




WELCOME

Thank you for joining today's

**Community Coalition
Roundtable**

*Please sign in to have your
attendance recorded.*





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MIAMI-DADE HIV/AIDS PARTNERSHIP

Community Coalition Roundtable

Monday, May 20, 2024

5:00 PM – 7:00 PM
(Dinner served at 4:30 PM)

Latinos Salud
640 NE 124th Street
Miami, FL 33131

AGENDA

- | | | |
|-------|---|----------------|
| I. | Call to Order | Lamar McMullen |
| II. | Introductions | All |
| | ▪ Recognition of Meeting Host | |
| III. | Housekeeping | Lamar McMullen |
| | ▪ Review of Today's Handouts | |
| IV. | Floor Open to the Public | Lamar McMullen |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of April 29, 2024 | All |
| VII. | Reports | |
| | ▪ Membership | All |
| | ▪ Partnership Report | Staff |
| VIII. | Standing Business | |
| | ▪ Partnership Promotion Ideas | |
| | ▪ Feedback Form for Community Input and Problem-Solving | |
| | ▪ Thriving with HIV 2024 Roundtable Series: <i>Let Your Public Speaking Confidence Thrive</i> | |
| IX. | New Business | All |
| X. | Announcements and Open Discussion | All |
| | ▪ Community Coalition Recruitment and Retention Workshop – June 4 at Empower U | |
| XI. | Next Roundtable: Monday, June 24, 2024 at 5:00 PM
Borinquen Medical Centers, 3601 Federal Highway, Miami, FL 33137 | Lamar McMullen |
| XII. | Adjournment | Lamar McMullen |

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&
Avita for tonight's dinner!*

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Meeting Housekeeping - Community Coalition Roundtable

May 20, 2024

Created by *Behavioral Science Research*

Disclaimer and Code of Conduct

- ❑ Audio of this meeting is being recorded and will become part of the public record.
- ❑ Members serve the interest of the Miami-Dade HIV/AIDS community as a whole.
- ❑ Members do not serve private or personal interests, and shall endeavor to treat all persons, issues and business in a fair and equitable manner.
- ❑ Members shall refrain from side-bar conversations in accordance with Florida Government in the Sunshine laws.

General Housekeeping

- ❑ You must sign in to be counted as present.
- ❑ Place cell phones on mute or vibrate - *If you must take a call, please excuse yourself from the meeting.*
- ❑ Eligible committee members and applicants should see staff for a travel expense offset at the end of the meeting.
- ❑ See staff after the meeting if you are interested in membership or if you have a question that wasn't covered during the meeting.

Meeting Participation

Everyone has a role to play!

- ❑ All attendees may address the board as time allows and at the discretion of the Chair.
- ❑ Please *share your expertise* on the current Agenda topics and motions. Remember to . . .
 - Raise your hand to be recognized by the Chair or added to the queue during discussions.
 - Avoid repeating points previously addressed.



Language Matters!

In today's world, there are many words that can be stigmatizing. Here are a few suggestions for better communication.



Remember **People First** Language . . .

People with HIV, *People* with substance use disorders, *People* who are homeless, etc.

Please don't say **RISKS** . . . Instead, say **REASONS**.
Please don't say, **INFECTED with HIV** . . . Instead, say
ACQUIRED HIV, DIAGNOSED with HIV, or
CONTRACTED HIV.

Please **do not** use these terms . . .

Dirty . . . Clean . . . Full-blown AIDS . . . Victim . . .

Meeting Terminology

Meetings can be fast-paced and confusing!

- ❑ Terms and acronyms you might hear at today's meeting are on the back of your Agenda.
- ❑ Please raise your hand at any time if you need more information!

Meeting Guide

Meetings can be fast-paced and confusing!
These terms and acronyms can help you follow along.

 Please raise your hand at any time if you need more information!

ADAP	AIDS Drug Assistance Program
BSR	Behavioral Science Research Corp. (aka, Staff)
EHE	Ending the HIV Epidemic: A Plan for America
EMA	Eligible Metropolitan Area (locally, Miami-Dade County)
FDOH FDOH MDC	Florida Department of Health in Miami-Dade County
FPL	Federal Poverty Level
HOPWA	Housing Opportunities for People with AIDS Program
HRSA	The Health Resources and Services Administration
IP	The Integrated HIV Prevention and Care Plan
MAI	Minority AIDS Initiative
NHAS	National HIV/AIDS Strategy
PE Miami Provide	Provide Enterprise® by Groupware Technologies (RWP client database system)
RWP RWHAP	Ryan White Program or Ryan White HIV/AIDS Program (Usually referring to Part A/MAI)
The Partnership Planning Council PC	The Miami-Dade HIV/AIDS Partnership - The official Ryan White Program Advisory Board
The Recipient The County OMB	The Miami-Dade County Office of Management and Budget.
TTRA	Test and Treat/Rapid Access

Scan the QR Code for additional acronyms and terminology:
Get on Board Training: Understanding the Language of the Partnership



Resources

- ❑ Behavioral Science Research Corp. (BSR) staff are the Resource Persons for this meeting.
- ❑ See staff after the meeting if you are interested in membership or if you have a question that wasn't covered during the meeting.
- ❑ Today's presentation and supporting documents are online at www.aidsnet.org/the-partnership/, or by scanning the QR code on your agenda.

Welcome to AIDSNET.org!

>Welcome to the online home of the Miami-Dade HIV/AIDS Partnership (Miami-Dade County Ryan White Program planning council), the Clinical Quality Management (CQM) program, resources for people with HIV and service providers, and the bulletin board for HIV news and information in Miami-Dade County - *Community Newsletter*.

SERVING **9,071** people with HIV

The Miami-Dade HIV/AIDS Partnership | Resources for People with HIV | Clinical Quality Management Program | Ryan White Program Service Provider Resource Hub | Community Newsletter - HIV News and Resources | Calendars



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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.

BSR has a dedicated line for statements to be read into the record.

(No statements were received.)



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

April 29, 2024 Minutes

#	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.



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- | | | |
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| I. | Call to Order | Lamar McMullen |
| II. | Introductions | All |
| | ▪ Recognition of Meeting Host | |
| III. | Housekeeping | Lamar McMullen |
| | ▪ Review of Today’s Handouts | |
| IV. | Floor Open to the Public | Lamar McMullen |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of April 29, 2024 | All |
| VII. | Reports | |
| | ▪ Membership | All |
| | ▪ Partnership Report | Staff |
| VIII. | Standing Business | |
| | ▪ Partnership Promotion Ideas | |
| | ▪ Feedback Form for Community Input and Problem-Solving | |
| | ▪ Thriving with HIV 2024 Roundtable Series: <i>Let Your Public Speaking Confidence Thrive</i> | |
| IX. | New Business | All |
| X. | Announcements and Open Discussion | All |
| | ▪ Community Coalition Recruitment and Retention Workshop – June 4 at Empower U | |
| XI. | Next Roundtable: Monday, June 24, 2024 at 5:00 PM
Borinquen Medical Centers, 3601 Federal Highway, Miami, FL 33137 | Lamar McMullen |
| XII. | Adjournment | Lamar McMullen |

*Special thanks to our meeting host, Latinos Salud!
&
Avita for tonight’s dinner!*

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MIAMI-DADE HIV/AIDS PARTNERSHIP

Partnership and Committee Meeting Evaluation

Thank you for attending!

Please use this form to give meaningful feedback, ask a question, or highlight a concern.

* **1** Meeting Date

Please let us know the date of the meeting you attended.

Date

2 Please tell us something you liked about the meeting. (Check all that apply)

- The information was important for my personal health care.
- The information was important for my professional development.
- I learned something I can share with my colleagues or friends.
- Members and staff made me feel welcome.
- The meeting location was convenient.
- The meeting time was convenient.

Other

3 Please let us know if you have a question or concern which wasn't answered during the meeting.



4 Please offer suggestions for improving meetings or addressing your concern. What do you think would help?

5 Would you like to be contacted about your survey responses?

Yes, I authorize Miami-Dade HIV/AIDS Partnership staff to contact me.

No.

6 Contact Information (Optional)

Name

Email

Phone Number



Scan for documents



MIAMI-DADE HIV/AIDS PARTNERSHIP

Community Coalition Roundtable

Monday, May 20, 2024

5:00 PM – 7:00 PM
(Dinner served at 4:30 PM)

Latinos Salud
640 NE 124th Street
Miami, FL 33131

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Top 7 public speaking tips

1. Keep yourself calm

2. Interact with audience before speech

3. Be entertaining yet informative

4. Keep it concise

5. Speak slowly

6. Don't read your speech

7. Practice, practice & practice



Train your public speaking muscles

10 TIPS TO HELP SAFETY PROS
STRENGTHEN THEIR SKILLS

1 **FACE YOUR FEARS**
One of the biggest hurdles for speakers is the “fear of the unknown.” To ease those fears, get answers beforehand to questions you may have related to time allotment, audience, room setup, how to start, etc.

2 **GET ORGANIZED**
Consider taking your audience on a “tour” during your presentation. “You lay out a map for them in the beginning and say, ‘Here’s where we’re going, folks,’” says communication consultant and coach John Capecci. Set up signposts along the way to keep your audience engaged.

3 **PRACTICE, PRACTICE, PRACTICE**
As with any skill, public speaking proficiency improves with experience and repetition. “When you’re going to run a marathon, you don’t just open the front door and start running. You warm up. You start slow. The same goes for public speaking.”

4 **GET ON YOUR FEET**
Public speaking is a whole-body experience. So, when working on a presentation – whether it’s complete or not – get on your feet and work on delivering it. “If you start speaking it earlier, you’re actually warming up your entire tool – your voice, your body, your expressions.”

5 **FOCUS ON TAKEAWAYS**
Step back and think about the audience’s perspective. “Put yourself in their place and think about what knowledge they have. The question I like to ask myself is, ‘If they remember nothing else, what do I want them to take out of the room?’”

6 **MAKE IT PERSONAL**
Look for opportunities to share personal experiences and stories. What have you experienced as a safety pro and how can it help get your key points across?

7 **UNDERSTAND VIRTUAL PLATFORMS**
Presenting virtually requires just as much practice as doing so in person. Work on directly addressing your audience via the camera. When making a key point, stop sharing your screen and engage with your audience. Also, know ahead of time if attendees will be using the chat function or asking questions verbally.

8 **TAKE IT EASY**
Instead of being your own biggest critic, focus on a positive mindset before a presentation. This can often raise your comfort level and help build your confidence.

9 **LEAN ON YOUR COMMUNITY**
Discuss the process with your safety colleagues. Ask them about how they handle certain situations during presentations and what’s most likely to keep audience members engaged. Don’t be afraid to ask for feedback.

10 **INVEST IN ASSISTANCE**
Help can come in a variety of ways, whether it’s a \$20 course at the library or hiring a communication coach or agency. Look for coaches or agencies that are accredited, ask about their approach to working with speakers, and make sure it matches your needs.

By Barry Bottino. Find the full article in the February 2022 issue of *S+H*.



Your Role Model Story Worksheet

This activity is adopted from the Florida Department of Health in Miami-Dade County Miami Speakers Bureau and Community Promise for High Impact Prevention resources.

For the **Community Coalition Roundtable**, the purpose is to empower you to speak to community groups about Miami-Dade HIV/AIDS Partnership membership.

Be specific! Each section should be one to two sentences – no more than a short paragraph. Have fun!

Goal

Promoting membership opportunities and participation on the Miami-Dade HIV/AIDS Partnership and Partnership Committees.

Remember the Elevator Pitch!

“The Miami-Dade HIV/AIDS Partnership is the volunteer board of people making decisions about the Ryan White Program in Miami-Dade County. Learn more at www.aidsnet.org.”

1. Where can you insert this Elevator Pitch (or your version of it) into your story?

Example: I'm a member of the Miami-Dade HIV/AIDS Partnership, the volunteer board of people making decisions about the Ryan White Program in Miami-Dade County.

Characterization

2. How would you describe yourself?

Obstacles

3. What obstacles (stigma, discrimination, fear, etc.) have you had to overcome as a person living with HIV?

Your Role Model Story Worksheet

Overcoming Obstacles

4. How have you overcome those obstacles?

5. How has the Ryan White Program helped you overcome those obstacles?

Positive Outcome

6. How did you become active in the Partnership?

7. How has your participation with the Partnership helped you overcome obstacles?

8. What would you say to other people to encourage them to be involved with the Partnership as a way to overcome obstacles?



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MIAMI-DADE HIV/AIDS PARTNERSHIP

Community Coalition Roundtable

Monday, May 20, 2024

5:00 PM – 7:00 PM
(Dinner served at 4:30 PM)

Latinos Salud
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JUNE 2024

RYAN WHITE PART A/MAI PROGRAM AND MIAMI-DADE HIV/AIDS PARTNERSHIP CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday	<p>All events on this calendar are open to the public.</p> <p><i>People with HIV are invited to participate!</i></p>  <p>Your RSVP lets us know if we have the necessary participants to hold the activity and ensures we have enough materials.</p> <p>RSVP to (305) 445-1076, mdcpartnership@behavioralscience.com, or scan the QR Code for Partnership meetings.</p>  <p>Visit www.aidsnet.org for more information.</p> <p>Version 05/20/24 Information on this calendar is subject to change.</p>
<p>MEETING LOCATIONS</p> <p>Borinquen - Borinquen Medical Centers, 3601 Federal Highway, Miami FL 33137</p> <p>BSR Corp. - Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134</p> <p>Care Resource - Care Resource Community Health Centers, 3510 Biscayne Blvd., 1st Floor Community Room, Miami, FL 33137</p> <p>Empower U CHC - Empower U Community Health Center, 7900 NW 27th Avenue, Suite C3A, Miami, FL 33147</p> <p>MDC Main Library - Miami-Dade County Main Library, 101 West Flagler Street, Auditorium, Miami, FL 33130</p>				<p>Caribbean American HIV/AIDS Awareness Day (June 8)</p>	
<p>3</p>	<p>4 Community Coalition Recruitment and Retention Workshop 3:30 p.m. - 5:30 p.m. at Empower U CHC</p>	<p>5  HIV Long-Term Survivor's Day Get on Board! Planning Council Enrichment Training 12:00 PM to 1:00 PM via Microsoft Teams</p>	<p>6</p>	<p>7</p>	
<p>10</p>	<p>11 Integrated Plan Evaluation Work Group **Cancelled**</p>	<p>12</p>	<p>13 Care & Treatment Committee 10:00 AM to 1:00 PM at Care Resource</p>	<p>14 Strategic Planning Committee 10:00 AM to 12:00 PM at BSR Corp.</p>	
<p>17 Miami-Dade HIV/AIDS Partnership 10:00 AM to 12:00 PM at MDC Main Library</p>	<p>18 RWP MCM Supervisor Meeting 10:00 AM to 4:00 PM via Microsoft Teams</p>	<p>19 Juneteenth</p>	<p>20 Housing Committee ** Cancelled – Next meeting is July 18 **</p>	<p>21</p>	
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