

**Community Coalition Roundtable
Jessie Trice Community Health System
5361 NW 22nd Avenue, Miami FL 33142**

April 29, 2024 Minutes

Approved May 20, 2024

#	Members	Present	Absent	Guests	
1	Burks, Laurie Ann	x		Hendrix, Audrey	Vaughn, Sannita
2	Ferrer, Luigi		x	Jones, Keddrick	Worthy, William
3	Jones, Sandra	x		Labler, Rhonda	
4	McIntyre, Harold	x		Medina, Jesus	
5	McMullen, Lamar	x		Muñoz, Virginia	
6	Tramel-McIntyre, Alecia	x		Staff	
Quorum: 3				Bontempo, Christina	

All documents referenced in these minutes are on file and were accessible to members and the public prior to (and during) the roundtable, at www.aidsnet.org/the-partnership#roundtable1.

I. Call to Order

Community Coalition Roundtable Chair, Lamar McMullen, called the meeting to order at 5:04 p.m.

II. Introductions

Mr. McMullen asked for introductions and led attendees through an ice-breaker exercise on favorite vacation spots.

- **Recognition of Meeting Host**

Mr. McMullen recognized Jessie Trice Community Health System as tonight’s meeting host.

III. Housekeeping

Mr. McMullen reviewed the *Meeting Housekeeping* PowerPoint, which included general reminders, code of conduct, meeting participation best practices, and resource persons. He highlighted, “Language Matters,” and asked attendees what that means to them. Responses included understanding what not to say, such as “full blown AIDS”; being respectful; and how the language we use can either build trust or “put us in a box.”

- **Review of Today’s Handouts**

Mr. McMullen identified materials in the meeting packets, and noted items unique to members such as the draft minutes and the Health Resources and Services Administration (HRSA) Site Visit Report.

IV. Floor Open to the Public

Mr. McMullen 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 relevant to agenda items, so the floor was closed.

V. Review/Approve Agenda

Members reviewed the agenda and approved it as presented.

Motion to approve the agenda as presented.

Moved: Sandra Jones

Seconded: Harold McIntyre

Motion: Passed

VI. Review the Minutes of March 25, 2024

Members reviewed the minutes of March 25, 2024 and approved them as presented.

Motion to approve the minutes of March 25, 2024.

Moved: Harold McIntyre

Seconded: Sandra Jones

Motion: Passed

VII. Reports

▪ **Membership**

□ **Partnership Member Applicants**

Two applicants were present at the meeting who had completed the online interest form; the required paperwork; and a personal interview with staff and Mr. McMullen. Applicants were asked to see staff after the meeting to review paperwork and next steps.

Mr. McMullen called on applicants in turn to introduce themselves and state their interest in membership as follows:

- Virginia Muñoz for Local Health Department Representative.
- Jesus Medina for Prevention Provider Representative.

Members completed ballots for each candidate. Staff tallied ballots, announced scores, and indicated the committee's favorable recommendation of the applicants. The Chair called for motions on the candidates.

Motion to recommend to the Mayor of Miami-Dade County the appointment of Virginia Muñoz for the *Local Health Department Representative* seat on the Miami-Dade HIV/AIDS Partnership.

Moved: Harold McIntyre

Seconded: Sandra Jones

Motion: Passed

Motion to recommend to the Mayor of Miami-Dade County the appointment of Jesus Medina for a *Prevention Provider Representative* seat on the Miami-Dade HIV/AIDS Partnership.

Moved: Sandra Jones

Seconded: Alecia Tramel-McIntyre

Motion: Passed

□ **Partnership Report to the Committees**

The Partnership has not met since the last Roundtable. The next Partnership meeting is May 13, 2024 at 10:00 a.m. at the Miami Main Library. New member applicants are expected to attend that meeting and members will vote on the recommendations for those who attend.

VIII. Standing Business

▪ New Business Items from March

Members reviewed the March 2024 New Business Items which had been tabled. Staff explained that the Strategic Planning Committee conducts a survey called the Assessment of the Recipient Administrative Mechanism (AAM) and that last year's survey of Partnership members included suggestions for procedural improvements are detailed below (*in italics*).

Members reviewed the suggestions and provided feedback:

1. *Before each meeting: Have a quick phone call with people who RSVP to prepare them for what to expect at a meeting.*

Members suggested establishing a protocol of:

- a. Sending a thank you for the RSVP with a calendar invite.
- b. Sending a reminder two days prior to the meeting (on Friday for Monday meetings).
- c. Sending a reminder the day of the meeting.

The messages will include an invitation to be contacted or to contact staff with questions about the meeting activities, if any.

2. *During the meeting:*
 - a. *Acknowledge that meetings can be fast-paced and confusing and encourage everyone to ask questions if anything is unclear.*
 - This is now included in Housekeeping.
 - b. *Stress the importance of active participation and encourage members and guests to speak up about their concerns and to help with problem-solving.*
 - This is now included in Housekeeping, and will be further emphasized in the Feedback Form (see below).
 - Members stressed the importance of slowing down presentations and reporting to make sure everyone is following and understanding the materials.
 - c. *Announce a post-meeting debriefing session during Housekeeping and again at the end of the meeting.*
 - Members agreed this could be helpful and noted that if one person has a question, probably there are others who have the same question and are not comfortable asking. There are no dumb questions.
 - d. *Print definitions of common meeting terminology on the back of agendas.*
 - Agendas have been updated and reference to terminology is announced during Housekeeping. Mr. McMullen noted that terminology is constantly being updated.
3. *After each meeting: Collect Feedback Forms and "TAG" Forms*
 - Members agreed there do not need to be two separate forms and that an online form would be sufficient, particularly considering the environmental impacts of printing so much paper. Some of the questions can be formatted with check boxes; some with open text. Staff will send a link to the online form for participant's consideration and review.

Everyone agreed the suggested improvements would encourage members and others to attend more meetings.

- **Partnership Promotion Ideas**

Members looked at some of the current promotional items and liked the keychain, umbrella, flashlight, door puller, tote bag, water bottle, phone holder, and t-shirt. The sling-style bags should be discontinued. Additional items to consider are fidget spinners, pens with a rubber tip for touchscreens, decorative pins, and pins with slogans, such as, “Ask me about the Partnership.” These items should serve as a conversation starter.

A question was asked about transportation being a barrier to attending meetings. Staff advised they are in talks with the Recipient and the HRSA regarding the best way to offset those costs since Ryan White Program funds cannot reimburse travel expenses.

- **Thriving with HIV 2024 Roundtable Series: Create and Share Your Role Model Story**

The *Thriving with HIV* series was designed to align with the Florida Department of Health in Miami-Dade County’s (FDOH-MDC) Speaker’s Bureau training. Role model stories developed by FDOH-MDC focus on prevention. The activities have been re-worked for the Community Coalition to focus on Partnership new member recruitment and member retention. All participants received the Role Model Story Worksheet and were asked to complete the worksheet in preparation for the next meeting. Members can fill out the template and scan a copy to staff in advance, and staff offered to put the template into a Survey Monkey format for members to complete online.

IX. New Business

- **Response to HRSA Site Visit**

The HRSA site visit was overwhelmingly positive. However, there are findings regarding representation of Ryan White Program clients on the Partnership. There is already progress toward addressing their concerns, and members now need to develop an official Recruitment Plan for submission to HRSA.

Members discussed holding a Recruitment Workshop and agreed to convene on June 4, 2024, from 2:00 p.m. – 4:00 p.m., at Empower U Community Health Center. The workshop will be publicly noticed and open to anyone interested in developing the Recruitment Plan. *Note: Due to a staffing conflict, the time was changed to 3:30 p.m. to 5:30 p.m.*

- **Annual Needs Assessment**

Needs Assessment begins May 9 and members were encouraged to be a part of the series of meetings, share feedback about Ryan White services, and join the Care and Treatment Committee.

X. Announcements

There were no announcements.

XI. Next Roundtable

Mr. McMullen announced the next roundtable is May 20 at 4:30 p.m. at Latinos Salud, 640 NE 124th Street, Miami, FL 33161, featuring Part 3 of the Thriving with HIV Series: Let Your Public Speaking Confidence Thrive. Members were reminded to work on their role model story and be ready to practice reading aloud with confidence.

XII. Adjournment

Mr. McMullen adjourned the meeting at 6:33 p.m.