been the same since FY 2020. The current budget rent amount is a little high, but the lease expires in February 2025. Options are being explored to reduce the space or reduce the cost per square foot.

Ms. Valle-Schwenk reviewed HRSA policy clarification letter of December 6, 2022, indicating that cash or check reimbursements to persons with lived experience (PWLE) are not all allowable, but gift cards are allowed to encourage meaningful participation by PWLE in the work of the Partnership and its constituent committees. Additional clarifications are pending in the HRSA site visit report. Currently, meals are provided to PLWE attending the Community Coalition Roundtable meetings, but because of restrictions on use of RWP dollars for these meals, this PWLE support is provided through private donations or through cooperation by pharmaceutical companies. Additional assistance for PLWE who are members of the Partnership or its committees might be through ride share, but this would need to come out BSR's Partnership Support budget, and currently cannot be covered. The Partnership budget is drawn from the 10% Recipient Administration indirect cost allotment, covering the costs of the Office of Management and Budget, BSR's Partnership Staff Support budget and the Provide Enterprise data management system. Ms. Valle-Schwenk indicated that if additional funds are needed to support the Partnership activities in FY 2024, a possible sweep could be made from Recipient Administration to Staff Support since there is a shortage of two staff members at the County. In August, the budget should be reviewed prior to the

competitive grant application.

There may be some opportunities for the Executive Committee (serving as the Partnership) to redirect some funding from surveys to other line items, particularly the gift cards provided to RWP client members of the Partnership and committees in order to encourage meaningful participation. Reimbursement restrictions will be checked with HRSA. The current gift card amount may not be enough to get clients to come to meetings, and there are some members on Committees who are Peers and do not qualify for incentives. Ms. Valle-Schwenk suggested that the Committee may want to consider some type of tiered incentive model, e.g., someone who is not a member could be reimbursed for travel; once a member applies, they can receive a small incentive; and once they are fully vested, they can receive a higher incentive. It was suggested the Community Coalition should address what it would take for unaffiliated members to participate. In the policy and procedure, the methodology for developing and monitoring a budget should also be included.

**Motion to approve the current budget as presented with the understanding that the Community Coalition will provide the Executive Committee data on incentives for an upcoming meeting and then the Executive Committee will review the budget in August.**

**Moved: Dr. Mary Jo Trepka**

**Seconded: Stephen Herz**

**Motion: Passed**

It was suggested that a template for a budget from similar size EMA could be helpful.

- **Meeting Dates and Planning for 2024**

*All*

Mrs. Meizoso reviewed the draft of the meeting dates for the committee. The Committee meets every other month. The Committee suggested restarting their cycle in April rather than March since all elections would have taken place. Staff will update the calendars and send it out to the committee.

The planning template with 2024 items was reviewed. Edits to the Bylaws are needed but can be done gradually since the ordinance changes have not been addressed. Members were directed to the copy of the Bylaws in the meeting materials. At the next meeting, the officer training will take place.

## **IX. New Business**

- **Committee Reports to Executive (time-sensitive items) Care and Treatment**

*All*

The report was presented for review and ratification by the Committee since the Partnership could not make quorum in February and the items being addressed are time sensitive. Remaining motions will be addressed at the March Partnership meeting.

Dr. Mary Jo Trepka reviewed the motion to accept the edits to the Nutritional Assessment Letter for Extension of Occurrences of Food Bank Services approved by the Care and Treatment Committee.

**Motion to accept the changes to the Nutritional Assessment Letter for Extension of Occurrences of Food Bank Services as discussed.**

**Moved: Dr. Mary Jo Trepka**

**Seconded: Dr. Angela Mooss**

**Motion: Passed**

HRSA has requested that the planning council have service standards for all service categories regardless of whether or not the services are funded. While PCN 16-02 with local restrictions was used in the past, a formal motion was not made for FY 2023 or FY 2024. The Committee made a motion adopting the Miami-Dade Ryan White Program Service Standard Excerpts document for FY 2023 and FY 2024.

**Motion to adopt the PCN 16-02 service standards retroactively for FY 2023 and for FY 2024 with local restrictions and accept the Miami-Dade Ryan White Program Service Standard Excerpts for FY 2023 and FY 2024 as presented.**

**Moved: Dr. Mary Jo Trepka**

**Seconded: Dr. Angela Mooss**

**Motion: Passed**

• **Officer Training-Making Motions**

*All*

Mrs. Meizoso reviewed an infographic on making motions, as a reminder to officers that discussion needs to be requested. This item will be reviewed next month during officer training.

**X. Announcements and Open Discussion**

*All*

“HIV is Not a Crime” day events are being held throughout the county. Tomorrow there is a lunch being held by Simply Health. Staff announced the next two Get on Board trainings, on getting to know the grantees and meeting prep.

**XI. Next Meeting**

*Alecia Tramel-McIntyre*

The next scheduled Executive Committee meeting is Wednesday, April 24, 2024 at BSR.

**XII. Adjournment**

*Alecia Tramel- McIntyre*

Ms. Tramel-McIntyre thanked everyone and requested adjournment of the meeting.

**Motion to adjourn.**

**Moved: Stephen Herz**

**Seconded: Dr. Mary Jo Trepka**

**Motion: Passed**

Ms. Tramel-McIntyre adjourned the meeting at noon.