



MIAMI-DADE
HIV/AIDS PARTNERSHIP

Get on Board!

**Station 10: Your Role at Meetings: From Meeting
Notice to Adjournment**

March 8, 2023





Get on Board!

- **Get on Board!** is a virtual training series for Miami-Dade HIV/AIDS Partnership members, Ryan White Program clients, and the HIV/AIDS community.
- Trainings include a variety of topics to promote understanding of the Ryan White Program planning council (Partnership) and service system.
- Today's training is led by Partnership Staff, Marlen Meizoso and Christina Bontempo, who have more than 20 years combined experience with the Partnership and the Ryan White Program.
- Participants are welcome to chat questions or comments to Staff throughout the presentation.
- This presentation and presentation notes will be posted online at aidsnet.org/orientation/.



Today's Topics

- What is a meeting?
- Your role as a committee member or meeting guest
- What is an agenda and meeting items?
- Understanding the importance of meetings.

This is an interactive course.

Get ready to CHAT!



Meeting Basics

- Meetings are the way the Miami-Dade HIV/AIDS Partnership and its committees conduct business.
- How many people have attended a Partnership meeting before?
 - Please **RAISE YOUR HAND.**
- Once you understand that all meetings have a similar structure, you will be able to follow along at every meeting!
- We will be reviewing some terms today to clarify some of what you hear and see at meetings.



Meeting Notice



Care and Treatment Committee Thursday, March 2, 2023, 10:00 a.m. – 12:00 p.m.

MIAMI-DADE COUNTY, FLORIDA
SUNSHINE NOTICE

NOTICE IS GIVEN that a Sunshine Meeting of the Miami-Dade HIV/AIDS Partnership Care and Treatment Committee is scheduled **IN PERSON** for Thursday, March 2, at 10:00 am hear the presentation “HIV Epidemiology In Miami-Dade County, 2021”, review a service definition, and other such business as may come before the board. **Quorum of members is required to hold the meeting.**

The meeting will be held at:

Miami-Dade County Main Library
101 West Flagler Street, Auditorium
Miami, FL 33130

Parking for the library is at the Cultural Center garage (50 NW 2nd Ave, Miami, FL 33128), directly across the street. **Effective immediately, all attendees must validate their parking at the library security desk to receive a reduced parking rate of \$5.**

Attendees are asked to wear a mask at the meetings. While masking cannot be enforced, we hope you will respect the health concerns of members and guests and choose to **bring your mask** and wear it for the duration of the meeting. As always, persons who are sick or may have been exposed to COVID-19 are asked not to attend.

To request meeting materials in accessible format, a sign language interpreter, CART (Communication Access Real-time Translation) services, and/or any other accommodation to participate in this or any other Miami-Dade HIV/AIDS Partnership meeting, please contact Marlen Meizoso at (305) 445-1076 or send an e-mail to hiv-aidsinfo@behavioralscience.com at least five (5) calendar days in advance to initiate your request. TTY users may also call 711 (Florida Relay Services). Miami-Dade County provides equal access and equal opportunity in its programs, services, employment, and activities and does not discriminate on the basis of disability.

If you have any questions, if you wish to RSVP as a member or guest, or if you require additional information regarding this meeting, please call (305) 445-1076 or send an e-mail to hiv-aidsinfo@behavioralscience.com. **All RSVPs are required at least 48 hours in advance of the meeting.**

If you are *unable* to attend this meeting but would like to leave a public comment on any item on the meeting agenda, please call 305-445-1076 and leave a message to be read into the record at this meeting. Please include your name and local address when you leave your comment.

- Sent via email two weeks before each meeting.
- Announces meeting title, date, time, and location.
- Indicates key topics for the meeting.
- Reminds members and guest to RSVP.



RSVP

- **MEMBERS** are expected to RSVP to ensure quorum.
- All attendees should RSVP to ensure we have enough meeting materials and meeting space.
- How to RSVP:
 1. Respond to meeting notices via email;
 2. Contact staff directly via email;
 3. Contact staff directly via phone.



Cancellation Notice



Meeting Notice Care and Treatment Committee Thursday, February 2, 2023

The Care and Treatment Committee's activities include conducting an **annual needs assessment**, determining **Ryan White Program service priorities** and allocating **Ryan White Program funds** each fiscal year, evaluating **service cost and utilization** of Partnership programs and identifying **funding and provider resources** within Miami-Dade County.

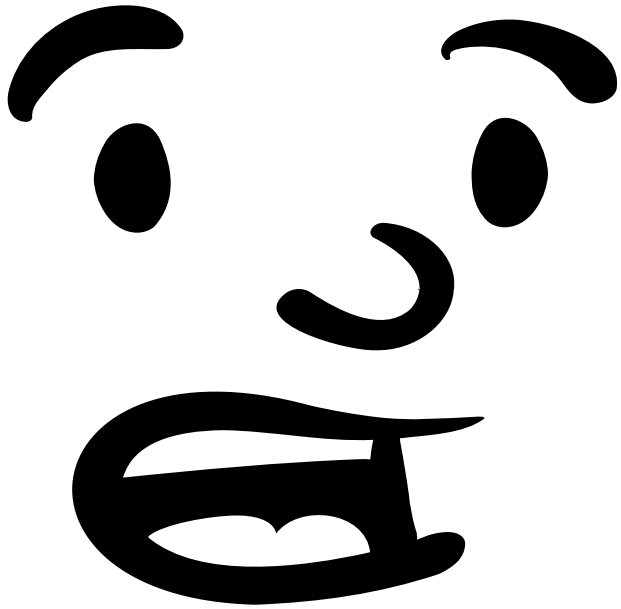
Next Scheduled Meeting Date

March 2, 2023

Stay informed by following:

<http://www.aidsnet.org>
https://www.instagram.com/hiv_partnership/
<https://www.facebook.com/HIVPartnership>
<https://twitter.com/HIVPartnership>

- A simplified notice sent in the event of a cancellation.



You can **RSVP** by:

- a) Responding to meeting notices via email.
- b) Contacting staff directly via email or phone.
- c) Just showing up
- d) A and B
- e) All of the above.

Knowledge Check



Before You Arrive



- RSVP to the meeting.
- Review all materials in advance.

HTTP://AIDSNET.ORG/MEETING-DOCUMENTS/

Meeting Docs

Partnership Meeting Reference Documents

This page includes reference documents for meetings of the Miami-Dade HIV/AIDS Partnership and its committees. Many documents are marked **DRAFT** until approved by the committee and/or Partnership, and should not be distributed as final versions. *Where a listing is not "clickable", the document is under development and will be posted prior to the meeting.* Please contact designated Staff Support for additional information.

Monthly Reports

These reports will be referenced during meetings. For questions or to request a paper copy of any report(s), please contact hiv-aidsinfo@behavioralscience.com.

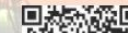
- [Partnership Report to Committees](#) (February 15, 2022)
- [Vacancy Report](#) (February 25, 2022)
- Please promote [Membership Opportunities](#)
- Grantee/Recipient Reports
 - [Expenditures](#) Ryan White Program Part A / Minority AIDS Initiative (MAI) (Paid Invoices through December 2021)
 - [Clients Served and Service Units](#) Ryan White Program Part A / MAI (November 2021)
 - [AIDS Drug Assistance Program \(ADAP\)](#) (February 2022)
 - [Ryan White Program Part B](#) (January 2022)
 - [General Revenue](#) (December 2021)

Quick Links

- [Partnership](#)
- [Executive Committee](#)
- [Community Coalition](#)
- [Housing Committee](#)
- [Care and Treatment Committee](#)
- [Medical Care Subcommittee](#)
- [Prevention Committee](#)
- [Strategic Planning Committee](#)
- [Joint Integrated Plan Review Team](#)
- [Joint Ending the HIV Epidemic Team](#)

RSVP

March



Announcements

Meeting announcements should be [forwarded to Staff](#) for distribution through this website and the [Community Newsletter](#).

Miami-Dade HIV/AIDS Partnership

- [Draft Agenda, TUESDAY, February 15, 2022](#)
- [Draft Minutes, December 13, 2021](#)
- [Committee Report to the Partnership](#)
- [See Reports](#)
- [Requiring the Use of Masks at County Facilities, Mayor Levine Cava Memo, 12/22/21](#)
- [Join the Partnership](#)
- [Contact Staff Support: Christina Bontempo](#)



When You Arrive

- Sign-in
 - Attendees sign on either the member sheet or guest sheet.
- Pick-up a meeting packet
 - Member packets have your tent card and meeting materials.
 - Guest packets have meeting materials.
- Members should sit at the table.
- Guests should sit in the audience.

Meeting Rules

BYLAWS

- Written rules that govern the Partnership activities and member responsibilities, including attendance requirements.
- 🖱️ Online at <http://aidsnet.org>.

ROBERTS RULES OF ORDER.

- An orderly way to conduct a business meeting.

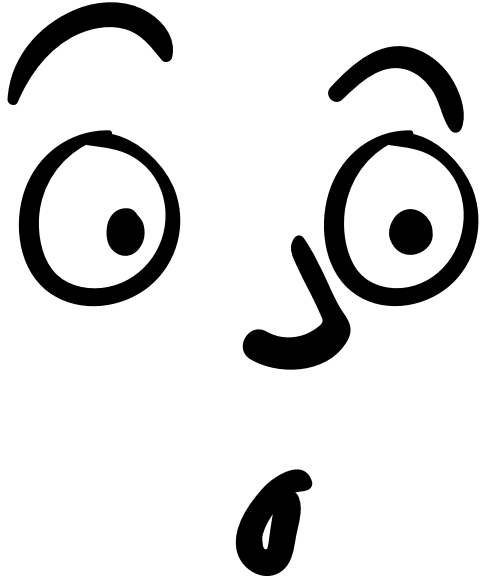
CODE OF CONDUCT

- Rules of behavior that all members and guests must abide by.
- Located in Bylaws, Addendum B.



Government in the Sunshine

- All meetings are governed by Government in the Sunshine, which requires open meetings.
- All discussions regarding Partnership business must take place within the meeting.
- Side-bar conversations are not allowed and may be a violation of Government in the Sunshine.
- More information on Government in the Sunshine is discussed during County Ethics Training, a required training for new members.



A **Meeting Notice** functions to:

- a) List designated speakers.
- b) Advertise the meeting.
- c) Report on community updates.
- d) Call for a motion.

Knowledge Check



Agenda

Note To Members

Members should review the Agenda prior to the meeting.



Care and Treatment Thursday, January 12, 2023

10:00 a.m. – 12:00 p.m.

Miami-Dade County Main Library
101 West Flagler Street, Auditorium
Miami, FL 33130

AGENDA


I.	Call to Order	Dennis Iadarola
II.	Meeting Housekeeping and Rules	Dennis Iadarola
III.	Introductions	All
IV.	Floor Open to the Public	Dennis Iadarola
V.	Review/Approve Agenda	All
VI.	Review/Approve Minutes of November 3, 2022	All
VII.	Reports	
	• Recipients (Part A, Part B, ADAP, General Revenue)	All
	• Vacancies	Marlen Meizoso
	• Medical Care Subcommittee Report	Marlen Meizoso
VIII.	Standing Business	
	• 2023 Officer Elections	All
IX.	New Business	
	• Service Descriptions-Medical Case Management, Emergency Financial Assistance, Health Insurance, Food Bank, and Outreach	All
X.	Announcements	All
XI.	Next Meeting: February 2, 2023 at Main Library- Auditorium	Dennis Iadarola
XII.	Adjournment	Dennis Iadarola


Please turn off or mute cellular devices – Thank you

For more information, regarding the Miami-Dade HIV/AIDS Partnership's Care and Treatment Committee please contact Marlen Meizoso at 305-445-1076 or marlen@behavioralscience.com

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | twitter.com/HIVPartnership | instagram.com/hiv_partnership/

- Similar structure across meetings.
- Indicates topics and leaders of topics.

 [Posted prior to each meeting.](#)

 Motion: Approval of the Agenda

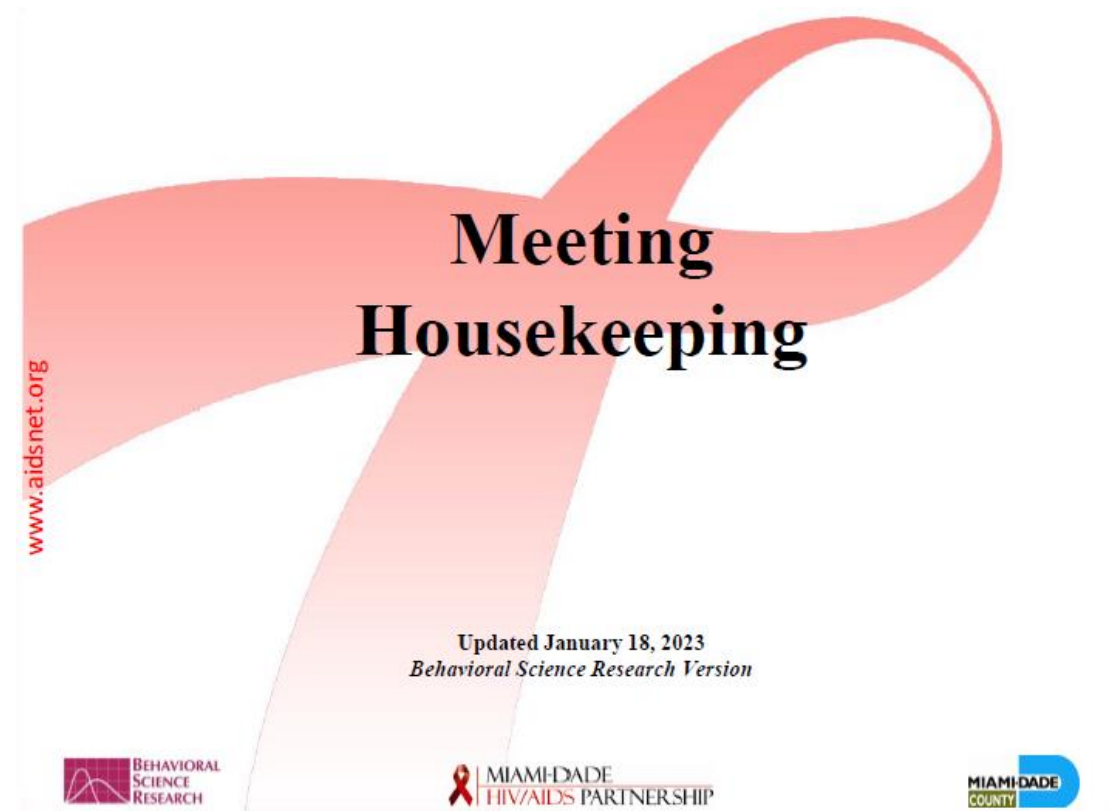


Call to Order

- Called upon by an officer (Chair or Vice Chair).
- Officially starts the meeting.

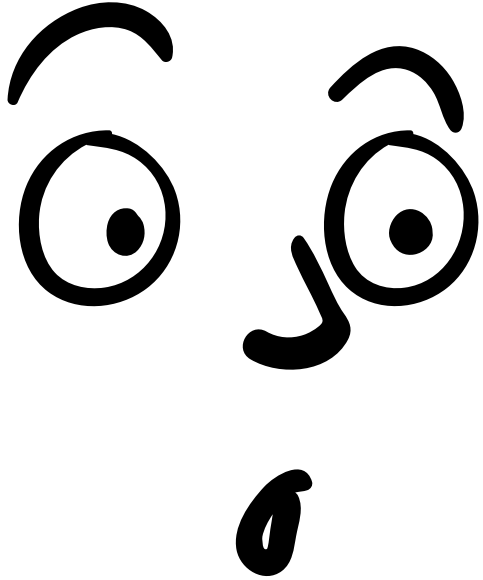


Housekeeping



- General reminders about meeting decorum, attendance, parking, and tips for participation.

🔗 Online at <http://aidsnet.org/meeting-documents/>



These **documents** are available on aidsnet.org:

- a) Reports
- b) Minutes
- c) Agendas
- d) All of the above

Knowledge Check



Hi, I'm Pete!



Introductions

- Point in the meeting to take “roll call”.
- Members and guest will be asked to introduce themselves, stating their name.
- Additional information can be shared such as seat assignment or employer.



Floor Open to Public

Note To Members

Members *should not comment* during this section.

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.

- Legal disclaimer read at every meeting to allow **the public (meeting guests)** to comment on any item topic on the *current* agenda.
- Time restricted.
- Speaker must include legal address when making a statement.



Motions

- Decision are made through motions.
- Only members can make a motion or second a motion.
- Requires a mover (makes motion) and a second (to accept the motion) and a positive vote.
- If a motion is not seconded or approved, it dies.





Minutes

Note To Members

Members should review the Minutes prior to the meeting.



Care and Treatment Committee Meeting
Miami-Dade Public Library, Auditorium
101 West Flagler, Miami, FL 33130
January 12, 2023

#	Committee Members	Present	Absent	Guests	
1	Alcala, Etelvina	X		Goldberg, David	
2	Downs, Frederick		X	Mester, Brad	
3	Grant, Gena		X		
4	Henriquez, Maria	X			
5	Iadarola, Dennis	X			
6	Mills, Vanessa		X		
7	Neff, Travis		X		
8	Roelans, Ryan		X		
9	Siclari, Rick		X		
10	Shmuels, Diego		X		
11	Trepka, Mary Jo	X			
12	Wall, Dan	X			
Quorum: 5				Staff	
				Robert Ladner	Marlen Meizoso

Note that 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

Dennis Iadarola volunteered to lead the meeting since the Chair had a scheduling conflict. He called the meeting to order at 10:14 a.m.

II. Meeting Housekeeping and Rules

Mr. Iadarola reviewed a Housekeeping and Rules presentation (copy on file), which reviewed the environmental reminders, parking, and meeting decorum for all participants.


III. Introductions


Members and guest introduced themselves around the room.

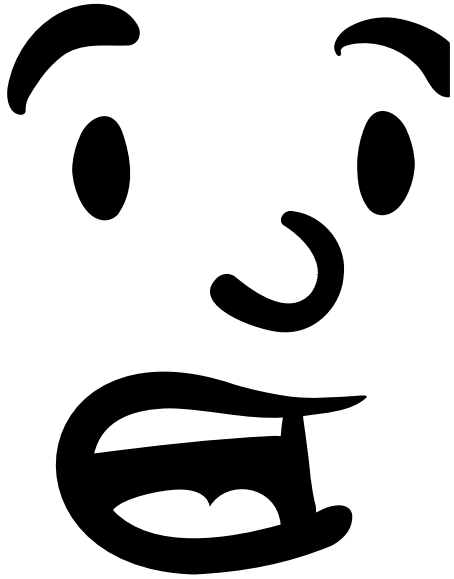
IV. Floor Open to the Public

Mr. Iadarola read the following:

- Minutes are the official record of the meeting.
- Minutes follow the outline of the Agenda.

 [Posted prior to each meeting.](#)

 Motion: Approval of the Minutes.



Meeting **Minutes**:

- a) Are only available to members.
- b) Provide an overview of the previous meeting's discussions and motions.
- c) Denote time passing.
- d) Are read out loud at the meeting.

Knowledge Check



Reports

MIAMI-DADE HIV/AIDS PARTNERSHIP
Membership Report
 February 25, 2022

The Miami-Dade HIV/AIDS Partnership
 The official Ryan White Program Planning Council in Miami-Dade County and Advisory Board for HIV/AIDS to the Miami-Dade County Mayor and Board of County Commissioners

Opportunities for People with HIV
 People with HIV who receive one or more Ryan White Program Part A services and who are not affiliated or employed by a Ryan White Program Part A funded service provider are invited to join the Partnership as a Representative of the Affected Community.
 9 available seats | 1 application pending

General Membership Opportunities
 These Partnership positions are open to people with HIV, service providers, and community stakeholders who have reputations of integrity and community service, and possess the knowledge, skills and expertise relevant to these positions:
 Representative Co-infected with Hepatitis B or C
 Hospital or Health Care Planning Agency Representative
 Other Federal HIV Program Grantee Representative (SAMHSA)
 Federally Recognized Indian Tribe Representative
 Mental Health Provider Representative
 Miami-Dade County Public Schools Representative
 Non-Elected Community Leader, not an HIV Provider - 1 application recommended to Mayor

Partnership Committees
 Committee and Subcommittee Members, Applicants & Vacancies
 Committees are now accepting applications for new members.
 People with HIV are encouraged to apply.

RYAN WHITE PART A PROGRAM
 MIAMI-DADE COUNTY EMA
 MONTHLY AND YEAR-TO-DATE SERVICE UTILIZATION SUMMARY
 FOR THE PERIOD OF: November 2021

FUNDING SOURCE(S) INCLUDED:
 Ryan White Part A
 Ryan White MAI

SERVICE CATEGORIES	Service Units		Unduplicated Client Count	
	Monthly	Year-to-date	Monthly	Year-to-date
Core Medical Services				
AIDS Pharmaceutical Assistance (LPAP/CPAP)	19	169	19	163
Health Insurance Premium and Cost Sharing Assistance	120	1,103	120	1,008
Medical Case Management	3,850	11,762	3,709	7,233
Mental Health Services	23	128	23	109
Oral Health Care	491	2,276	491	1,895
Outpatient Ambulatory Health Services	1,380	5,594	1,347	4,053
Substance Abuse Outpatient Care	4	16	4	15
Support Services				
Food Bank/Home Delivered Meals	364	917	364	595
Medical Transportation	135	653	135	544
Other Professional Services	55	582	18	31
Outreach Services	17	113	17	98
Substance Abuse Services (residential)	8	46	8	41
TOTALS:	6,466	23,359		

Ren DeSantis, Governor
 Joseph A. Ladapo, M.D., Ph.D., State Surgeon General

ADAP Miami-Dade / Summary Report – JANUARY 2022
 February 2, 2022

	First Enrollments	6-mo. Re-Enrollments	OPEN ACTIVE	CHD Pharmacy Expenditures	RXs	Patients	RX/PT	Premium Payments	Number of Premiums	Average Premium
1/22	795	10,979	6,150	\$32,843,354.32	52,476	17,944	2.9	\$23,115,161.17	25,395	\$ 910.22
1/21	93	882	6,249	\$2,379,896.89	3,824	1,285	3.0	\$2,413,106.07	2,366	\$1,019.91
1/20	65	814	6,259	\$2,376,870.79	3,856	1,289	3.0	\$2,435,148.77	2,392	\$1,018.04
1/19	71	906	6,312	\$2,337,952.33	3,997	1,313	3.0	\$2,131,887.00	1,917	\$1,030.20
1/18	67	1,003	6,315	\$2,423,002.81	4,396	1,356	3.2	\$2,434,296.66	2,403	\$1,013.86
1/17	77	1,061	6,327	\$2,402,340.80	4,490	1,456	3.1	\$2,157,974.33	1,973	\$1,093.75
1/16	63	958	6,188	\$2,176,932.46	3,788	1,319	2.9	\$2,430,671.29	2,395	\$1,014.89
1/15	66	892	6,104	\$2,250,009.28	4,235	1,413	3.0	\$2,391,647.63	2,353	\$1,016.42
1/14	59	817	6,082	\$2,646,591.64	4,606	1,528	3.0	\$2,370,817.66	2,323	\$1,020.58
1/13	78	789	6,100	\$2,266,584.18	3,975	1,361	2.9	\$2,355,667.80	2,311	\$1,019.33
1/12	77	982	6,135	\$2,360,804.60	4,080	1,376	3.0	\$2,855,182.49	2,436	\$1,172.08
1/11										
1/10										
1/09										
1/08										
1/07										
1/06										
1/05										
1/04										
1/03										
1/02										
1/01										
YTD	716	9,231	5,990	\$23,821,005.78	41,247	13,696	3.0	\$23,978,399.70	22,869	\$1,048.61

SOURCE: Provide - DATE: 02/01/22 - Subject to Review & Editing - * West Fernie Direct Dispense ~425 clients NOT INCLUDED. (Estimate - ~\$7 million/TBC).

- You will see some or all of these at each meeting:
 - Status Reports: Partnership Report to Committees; Committee Report to the Partnership; Vacancy Report
 - Funding and Expenditures: Ryan White Program Part A / Minority AIDS Initiative (MAI); Clients Served and Service Units Ryan White Program Part A / MAI; AIDS Drug Assistance Program (ADAP); Ryan White Program Part B; General Revenue


📅 [Posted prior to each meeting.](#)

🗣️ Motion: The Partnership requires approval of Reports.

Note To Members
 Members should review the Reports prior to the meeting.




Standing Business

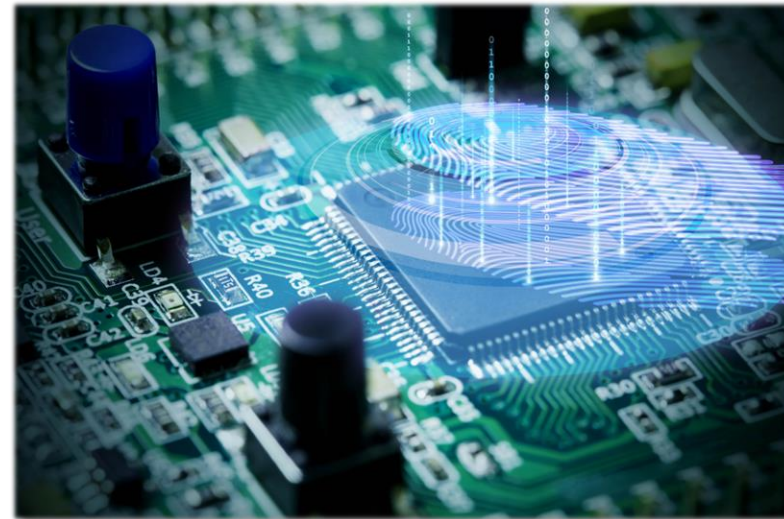
- Standing Business is sometimes called Old Business.
- Documents or discussion topics which were introduced at a previous meeting and require follow up discussion or action.
-  Motion: Some items might require a motion or motions.





New Business

- New Business is documents or discussion topics which are newly introduced at the meeting.
-  Motion: Some items might require a motion or motions.





Announcements


- Anyone wanting to make an announcement should indicate so during the review of the AGENDA so their name is placed in the queue.
- Announcements should be relevant to the committee and/or the HIV community.




Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6 Care & Treatment Committee 10:00 AM to 12:00 PM at MDC Main Library	7
10 National Youth HIV/AIDS Awareness Day	11 New Date JIPRT: Joint Integrated Plan Review Team - Strategic Planning Committee and Prevention Committee 10:00 AM to 1:00 PM at MDC Main Library	12 Get on Board! Virtual Training Series 12:00 PM to 1:00 PM via Zoom	13	14
17 Miami-Dade HIV/AIDS Partnership 10:00 AM to 12:00 PM at MDC Main Library	18 National Transgender HIV Testing Day	19	20 Housing Committee 2:00 PM to 4:00 PM at BSR Corp.	21 Clinical Quality Management Committee 9:30 AM to 11:30 AM via Zoom
24 Community Coalition Roundtable 5:30 PM to 7:30 PM at Pridelines	25	26 Executive Committee <i>Meets as needed</i>	27	28 Medical Care Subcommittee 9:30 AM to 11:30 AM at BSR Corp.
<p>REGULAR MEETING LOCATIONS</p> <p>BSR Corp. - Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134</p> <p>MDC Main Library - Miami-Dade County Main Library, 101 West Flagler Street, Auditorium, Miami, FL 33130</p> <p>SPECIAL MEETING LOCATION</p> <p>Pridelines, 6360 NE 4th Court, Miami, FL 33138</p>				

All events listed on this calendar are open to the public.

People with HIV are encouraged to attend!



Are you attending a meeting or training?



Your RSVP lets us know if we have the necessary participants to hold the activity and ensures we have enough materials for distribution.

To attend, RSVP to:
(305) 445-1076 or hiv-aidsinfo@behavioralscience.com

Visit our website for more information www.aidsnet.org

Version 02/22/23
Information on this calendar is subject to change



Next Meeting

- Next meeting is an announcement of the date and location of the next scheduled meeting.
- 📅 Calendars are online aidsnet.org/calendar/

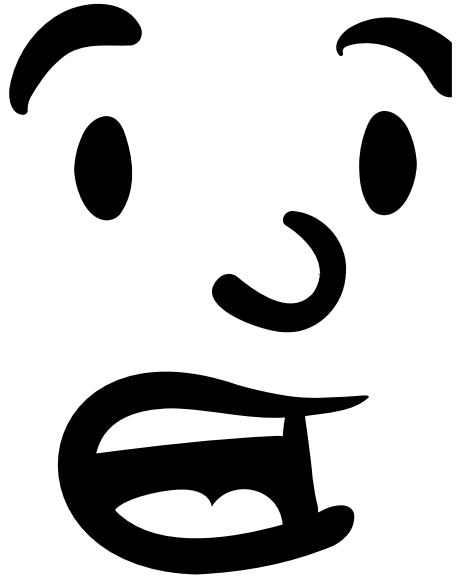




Adjournment

- This is the final item on an agenda.
- The chair may adjourn the meeting or request a motion to end the meeting. 🗨️





The **final item** on an agenda is:

- a) Reports
- b) Old Business
- c) Adjournment
- d) Announcements

Knowledge Check



Q&A

- Thank you for joining our **Get on Board!** presentation!
- Please raise your hand or chat your questions.
- 🔗 Answers to questions we do not get to today will be posted with this presentation at <http://aidsnet.org/getonboard/>
- Contact us for more information and to learn how you can be a decision-maker with the Partnership!
 - Marlen Meizoso, M.A., Project Manager/Research Associate, Marlen@behavioralscience.com
 - Christina Bontempo, Project Manager/Community Liaison, Cbontempo@behavioralscience.com