



**Miami-Dade HIV/AIDS Partnership Meeting
Miami-Dade County Main Library
101 West Flagler Street, Auditorium, Miami, FL 33130**

March 18, 2024 Minutes

Approved June 17, 2024

#	Partnership Members	Present	Absent
1	Burks, Laurie Ann	x	
2	Dougherty, James	x	
3	Duberli, Francesco		x
4	Forrest, David	x	
5	Henriquez, Maria	x	
6	Herz, Stephen	x	
7	Hunter, Tabitha	x	
8	Marcelin, Dora	x	
9	Machado, Angela	x	
10	McIntyre, Harold	x	
11	Romero, Javier	x	
12	Sarmiento, Abril	x	
13	Sarria, Manuel		x
14	Shmuels, Diego	x	
15	Siclari, Rick	x	
16	Tazoe, Roberto	x	
17	Tramel-McIntyre, Alecia	x	
18	Wall, Daniel T.	x	
19	Applicant Pending Representative of the Affected Community		
20	Vacant Representative of the Affected Community		
21	Vacant Representative of the Affected Community		
22	Vacant Representative of the Affected Community		
23	Vacant Representative of the Affected Community		
24	Vacant Representative of the Affected Community		
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28	Vacant Representative of the Affected Community		
29	Vacant Representative of the Affected Community		
30	Vacant Representative of the Affected Community		
31	Vacant Representative of the Affected Community		
32	Vacant Local Health Department Representative		
33	Vacant Substance Abuse Provider Representative		
34	Vacant Representative Co-infected with Hepatitis B or C		
35	Vacant Other Federal HIV Program Grantee Rep. (SAMHSA)		
36	Vacant Hospital or Health Care Planning Agency Representative		
37	Vacant Federally Recognized Indian Tribe Representative		
38	Vacant Mental Health Provider Representative		
39	Vacant Miami-Dade County Public Schools Representative		
Quorum = 13			

#	Alternate Representatives of the Affected Community	Present	Absent
1	Vacant		
2	Vacant		
3	Vacant		
#	Ex-Officio Members	Present	Absent
1	Vacant MDC Mayor Office		
2	Vacant Board of County Commissioners		
Guests			
	Chassi, Kai		
	Gutierrez, Oliver		
	Johnson, Ashley		
	Lightfoot, LaQuanna		
	Mejias, Thaydee		
	Mester, Brad		
	Noguera Washington, Romana		
	Poblete, Karen		
	Mills, Vanessa		
	Pache, Rosa		
	Singh, Hardeep		
	Villamizar, Kira		
Staff			
	Bontempo, Christina		
	Ladner, Robert		

Note: All documents referenced in these minutes were accessible to members and the public prior to (and during) the meeting, at www.aidsnet.org/the-partnership#partnership1.

I. Call to Order

Ms. Tramel-McIntyre called the meeting to order at 10:17 a.m.

II. Introductions

Ms. Tramel-McIntyre called for introductions of members; later in the meeting guests and additional members were asked to introduce themselves.

III. Housekeeping/Meeting Rules

Ms. Tramel McIntyre reviewed the meeting housekeeping, language matters reminders, and notification of the meeting guide on the back of agendas.

IV. Floor Open to the Public

Harold McIntyre 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.

V. Review/Approve Agenda

Members reviewed the agenda and Ms. Tramel-McIntyre called for a motion.

Motion to approve the agenda as presented.

Moved: Stephen Herz

Seconded: Daniel T. Wall

Motion: Passed

VI. Review/Approve Minutes of December 18, 2023

Members reviewed the minutes of December 18, 2023. Dr. Javier Romero noted the ADAP update was incorrect and that he would forward corrections to staff after the meeting. Roberto Tazoe noted under the HOPWA Report that the STRMU update should be corrected from “991” households served to “91” households served; and the reference to “EHE” should be “PHP” (Permanent Housing Placement).

Motion to approve the minutes of December 18, 2023, with corrections, as noted.

Moved: Daniel T. Wall

Seconded: James Dougherty

Motion: Passed

VII. Reports

A. Membership

Ms. Tramel-McIntyre congratulated the Strategic Planning Committee for gaining a new member. She announced the Community Coalition intends to bring new member applicants to upcoming meetings and asked members to welcome our new applicants and be sure to RSVP to ensure quorum.

Ms. Tramel-McIntyre announced the newest member of the Partnership is Dora Marcelin, Part D Representative, and called for a motion to appoint Ms. Marcelin to the Strategic Planning Committee. (Ms. Marcelin was not yet at the meeting at the time of the announcement).

Motion to appoint Dora Marcelin to the Strategic Planning Committee.

Moved: Daniel T. Wall

Seconded: James Dougherty

Motion: Passed

B. Committee Reports

The following motions were brought to the Partnership for review. Additional committee activities were detailed in the *Committee Reports to the Miami-Dade HIV/AIDS Partnership*, distributed to members and included in the materials posted online. Each committee's justification for bringing the motions to the Partnership was included in the report.

▪ **Community Coalition Roundtable**

Harold McIntyre

Motion to recommend to the Mayor of Miami-Dade County the appointment of Kevin “Kai” Chassi for a *Representatives of the Affected Community* seat on the Miami-Dade HIV/AIDS Partnership.

Moved: Harold McIntyre

Seconded: Stephen Herz

Motion: Passed

Justification: Members reviewed the application of David “Kai” Chassi to serve on the Partnership as a Representative of the Affected Community. Mr. Chassi has completed the online interest form; a personal interview with staff and Community Coalition Chair, Lamar McMullen; a Community Coalition Roundtable member interview; and all required application paperwork.

▪ **Strategic Planning Committee**

Angela Machado

Angela Machado reported that the committee elected Dr. Diana Sheehan as Chair and herself as Vice Chair; approved Karen Poblete as a new member; and completed a thorough review of the Report of Findings and Follow Up Recommendations from the 2023 Assessment of the Recipient Administrative Mechanism Surveys. Several procedural improvements were suggested, including using the back of meeting agendas to include meeting terminology; updating the Housekeeping presentation to encourage participation; hold post-meeting debriefing sessions; and make RSVP follow up calls to new members and meeting guests. Staff has begun implementing these changes and will report back on their progress.

Motion for BSR staff to request guidance from our Health Resources and Services Administration (HRSA) Project Officer to assess implementing a two-year AAM cycle to allow for survey administration one year and implementation of changes based on the results in the next year.

Moved: Angela Machado

Seconded: Maria Henriquez

Motion: Passed

Justification: In previous years, the Assessment of the Recipient Administrative Mechanism survey results have been compiled and reported to HRSA, after which the next survey cycle begins without any time for following up on the results. Members noted there are only incremental changes over time in most survey responses so an annual survey may not be merited. A two-year cycle would allow the committee to administer surveys in year one and implements changes in year two. On that cycle, the year one report would be survey findings, and the year two report would be implementation results.

▪ **Care and Treatment Committee**

Daniel T. Wall

Motion to accept the Miami-Dade County Ryan White Program Minimum Primary Medical Care Standards with the substitution of “physician assistant” for the former term, “physician associate”.

Moved: Daniel T. Wall

Seconded: Stephen Herz

Motion: Passed

Justification: Standards were reviewed and updated, specifically changing “physician assistant” to “physician associate” which is the current terminology. Standards are well established, and changes tend to be incremental. Supporting attachments were available at the meeting and posted online indicating updates with red underlined text.

Motion to accept the changes to the FY 2024 service definition for AIDS Pharmaceutical Services, as presented.

Moved: Daniel T. Wall Seconded: Stephen Herz Motion: Passed

Motion to accept the changes to the FY 2024 service definition for Mental Health Services, as presented.

Moved: Daniel T. Wall Seconded: Dr. David Forrest Motion: Passed

Motion to accept the changes to the FY 2024 service definition for Outpatient Ambulatory Health Services, as presented.

Moved: Daniel T. Wall Seconded: James Dougherty Motion: Passed

Motion to accept the changes to the FY 2024 service definition for Other Professional Services: Legal Services and Permanency Planning, as presented.

Moved: Daniel T. Wall Seconded: Stephen Herz Motion: Passed

Motion to accept the changes to the FY 2024 service definition for Outreach Services, as presented.

Moved: Daniel T. Wall Seconded: Stephen Herz Motion: Passed

Motion to accept the changes to the FY 2024 service definition for Emergency Financial Assistance, as presented.

Moved: Daniel T. Wall Seconded: James Dougherty Motion: Passed

Motion to accept the changes to the FY 2024 service definition for Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals (Health Insurance Assistance), as presented.

Moved: Daniel T. Wall Seconded: Dr. David Forrest Motion: Passed

Motion to accept the changes to the FY 2024 service definition for Medical Case Management, Including Treatment Adherence Services, as presented.

Moved: Daniel T. Wall Seconded: Tabitha Hunter Motion: Passed

Motion to accept the changes to the FY 2024 service definition for Medical Transportation, as presented.

Moved: Daniel T. Wall Seconded: Abril Sarmiento Motion: Passed

Motion to accept the changes to the FY 2024 service definition for Food Bank, as presented.

Moved: Daniel T. Wall Seconded: Stephen Herz Motion: Passed

*Justification: Service definition drafts for the preceding ten (10) motions were reviewed, edited for content, and updated as presented at the meeting. Standards are well established, and changes tend to be incremental. Supporting attachments indicating updates in red underlined text, and pending updates based on soon to be published materials in **highlighted text** were available at the meeting and posted online.*

Motion to accept the changes to the FY 2024 service definition for Oral Health Care as presented, pending review of the annual client expenditure cap by the Recipient.

Moved: Daniel T. Wall Seconded: James Dougherty Motion: Passed

Justification: The FY 2024 Oral Health Care Service Definition draft was reviewed and approved. Last year there was no annual client expenditure cap. A cap may need to be set as a cost-containment measure. The cap is pending Recipient review.

Motion to change “physician” to “licensed medical provider” in all the service definitions.
Moved: Daniel T. Wall **Seconded: James Dougherty** **Motion: Passed**

Justification: *This language had been applied to some service definitions and should be made consistent throughout.*

Motion to accept the changes to the FY 2024 service definition for Substance Abuse Outpatient Care and Substance Abuse Services (Residential), as presented.
Moved: Daniel T. Wall **Seconded: James Dougherty** **Motion: Passed**

Justification: *The FY 2024 draft was reviewed, edited for content, and updated, as presented.*

Motion to accept the Emergency Financial Assistance Service Definition for the next Ryan White Program Part A/MAI RFP as presented.
Moved: Daniel T. Wall **Seconded: Stephen Herz** **Motion: Passed**

Justification: *Last year a directive was issued requesting five services be added to the next Ryan White Program Part A/MAI Request for Proposals (RFP). Emergency Financial Assistance, while already a prioritized service, was expanded to include two additional components.*

Motion to remove Health Education/Risk Reduction from the service categories in the next Ryan White Program Part A/MAI RFP.
Moved: Daniel T. Wall **Seconded: Dr. Diego Shmuels** **Motion: Passed**

Justification: *Upon review of Policy Clarification Notice #16-02 and discussion of other services that already provide or can provide the Health Education/Risk Reduction, the Committee decided not to include the item as a stand-alone service for the next RFP.*

Mr. Wall noted the Medical Care Subcommittee and the Care and Treatment Committee have been working on the standards and service definitions review for several months prior to bringing recommendations to the Partnership.

▪ **Other**

Executive, Housing, and Prevention committees, and Joint Integrated Plan Review Team updates were included in the report for reference.

C. Grantee/Recipient Reports

Members received a copy of the *Grantee/Recipient Top Line Summary Reports* with their meeting materials; and grantee and Recipient representatives presented their reports and answered questions, as needed.

▪ **Ryan White Part A/Minority AIDS Initiative (MAI)** *Daniel T. Wall*

In addition to the Top Line Summary, Mr. Wall noted that Part A expenditures currently total approximately 86.83% of the Direct Client Services budget, and MAI expenditures total approximately 56.31% of the Direct Client Services budget. Carryover funds of approximately \$1 million in Part A and more than \$1 million in MAI are expected. Funds are expected to assist with Food Bank needs.

The unduplicated clients count is almost 9,000, with 189 more clients than reported as served last month and almost back to pre-COVID utilization.

The County is still awaiting the final report from HRSA for the recent Part A/MAI Site Visit.

- **Ryan White Part B**

There was no report this month.

- **AIDS Drug Assistance Program (ADAP) Miami**

Dr. Javier Romero

Dr. Romero reported on February 2024 ADAP activities. There were 78 new enrollments; 756 re-enrollments; and a total of 7,295 clients.

Clients and expenditures by benefit level were reported as Direct Dispense: 54% of clients for 29% of expenditures; and Premium Plus: 46% of clients for 71% of expenditures.

Cabenuva[®] clients and expenditures by benefit level were reported as Direct Dispense: 108 clients for 56% of expenditures; and Premium Plus: 85 clients for 44% of expenditures.

Dr. Romero noted there have been changes to the ADAP Formulary (March 2024) and updates to the Patient Care Policies and Procedures: Minimum requirements for clients to receive ADAP assistance with health insurance obtained through the federally facilitated Marketplace. Both documents are posted with Reports on www.aidsnet.org.

Mr. Wall noted that the Statewide AIDS Drug Formulary Workgroup is reviewing the addition of Ozempic to the formulary with specific regulations and/or a letter of medical necessity. The drug is currently on the ADAP formulary related to diabetes treatment; utilization is low.

- **General Revenue at SFAN**

Angela Machado

Ms. Machado reported that a total of 470 unduplicated clients were served under General Revenue (GR) in January 2024. The Salvation Army beds are all full, the Nursing Home Care list is full, and Home Health Care services are continuing. There is a waitlist for Salvation Army beds and an increase in utilization for Salvation Army beds and Home Health Care.

- **Housing Opportunities for Persons with AIDS (HOPWA)**

Roberto Tazoe

Mr. Tazoe told members the City has finalized their HOPWA reporting. He indicated the reports are very complicated and that he would work with staff to provide a somewhat simplified update for future meetings.

For Tenant-Based Rental Assistance (TBRA) or Long-Term Rental Assistance (LTRA), the program is up to number 813 on the waitlist. Short-Term Rental and Utility Assistance (STRMU) is servicing 91 households. The Permanent Housing Program (PHP) is serving 61 people. There are a total of 719 unduplicated persons receiving services across the various HOPWA programs.

The HOPWA Program completed a U.S. Housing and Urban Development audit including visits to three project sponsors. The audit went well and therefore no delays in continued funding are expected.

D. Approval of Reports

Ms. Tramel-McIntyre called for a motion to approve all reports.

Motion to accept the Membership, Grantee/Recipient, and Committee Reports as presented.

Moved: Daniel T. Wall

Seconded: Dr. Diego Shmuels

Motion: Passed

VIII. Standing Business

▪ Officer Elections

As discussed in December, the Partnership holds elections for Officers in March each year. Ms. Tramel McIntyre was eligible for a second term as Chair. Mr. McIntyre, who is serving the end of the previous Vice Chair's term, was eligible for a first full term as Vice Chair. Staff advised that members could vote on Ms. Tramel-McIntyre and Mr. McIntyre as the Officers or a ballot could be circulated if there were other nominees. Most other members who might otherwise be eligible are serving as Officers of standing committees. Ms. Tramel-McIntyre called for nominations from the floor and there were no other nominees.

Mr. Wall expressed it was his honor to offer a motion to retain the current Officers.

Motion to retain Alecia Tramel Mc-Intyre as Chair and Harold McIntyre as Vice Chair of the Miami-Dade HIV/AIDS Partnership.

Moved: Daniel T. Wall

Seconded: Rick Siclari

Motion: Passed

IX. New Business

Ms. Tramel-McIntyre led the members through the following New Business items.

▪ April and May Meeting Dates

The only available Library date in April is April 30. The next meeting would be May 13, just two weeks later. Staff advised the Executive Committee would be meeting in April in the event of any action items needing immediate attention. Members chose to cancel the April 2024 meeting.

Motion to cancel the April 2024 Miami-Dade HIV/AIDS Partnership meeting.

Moved: Angela Machado

Seconded: Maria Hernandez

Motion: Passed

▪ 2024 National Ryan White Program Annual Conference

HRSA has approved the selections of Ms. Tramel-McIntyre and Lamar McMullen, Community Coalition Chair, to attend the 2024 National Ryan White Program Annual Conference. Generally, the selection of representatives would have come before the board prior to making selections. However, since the board did not meet last month, the selection was handled through administrative staff. A motion was called for to designate the selected representatives as official Miami-Dade HIV/AIDS Partnership representatives at the conference.

Motion to approve the selections of Alecia Tramel-McIntyre and Lamar McMullen as the official Miami-Dade HIV/AIDS Partnership representatives at the 2024 National Ryan White Program Annual Conference.

Moved: Daniel T. Wall

Seconded: James Dougherty

Motion: Passed

▪ Annual Source of Income Filing

The Source of Income Forms are an annual requirement of County board members. Members had a copy in their packets and were asked to return their completed form to staff after the meeting.

X. Announcements and Open Discussion

Staff announce the Community Coalition's Thriving with HIV 2024 Roundtable Series and encouraged everyone to promote the meetings.

XI. Next Meeting

Mr. McIntyre announced the next meeting date is Monday, May 13, 2024, at the Miami-Dade County Library.

XII. Adjournment

Ms. Tramel-McIntyre thanked everyone for coming and adjourned the meeting at 11:09 a.m.