



**Housing Committee Meeting
 Care Resource Community Health Centers, Midtown Miami
 3510 Biscayne Blvd, First Floor Community Room
 Miami, FL 33137**

March 21, 2024 Minutes

Approved May 16, 2024

#	Members	Present	Absent
1	Burks, Laurie Ann	X	
2	Herz, Stephen	X	
3	Hill, Lileaus	X	
4	Tazoe, Roberto	X	
5	Sarria, Manuel		X
Quorum: 3			

Guests	
Bahamonte, Ronny	
Gomez, Francisco	
Staff	
Meizoso, Marlen	

All documents referenced in these minutes were accessible to members and the public prior to the meeting, at <https://aidsnet.org/the-partnership#housing1>.

I. Call to Order

Stephen Herz

Stephen Herz, the Chair, called the meeting to order at 2:09 p.m.

II. Introductions

All

Mr. Herz introduced himself and requested members and guests introduce themselves.

III. Meeting Housekeeping

Marlen Meizoso

Marlen Meizoso reminded attendees of housekeeping items, including meeting recording, public records, that questions should go through the Chair, and that if there are any additional questions they can be asked to staff after the meeting. The location of meeting items on the revamped website was also reviewed.

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 items 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 and email address for statements to be read into the record. No statements were received.”

There were no comments. Mr. Herz closed the floor for public comment.

V. Review/Approve Agenda

All

The Committee reviewed the agenda and noted the QR code is missing from the printed agenda. The corrected agenda posted online includes the QR code. The Committee accepted the agenda as presented.

Motion to approve the agenda as presented.

Moved: Roberto Tazoe

Second: Lileaus Hill

Motion: Passed

VI. Review/Approve Minutes of February 15, 2024

All

The Committee reviewed the minutes of February 15, 2024, and approved them as presented.

Motion to accept the minutes of February 15, 2024, as presented.

Moved: Roberto Tazoe

Second: Lileaus Hill

Motion: Passed

VII. Reports

▪ **Housing Opportunities for Persons With AIDS (HOPWA) Program Updates**

Robert Tazoe

Roberto Tazoe indicated that the City of Miami has finalized the Consolidated Annual Performance Evaluation Report (CAPER) report after review by House and Urban Development (HUD) consultants. Last year, the CAPER report was revamped midyear to include additional data points including additional demographic and outcome data not previously required. The program served 813 clients through the tenant-based program, 91 clients through the Short-term Rental, Mortgage, and Utility Assistance (STRMU) program, and 61 clients through the project-based program. A consolidated report will be shared now that the report has been finalized.

HUD also recently conducted an audit of the local HOPWA program. They visited Care Resource and two project-based providers along with the City of Miami. The audit went well, and HUD was happy that there are systems in place for monitoring and collaboration among and between teams and sponsors while protecting client identities.

▪ **Vacancies**

Marlen Meizoso

Mrs. Meizoso referenced the membership vacancy report in the meeting materials for March 2024. She indicated that there were various vacancies on the Housing Committee, the Partnership, and the other Committees. Anyone who knows of interested individuals can invite them to a meeting or training, or direct them to staff. One member of the affected community has been recommended for the Partnership with a possible additional three more applicants within the next month.

Meeting materials included the March 2024 Partnership Report with approved motions for Community Coalition, Care and Treatment, and Strategic Planning committees.

VIII. Standing Business

▪ **Stakeholder Invitation Development**

All

The Committee has been discussing reaching out to stakeholders to invite them to a meeting to discuss collaborations. Based on discussions at the last meeting, a plan was developed and staff drafted a letter of invitation. Members reviewed the letter and discussed next steps. Mr. Tazoe indicated he would not be available until July, therefore members decided the stakeholder meeting would take place in July. A motion was made to approve the invitation to the stakeholders with a July meeting date and the letter will be brought to the Partnership meeting in May for ratification.

Motion to approve the stakeholder invitation letter, as updated.

Moved: Lileaus Hill

Seconded: Roberto Tazoe

Motion: Passed

The Committee then reviewed the placeholder agenda for the July meeting. The following suggestions were made:

- Move standing business items to new business on the agenda;
- Add times on the agenda for items to help guests identify when they will be presenting;
- Abbreviate housekeeping presentation;
- After the introduction of stakeholders by the Chair, present a short epidemiological (epi) presentation (2 slides and map, possibly);
- After the epi slides, introduce the City of Miami HOPWA program and what additional assistance is offered beyond services for people with HIV;
- Open the floor for presentation by stakeholders to address:
 1. What housing do you currently offer?
 2. Do you currently have any housing assistance for low-income individuals and if so when would it open?
 3. Can you offer/ reserve any resources for the HIV population?
- After stakeholder presentations, open the floor for questions and answers session.

The Committee discussed the meeting room layout. Instead of having invitees sit in the audience, the Committee will invite speakers to sit at the table to promote dialogue. Guests can sit around a larger desk in the center of the room. Since the TV is in the center of the room and blocked by columns, no AV will be used. All materials will be printed and handed out at the meeting.

Based on the agenda items, staff proposed not meeting in April to allow time to gather data for review at the May meeting. At the May meeting, the stakeholder meeting agenda and all the items that will be presented can be fine-tuned. The Committee agreed to the timeline.

IX. New Business

There was no new business.

X. Announcements and Open Discussion

Stephen Herz

Mrs. Meizoso indicated the Source of Income forms were distributed at the last meeting. Those members who have not completed one yet will be sent a copy via email to complete. Forms are due to the County by the end of June.

Mr. Tazoe indicated that the City of Miami is working on its Consolidated Plan so public hearing meetings will be held specific to the HOPWA program within the next two months. Information will be forwarded to Behavioral Science Research to share widely.

XI. Next Meeting

Stephen Herz

The next meeting will be May 16, 2024, at Care Resource.

XII. Adjournment

Stephen Herz

Mr. Herz adjourned the meeting at 2:54 p.m.