



**Strategic Planning Committee  
Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134  
May 10, 2024 Minutes**

#	Members	Present	Absent	Guests	
1	Cardwell, Joanna	x		Edwards, Shawneaqua	
2	Hunter, Tabitha		x	Williams, Stephen	
3	Machado, Angela	x			
4	Marcelin, Dora		x		
5	Poblete, Karen	x		<b>Staff</b>	
6	Sheehan, Diana M.	x		Bontempo, Christina	
7	Singh, Hardeep	x		Ladner, Robert	
8	Stonestreet, Stephanie		x		
<b>Quorum = 4</b>					

Note: All documents referenced in these minutes are on file and were accessible to members and the public prior to (and during) the meeting, at [www.aidsnet.org/the-partnership#strategicplanning1](http://www.aidsnet.org/the-partnership#strategicplanning1).

**I. Call to Order**

Committee Chair, Dr. Diana Sheehan, called the meeting to order at 10:05 a.m.

**II. Introductions**

Members, guests, and staff introduced themselves.

**III. Housekeeping/Meeting Rules**

Committee Vice Chair, Angela Machado reviewed the *Meeting Housekeeping* PowerPoint, which includes general reminders, code of conduct, people-first language, and meeting participation best practices. Staff alerted members that there may be fire alarm testing during the meeting.

**IV. Floor Open to the Public**

Ms. Machado 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, so the floor was then closed.

**V. Review/Approve Agenda**

Members reviewed the agenda and approved it with no changes.

**Motion to approve the agenda as presented.**

**Moved: Hardeep Singh**

**Seconded: Joanna Carwell**

**Motion: Passed**

## **VI. Review the Minutes of April 12, 2024**

Members reviewed the minutes of April 12, 2024, and approved the minutes with no changes.

**Motion to approve the minutes of April 12, 2024, as presented.**

**Moved: Hardeep Singh**

**Seconded: Joanna Cardwell**

**Motion: Passed**

## **VII. Reports**

### **▪ Membership**

Staff advised that guest Shawneaqua Edwards of Behavioral Science Research Inc. was interested in membership. Ms. Edwards introduced herself and stated her interest. Her application is in process.

### **▪ Partnership Report to the Committee**

Staff advised the May 13, 2024, Partnership meeting was cancelled due to lack of quorum. All items pending approval will be delayed until June. This gives the committee another month to finalize the Assessment of the Recipient Administrative Mechanism surveys and will change the dates of the survey completion and the final report.

The recommended Partnership Ordinance changes are going forward for approval. Significantly, the changes include updating the Partnership meeting quorum requirement from 13 members to one-third-plus-one, which is consistent with all standing committees; and reducing the overall composition of the board from 39 to 30 members.

## **VIII. Standing Business**

### **▪ Assessment of the Recipient Administrative Mechanism (AAM)**

#### **□ 2024 Draft Surveys Review – Subrecipient Survey**

Members reviewed the updates to the survey based on the previous meeting input. All questions have been formatted in Survey Monkey with skip logic to request additional details to any response of “Disagree” and “Strongly Disagree.” The draft survey link is [www.surveymonkey.com/r/7HKKWCT](http://www.surveymonkey.com/r/7HKKWCT).

Members reviewed two new statements:

- Please indicate the date of your FY 2023-2024 contract execution.
  - This statement will remain.
- For contact execution later than March 15, 2023, please provide details explaining the delay(s).
  - This statement will be made more specific:

- For contract execution later than March 15, 2023, were there internal factors within your organization that led to delays?
  - Answer options will be “Yes,” “No,” “N/A - Our contract was executed prior to March 15, 2023.”
  - Answers of “Yes” will lead to a follow up: Please explain the internal factors within your organization that led to delays of contract execution.
- For contract execution later than March 15, 2023, were there external factors with the Recipient that led to delays?
  - Answer options will be “Yes,” “No,” “N/A - Our contract was executed prior to March 15, 2023.”
  - Answers of “Yes” will lead to a follow up: Please explain the external factors with the Recipient that led to delays of contract execution.
- Did delays in contract execution cause service disruptions or organizational disruptions?
  - Answer options will be “Yes,” “No,” “N/A - Our contract was executed prior to March 15, 2023.”
  - Answers of “Yes” will lead to a follow up: Please detail service disruptions or organizational disruptions resulting from delayed contract execution.

□ **2024 Draft Surveys Review – Partnership Survey**

All questions have been updated with the skip logic as noted above. No further changes were made to the survey. The draft survey link is [www.surveymonkey.com/r/235VNC3](http://www.surveymonkey.com/r/235VNC3).

□ **AAM Action Plan Review**

Three areas of concern were identified based on the 2023 AAM survey results. Members reviewed action steps to address each concern.

**1. Provide Enterprise® by Groupware Technologies (PE Miami), the Ryan White Program client database system**

Suggestions regarding establishing a PE Miami review team and training protocols were proposed and members discussed concerns over how new hires are trained and how to establish better communication about database updates. Members agreed that this is outside the purview of the Partnership. The Partnership’s responsibility is to administer the AAM surveys and report on findings. It was also noted that the Partnership has no authority over the activities of PE Miami and BSR staff is not funded or qualified to provide PE Miami training. Convening review team meetings and other additional steps to be taken based on findings are the responsibility of the Recipient and their contracted provider, PE Miami. Members acknowledged there may be costs associated with additional training, which would also be an issue between the Recipient and PE Miami. Dr. Robert Ladner proposed that if the Recipient wants to go forward with establishing a review team or teams, BSR could help to facilitate the meeting(s). Members suggested that if review teams were to be established, there could be one focused on fiscal issues and one focused on Medical Case Management (MCM) which would include MCM supervisors and database super users. Members will continue to monitor the survey responses for improvements and updates.

**2. Expenditure Reports to the Partnership**

Several protocols have been put in place and are ongoing as detailed in the Action Plan. Staff noted that printed expenditure reports will be distributed again at Partnership meetings since they

are hard to read on the screen and there is a lot of information to follow. The Top Line Summary Reports will continue to be distributed and members giving reports will be asked to slow down the pace of their review to ensure everyone is following and understanding.

### **3. Member Engagement**

Several protocols have been put into place and are ongoing as detailed in the Action Plan. Members reviewed the New Business item: Feedback from Community Coalition on Meeting Engagement Recommendations.

Regarding post-meeting debriefing, members agreed this could be an informal activity simply stating that Staff is available after the meeting for additional information. The announcement can be made during Housekeeping and again during adjournment. Officers should make every effort to ensure all agenda topic-related questions are answered during the meeting.

Regarding the meeting evaluation/feedback survey, members suggested abbreviating the survey to combine questions with concerns. Staff will bring the revised survey to Community Coalition for final review and will begin promoting the surveys in June 2024. How the surveys will be promoted is pending; meeting agendas already include two QR codes. Staff will collect and report on survey responses to each committee; if responses are not helpful, this activity may be discontinued.

The draft survey link is [www.surveymonkey.com/r/NW7R529](http://www.surveymonkey.com/r/NW7R529)

## **IX. New Business**

### **▪ 2024 Annual Report**

Members received a draft Annual Report and approved the new color scheme. All available data will be updated for review at the next meeting. Annual Report review will be the main activity at the next meeting.

## **X. Announcements and Open Discussion**

Dr. Robert Ladner advised that he could provide the log in credentials for anyone needing Wi-Fi during meetings at BSR Corp.

## **XI. Next Meeting**

Dr. Sheehan announced the next meeting is scheduled for Friday, June 14, 2024, at BSR Corp.

## **XII. Adjournment**

Dr. Sheehan adjourned the meeting at 11:56 a.m.