



**Executive Committee Meeting**  
**Behavioral Science Research Corporation**  
**2121 Ponce de Leon Blvd, Ste. 240**  
**Coral Gables, FL 33134**  
**June 26, 2024**

*Approved August 28, 2024*

#	Members	Present	Absent	Guests	
1	Darlington, Tajma	x			
2	Herz, Stephen		x		
3	Machado, Angela	x			
4	McIntyre, Harold	x			
5	McMullen, Lamar		x		
6	Muñoz, Virginia	x			
7	Sheehan, Diana M.	x			
8	Siclari, Richard		x	<b>Staff</b>	
9	Tramel-McIntyre, Alecia	x		Bontempo, Christina	Meizoso, Marlen
10	Trepka, Mary Jo	x		Ladner, Robert	
<b>Quorum = 4</b>					

Note that all documents referenced in these minutes were accessible to members and the public prior to the meeting, at <https://aidsnet.org/the-partnership#excom1>.

**I. Call to Order**

*Alecia Tramel-McIntyre*

Alecia Tramel-McIntyre, the Chair, welcomed the members of the Executive Committee. She called the meeting to order at 10:07 a.m.

**II. Introductions**

*All*

Ms. Tramel-McIntyre introduced herself, and requested introductions from all participants around the room.

**III. Meeting Housekeeping and Rules**

*Alecia Tramel-McIntyre*

Ms. Tramel-McIntyre reviewed the meeting housekeeping presentation which provided the ground rules and reminders for the meeting.

**IV. Floor Open to the Public**

*Harold McIntyre*

Mr. 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.”*

No comments were made so the floor was closed.

**V. Review/Approve Agenda**

*All*

The committee reviewed the agenda that was posted online in advance of the meeting. Staff requested that review and approval of the Assessment of the Administrative Mechanism surveys be added after new business. The Committee made a motion to approve the agenda with the requested addition.

**Motion to approve the agenda with the addition noted.**

**Moved: Angela Machado**

**Seconded: Harold McIntyre**

**Motion: Passed**

**VI. Review/Approve Minutes of February 28, 2024**

*All*

The committee reviewed the minutes of February 28, 2024, and approved them as presented.

**Motion to approve the February 28, 2024, minutes as presented.**

**Moved: Angela Machado**

**Seconded: Dr. Diana Sheehan**

**Motion: Passed**

**VII. Special Activity: Officer Training**

*All*

Marlen Meizoso reviewed the officer training presentation. The presentation provided an overview of the responsibilities and roles of officers within the planning council, tips and tools for running effective meetings including the use of an agenda guide, highlights on Roberts Rules of Order, Code of Conduct, and the Bylaws. A copy of the full bylaws and policy and procedure manual were also provided in the training packet.

Members suggested that since quorum is an issue at some meetings, an announcement should be made prior to starting regarding status of quorum and its importance.

**VIII. Reports**

*All*

**Vacancies/Membership Updates**

The Committee reviewed the current vacancies on the planning council. Six applications have been forwarded to Mayor Daniella Levine Cava's office for approval: one replacing an existing member, three representatives of the affected community, and two filling other vacancies.

**IX. Standing Business**

**• Follow-up on Planning Council Support Budget/Scope of Work**

Based on the HRSA site visit recommendations, the Executive Committee has been charged with constructing and implementing a more detailed Planning Council budget review process. A draft process from the Minneapolis EMA was shared. A similar process was proposed for Miami-Dade County with a draft meeting dates included, with the understanding that the process is an annual one. Input would be requested of all committees and the subcommittee for projects for consideration in the budget development. The Committee suggested that for next year the input process period start earlier, possibly February to April 2025. As mentioned in the last meeting, and included in the process, a report of Planning Council Staff Support expenditures against the budget is a required quarterly activity: the Committee reviewed the first quarter FY 2024 expenditures as provided by staff.

**Motion to accept the Proposed Miami-Dade HIV/AIDS Partnership (Planning Council) Staff Support Budget Process but make special projects request earlier in 2025 for 2026.**

**Moved: Dr. Mary Jo Trepka**

**Seconded: Angela Machado**

**Motion: Passed**

As approved by the Committee, chairs will poll members regarding projects and staff will compile replies for review at the August Executive Committee meeting.

- **Update on Recruitment and Retention**

For the next meeting, updates on recruitment and retention should be added to the agenda.

## **X. New Business**

- **A July Meeting Date**

*All*

The Committee has a placeholder meeting scheduled for July 31. The meeting may need to be moved earlier in the month because it is unlikely that the Partnership will achieve quorum on July 15, and the HRSA deadline for rapid reallocation/sweeps and the letter of concurrence is July 22. Based on the availability of the members present, the Committee elected to move the meeting to July 17, 2024. The special meeting will only be one hour long.

**Motion to move the Executive committee meeting to July 17, 2024.**

**Moved: Angela Machado**

**Seconded: Dr. Diana Sheehan**

**Motion: Passed**

- **Assessment of the Administrative Mechanism Surveys**

*All*

Staff presented the two administrative mechanism surveys from the Strategic Planning Committee. One is meant for Partnership members, and the other is intended for subrecipients. Staff reviewed these two surveys with the Committee and asked for approval.

**Motion to approve the two Administrative Mechanism surveys.**

**Moved: Dr. Mary Jo Trepka**

**Seconded: Tajma Darlington**

**Motion: Passed**

- **Bylaws Review**

*All*

As indicated in the Executive Committee's work plan, the Partnership Bylaws are due for review. A copy of the Bylaws was provided, and the Committee agreed to review the first 20 pages of the document in August, and to review the balance of the document in 10 page increments thereafter. Documents to be considered in the review include:

- Status Report on Ordinance Changes approved in August 2023 - based on County reports, edits are in progress.
- Status Report on HRSA Site Visit Findings and Recommendations - a copy was provided and relevant items will be included in the Bylaws and Policies and Procedures Manual.

## **XI. Announcements and Open Discussion**

*All*

Staff announced:

- Requests for officer photos for the website; and
- Next member enrichment training Get on Board: Language of the Partnership is on July 10, 2024.

There were no open discussion items.

## **XII. Next Meeting**

*Harold McIntyre*

The next scheduled Executive Committee meeting is Wednesday, August 28, 2024, at BSR.

**XIII. Adjournment**

*Alecia Tramel- McIntyre*

Ms. Tramel-McIntyre thanked everyone for participating today. With all business completed, she adjourned the meeting at 11:51 a.m.