

Get on Board!

Station 5: Understanding Meetings: From Meeting
Notice to Adjournment
March 9, 2022





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 <u>aidsnet.org/orientation/</u>.



Today's Topics

- What is a meeting?
- Parts of a typical meetings.
- Understanding the meeting Agenda and Minutes.
- Your role as a committee member or meeting guest.

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.



Housing Committee Thursday, March 17, 2022, 2:00 p.m. – 4:00 p.m.

MIAMI-DADE COUNTY, FLORIDA SUNSHINE NOTICE

NOTICE IS GIVEN that a Sunshine Meeting of the Miami-Dade HIV/AIDS Partnership **Housing Committee** is scheduled for Thursday, March 17, at 2:00 p.m. to hear updates on the HOPWA program, elect officers, and other such business as may come before the board. **Members are expected to attend the meeting** in person and physical quorum of members is required to hold the meeting.

The meeting will be held at:

Behavioral Science Research Corp. 2121 Ponce de Leon Blvd., Ste. 240 Coral Gables, FL 33134

Parking for Behavioral Science Research maybe accessed via the Alcazar Street entrance.

Masks are strongly encouraged. We will also work to support social distancing during the meetings. Thank you for your understanding and cooperation.

If you have any questions, or 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. Guests may attend virtually (by phone or Zoom). All RSVPs are required at least 48 hours in advance of the meeting to receive the meeting link, meeting ID, and password.

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 https://doi.org/10.1016/journal.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 are unable to attend this meeting but would like to leave a public comment on any item on the meeting agenda, please call 305-448-6830 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.

Additional information: www.aidsnet.org or call (305) 445-1076



- 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.
- If attending via Zoom, you must RSVP to receive the log in.
- How to RSVP:
 - Respond to meeting notices via email;
 - Contact staff directly via email;
 - 3. Contact staff directly via phone, or
 - Scan the QR code on the calendar and complete the Survey Monkey.



Cancellation Notice





Meeting Notice

Care and Treatment Committee

Friday, March 4, 2022

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 Friday, April 8, 2022

Stay informed by following:

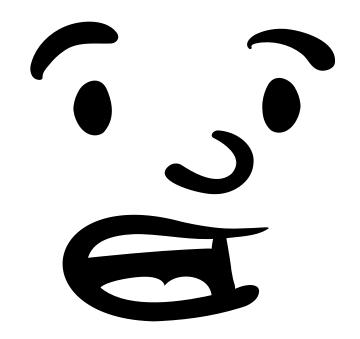
http://www.aidsnet.org

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) Scanning the Calendar QR Code.
- d) All of the above.

Knowledge Check



Before You Arrive

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



When You Arrive

- Sign-in
 - In person attendees sign on either the member sheet or guest sheet.
 - Zoom attendees chat your name as your sign in.
- 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.

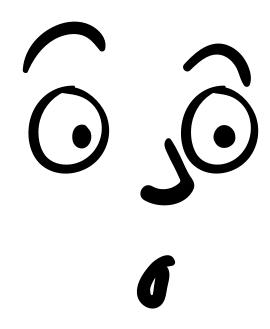
CODE OF CONDUCT

- 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.

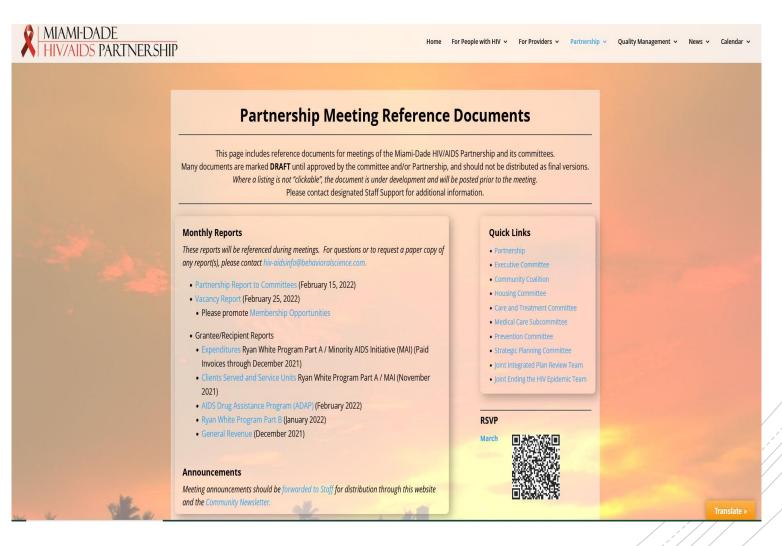


A **Meeting Notice** functions to:

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

Knowledge Check

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



Meeting Docs



Agenda

Note To Members

Members should review the Agenda prior to the meeting.



Care and Treatment Thursday, January 6, 2022

10:00 a.m. - 12:00 p.m.

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

I.	Call to Order	Dr. Diego Shmuels
II.	Meeting Housekeeping and Rules	Marlen Meizoso
Ш.	Introductions and Roll Call	All
IV.	Floor Open to the Public	Dr. Diego Shmuels
V.	Review/Approve Agenda	All
VI.	Review/Approve Minutes of November 4, 2021	All
VII.	Reports -Part A, B, ADAP, General Revenue and Vacancies	All
VIII.	Standing Business	
	Medical Care Subcommittee Report	Marlen Meizoso
	2022 Officer Elections	All
IX.	New Business	
	 HRSA Policy Clarification Notice (PCN) 21-02 	All
	 Service Descriptions-Case Management, Health Insurance, 	
	and Medical Transportation	All
	Community Coalition Roundtable Reply	All
	2022 Calendar of Activities	All
	Discussion on Gender Affirming Care	All
X.	Announcements	Marlen Meizoso
XI.	Next Meeting: February 3, 2022 at Main Library- Auditorium	Dr. Diego Shmuels
XII.	Adjournment	Dr. Diego Shmuels

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

- Similar structure across meetings.
- Indicates topics and leaders of topics.
- Posted prior to each meeting.
- Motion: Approval of the Agenda

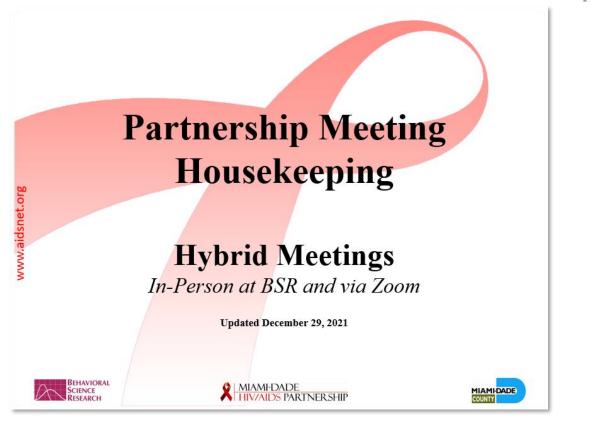


Call to Order

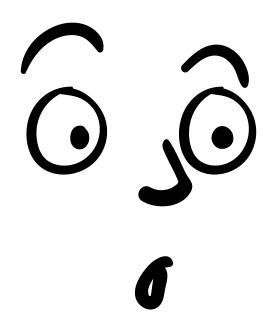
- Called upon by an officer (Chair or Vice Chair).
- Officially starts the meeting.



Housekeeping



- General reminders about meeting decorum, recording attendance, and tips for participation via Zoom.
- Introduced in 2020 as part of virtual meeting protocols.
- *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

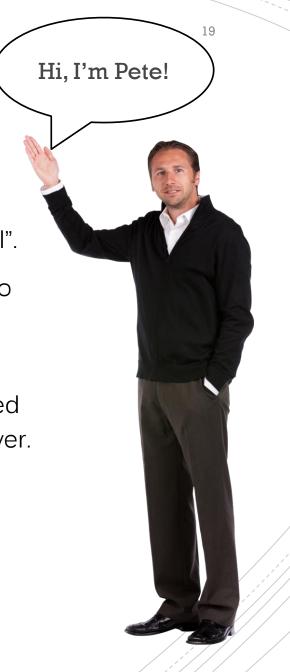


Introductions

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.

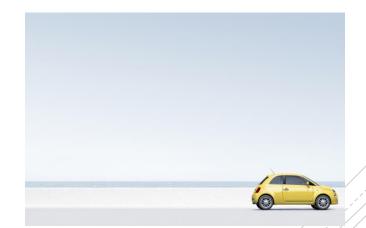
Floor Open to the Public

"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.



- 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.



Strategic Planning Committee and Prevention Committee Joint Integrated Plan Review Team (JIPRT) Meeting Miami-Dade County Main Library, 101 West Flagler Street, Auditorium, Miami, FL 33130 and via Zoom December 10, 2021

#	Members	Present	Absent
	Strategic Planning Cor	nmittee	
1	Cardwell, Joanna	x*	
2	Gallo, Giselle	x	
3	Goldberg, David	X	
4	Hess, Amaris		x
5	Hilton, Karen	x*	
6	Hunter, Tabitha	X	
7	Labbée, Andrea		X
8	Machado, Angela	X	
9	Monestime, Roselaine	x	
10	Mooss, Angela	X	
11	Neff, Travis	X	
12	Puente, Miguel	x*	
13	Sheehan, Diana M.		X
	Prevention Commi	ttee	
14	Antunez-Rodriquez, Michelle		x
15	Buch Inan		

6 Darlington, Tajma

O Johnston Jeremy

Lopez, Crystal Mills, Grechen

Ionestime, Roselair Mooss, Angela

Richardson, Ashley Sarmiento, Abril 29 Shmuels, Diego

the meeting, at www.aidsnet

Member of both committe

Quorum = 11

Duberli, Francesco 18 Forrest, David

Guests	
Brown, Monte*	
Cadet, Samantha*	
Coello, Erika*	
Estevez, Sandra*	
Ferrer, Luigi*	
Garcia, Ana*	
Holden, Queen*	
Louis XVI, Roseline*	
Lowe, Camille*	
Marqués, Jamie*	
Mester, Brad*	_
Munoz, Virginia*	
Singh, Hardeep	
Stonestreet, Stephanie*	
Vega, Manny Laureano*	
Villamizar, Kira	
Williams Stenhen*	

Call to Order

Prevention Committee Chair, Abril Sarmiento, called the meeting to order at 9:45 a.m.

II. Introductions (In-person attendees)

Members, guests, and staff attending in person introduced themselves.

Roll Call (Zoom attendees)

Staff read the names of members and guests participating via Zoom. Guests were asked to send a chat message to have their attendance recorded

IV. Housekeeping/Meeting Rules

Ms. Sarmiento presented the PowerPoint, Partnership Meeting Housekeeping - Hybrid Meetings, including code of conduct, resource persons, and attendance. Members and guests were reminded that this meeting - including video, audio, and chat box input - is being recorded and will become part of the public record. Note: All documents referen

in-person and via Zoom. Me Floor Open to the Public

Ms. Sarmiento 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 then closed

VI. Review/Approve Agenda

Members reviewed the agenda; there were no changes

Motion to approve the agenda as presented.

Moved: Angela Mooss Seconded: David Goldberg Motion: Passed

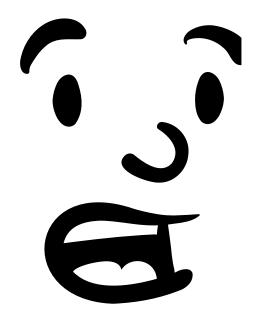
VII. Review/Approve Minutes of October 30, 2020

Minutes of October 30, 2020 were posted for review and shown on the screen at the meeting; there were no changes

Motion to approve the minutes of the October 30, 2020 as presented. Moved: Angela Mooss Seconded: Angela Machado

Motion: Passed

- 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.



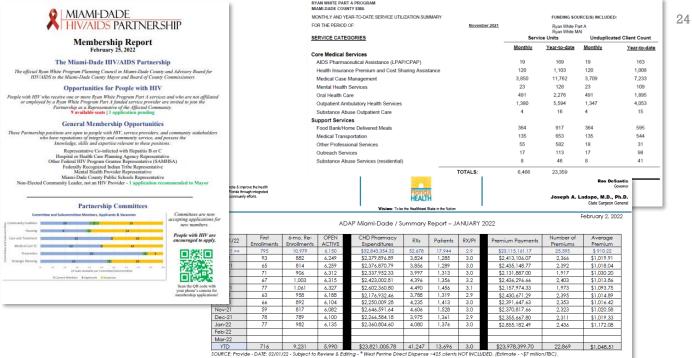
Meeting Minutes:

- 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

Note To Members

Members should review the Reports prior to the meeting.



- 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
- 1 Posted prior to each meeting.
- Motion: The Partnership requires approval of Reports.



Standing Business

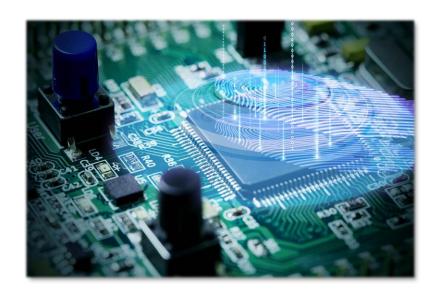
- Standing Business is sometimes called Old Business.
- Documents or discussion topics which were introduced at a previous meeting and require follow up discussion or action.
- Motion: Some items might require a motion or motions.





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.





Next Meeting

8	Monday	Tuesday	Wednesday	Thursday	Friday	8
ael-time Tran Nami-Dade H (305) 445-1	sterial in accessible format, a sign language inter- solution of services, and/or any other accommode III/AID Petersolin meeting, places contact M 1076 or and an e-mail to his addition of the house in advance to initiate your request. TTY user n	ation to participate in this or other arien Margoso or Christina Bontempo miscienos.com at least five (5)	2	3 Miami-Dada HIV/AIDS Partnarship Care & Treatment Committee 10:00 AM - 12:00 PM Miami-Dada County Main Library 101 Wart Raiger Street, Auditorium, Miami, FL 33130	4	5
	7 int It Post It \$ ass It Around *	8	9 Cut on Board United Training Saries Ration 5: Understanding Measing — From Mading Nation to Adjournment United Training Saries Paramole 377338 Paramole 377338 Get on Executing	Netional Women and Girls HIV/AIDS Awareness Day	11	12
3	14 Mismi-Dade HIV/AIDS Partnership Joint Integrated Plan Review Team (Strategic Planning Committee and Fravantion Committee) 10-00 AM - 12-00 PM Mismi-Dade County Main Library 101 West Flagler Street Auditorium, Mismi, R. 23130	15	16	17 Merri-Dais HT/(ADS Patrachip Heusing Committee 2:00 PM = 4:00 PM Behavioral Siance Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Cabler, FL 33134	18 Clinical Quality Management Cernmittee 9:30 AM - 13:30 AM Zoom Meeting	19
RNational Native HIV/AIDS Awareness Day	21 Miami-Dade HIV/AIDS Partnership 10:00 AM = 12:00 PM Miami-Dade County Main Library 101 West Flagler Street Auditorium, Miami, R. 33130	22	23	24	25 Miami-Dade HM/AIDS Pathenhip Medical Care Subcommittee 9:30 AM -11:30 AM Behavioral Science Research Corp., 2121 Pence de Leon Boulevard, Suite 240, Coral Cables, FL 33134	26
7	28 Miami-Dade HIV/AIDS Pertnership Community Coalition Roundtable Lunchason 12:00 PM — 2:00 PM Behavioral Science Research Corporation, 2121 Penns de Leon Boulavard, Suite 240, Coral Cabiles, FL 33134	29 Minority AIDS Initiative Clinical Quality Management Team 9:30 AM – 11:30 AM Zoom Meeting	30 Marri-Dada HIV/AIDS Pertner/hip Essautiva Committee **To Mast if Neecled**	31 All events listed on this calender are upon to the public. Marris-Dade HIV/ADD Partmerhip meeting are held in-person and via Zoom, pursuent to MCM Mayor's threeligency Order regarding CO/ADD St. Partmerhip meeting assess via Zoom is solvent to design. Clinical Coulds Managing are held via Zoom. PERSON REV Form the CO/A Conference and Minorth Add Historical Coulds and Address threelings are held via Zoom. PERSON REV Form the CO/A Conference communication and communication and conference communication and conference communication and communication		

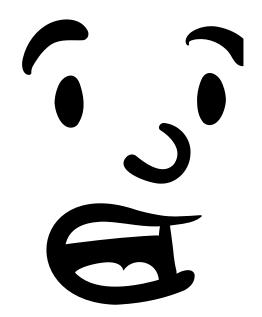
- Next meeting is an announcement of the date and location of the next scheduled meeting.
- Calendars are online <u>aidsnet.org/calendar/</u>



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



- 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