



**MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee

Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership



**MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee

Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership



**MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee

Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership

Meeting Housekeeping Executive Committee

Updated May 31, 2024
Behavioral Science Research



Disclaimer & 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 should see staff for a voucher at the end of the meeting.

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 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.



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



 **MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee
Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership

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.”



 **MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee
Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership



**MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee

Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership



Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134
June 26, 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	Staff	
9	Tramel-McIntyre, Alecia	x		Bontempo, Christina	Meizoso, Marlen
10	Trepka, Mary Jo	x		Ladner, Robert	
Quorum = 4					

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.

DRAFT



Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134
July 17, 2024

#	Members	Present	Absent	Guests	
1	Darlington, Tajma		x		
2	Machado, Angela	x			
3	McIntyre, Harold	x			
4	McMullen, Lamar		x		
5	Muñoz, Virginia	x			
6	Sheehan, Diana M.	x		Staff	
7	Tramel-McIntyre, Alecia	x		Ladner, Robert	
8	Trepka, Mary Jo		x	Meizoso, Marlen	
Quorum = 4					

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 participants to the special meeting of the Executive Committee to review time-sensitive items since the Partnership was unable to establish quorum for their July 15, 2024, meeting. She called the meeting to order at 10:11 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 selections of 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 and motioned to approve it as presented.

Motion to approve the agenda as presented.

Moved: Angela Machado

Seconded: Dr. Diana Sheehan

Motion: Passed

VI. New Business

▪ **Care and Treatment Item: Rapid Reallocation Sweeps #1.1 Motions**

All

The Committee reviewed the two motions recommended by the Care and Treatment Committee. Based on prior expenditures and priority rankings, the FY 2024 Ryan White Part A Sweeps/Reallocation# 1.1 projections and requests were reviewed. Adjustments of \$297,653 were made as reflected on the handout distributed at the meeting.

Motion to accept the FY 2024-25 Ryan White Part A Sweeps #1.1 funding reallocation, as presented.

Moved: Angela Machado

Seconded: Virginia Muñoz

Motion: Passed

Based on the prior expenditures and priority rankings, the FY 2024 Ryan White Minority AIDS Initiative Sweeps/Reallocation# 1.1 projections and requests were reviewed. Adjustments of \$112,707 were made as reflected on the handout distributed at the meeting.

Motion to accept the FY 2024-25 Ryan White Minority AIDS Initiative Sweeps #1.1 funding reallocation, as presented.

Moved: Harold McIntyre

Seconded: Angela Machado

Motion: Passed

▪ **FY 2024 Letter of Concurrence to HRSA**

All

Part of the requirements for the Ryan White Program is a letter of concurrence to HRSA that rapid reallocations of funds were made upon receipt of the final grant award. A draft of the letter of concurrence for FY 2024 was reviewed and approved.

Motion to accept the draft letter of concurrence and authorize the Partnership Chair to sign the letter.

Moved: Dr. Diana Sheehan

Seconded: Harold McIntyre

Motion: Passed

▪ **Letter of support for County's Community Action and Human Services Department SAMHSA Grant**

All

The County's Community Action and Human Services Department applied for a Substance Abuse and Mental Health Services Administration (SAMHSA) grant and requested a letter of support. A draft letter was written and vetted by the Assistant County Attorney. Because of the deadline for submission of the letter before today's meeting date, the letter was signed electronically. A motion was requested to accept the draft letter and retroactively authorize its signature.

Motion to accept the draft letter of support for the County's Community Action and Human Services SAMHSA grant and retroactively authorize the Partnership Chair to sign the letter.

Moved: Angela Machado

Seconded: Harold McIntyre

Motion: Passed

VII. Announcements and Open Discussion

All

There were no announcements or open discussion items.

VIII. Next Meeting

Harold McIntyre

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

IX. Adjournment

Alecia Tramel- McIntyre

Ms. Tramel-McIntyre thanked everyone for participating today and adjourned the meeting at 10:21 a.m.

DRAFT



**MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee

Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership



Membership Report

July 30, 2024

The Miami-Dade HIV/AIDS Partnership

*The official Ryan White Program Planning Council in Miami-Dade County
and the Advisory Board for HIV/AIDS to the Miami-Dade County
Mayor and Board of County Commissioners.*

Opportunities for Ryan White Program Clients

6 seats are available to Ryan White Program Clients who are not affiliated or employed by a Ryan White Program Part A funded service provider.

Opportunities for General Membership

5 seats are open to people with HIV, service providers, and community stakeholders who have reputations of integrity and community service, and possess the relevant knowledge, skills and expertise in these membership categories:

- Hospital or Health Care Planning Agency Representative
- Housing, Homeless or Social Service Provider
- Mental Health Provider Representative
- Other Federal HIV Program Grantee Representative (SAMHSA)
- Other Federal HIV Program Grantee (Part F)

Are you a Member?

Thank you for your service to people with HIV!
Be sure to bring a Ryan White client to your next meeting!

Do You Qualify for Membership?

If you answer "Yes" to these questions, you could qualify for membership!

Are you a resident of Miami-Dade County?

Are you a registered voter in Miami-Dade County?

Note: Some seats for people with HIV are exempt from this requirement.

Can you volunteer three to five hours per month for Partnership activities?



Get Started Today!
Scan the QR Code or contact
mdcpartnership@behavioralscience.com.



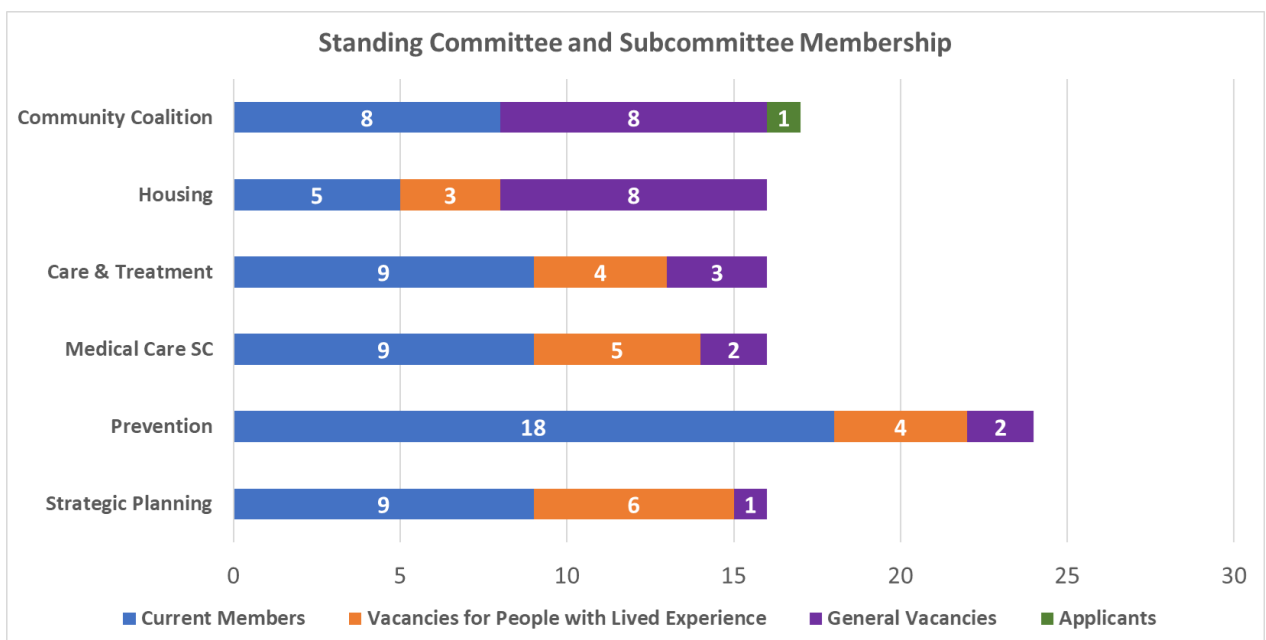


Committees

Work with a dedicated team of volunteers on these and more Partnership activities to better serve people with HIV in Miami-Dade County!
People with HIV are encouraged to join!

- ⌘ Allocate more than \$27 million in Ryan White Program funds with the **Care and Treatment Committee**
- ⌘ Develop an Annual Report on the State of HIV and the Ryan White Program in Miami-Dade County with the **Strategic Planning Committee**
- ⌘ Recruit and train new Partnership members with the **Community Coalition**
- ⌘ Work with the City of Miami Housing Opportunities for Persons with AIDS Program to address housing challenges for people with HIV/AIDS with the **Housing Committee**
- ⌘ Oversee updates and changes to medical treatment guidelines for the Ryan White Part/MAI Program with the **Medical Care Subcommittee**
- ⌘ Set priorities for Ryan White Program HIV health and support services in Miami-Dade County with the **Care and Treatment Committee**
- ⌘ Share a meal and testimonials at Roundtables with the **Community Coalition**
- ⌘ Develop and monitor the official HIV Prevention and Care Integrated Plan with the **Strategic Planning Committee & Prevention Committee**
- ⌘ Develop your leadership skills and be a committee leader with the **Executive Committee**
- ⌘ Oversee updates and changes to the Ryan White Prescription Drug Formulary with the **Medical Care Subcommittee**
- ⌘ Develop and monitor local Ending the HIV Epidemic activities with the Florida Department of Health in Miami-Dade County with the **Prevention Committee & Strategic Planning Committee**
- ⌘ Be in the know about the latest HIV activities of the Prevention Mobilization Workgroups with the **Prevention Committee**

Visit www.aidsnet.org/the-partnership/ for the complete list of applications and details on Partnership and committee membership opportunities. Contact us at mdcpartnership@behavioralscience.com or 305-445-1076 for assistance.





**MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee

Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership

Proposed Miami-Dade HIV/AIDS Partnership (Planning Council) Staff Support Budget Review Process

Month	Activity	Committee	Comments
March - May	Committee chairs will poll their respective Committees for any Partnership-based special projects and/or new activities, above and beyond the scheduled annual activities supported by the budget. Executive Committee staff will estimate budgetary implications of these activities and projects, and will provide budgetary data back to individual committees for assistance in prioritizing the special projects. Prioritized projects with budgets will be forwarded to the Executive Committee for review and possible inclusion in the Partnership's budget/scope.	Each Committee	Staff provides cost estimates for new projects or activities.
June	Executive Committee reviews Q1 (March 1-May 31) Partnership Staff Support expense report for current fiscal year.	Executive	
July - August	Executive Committee reviews new projects / activities and associated costs, and prioritizes projects for possible inclusion in the budget. Partnership annual budget for following fiscal year will be reviewed at August 2024 meeting. Budget recommendations based on prioritized new projects / activities will be included in the annual resource allocation process (Needs Assessment) provided to the Care and Treatment Committee (due by September).	Executive	Staff will provide prioritized projects and activities and associated costs for Executive Committee review.
September	The Partnership will approve the annual resource allocation levels.	Partnership	Executive Committee will address in the event the Partnership cannot meet.
October	Reviews Q2 (June 1-August 31) Partnership Staff Support expense report for current fiscal year.	Executive	
December	Reviews Q3 (September 1-November 30) Partnership Staff Support expense report for current fiscal year.	Executive	
January	Reviews individual Committee and contractor scope of services for the following fiscal year and approves based on approved budget.	Executive	
April (following FY)	Reviews Q4 (December 1 - February 28/29) September 1-November 30) Partnership Staff Support year-end expense report for previous fiscal year.	Executive	



 **MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee
Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership

Organization				
Behavioral Science Research Corporation				
Staff Support Part A Proposed 2025-26 budget allocations				
		2025-2026 BUDGET	2024-2025 BUDGET	DIFFERENCE
FTE	Personnel 2.54	\$302,924	\$294,699	\$8,225
Travel: Mileage (local)		\$250	\$230	\$20
Travel: Parking & Tolls (local)		\$300	\$266	\$34
Travel: Long Distance Travel			\$2,256	(\$2,256)
Supplies: Program Office Supplies		\$1,500	\$1,123	\$377
Supplies: Copier/PC Maintenance		\$3,000	\$2,920	\$80
Contractual: Surveys and Studies		\$9,000	\$10,500	(\$1,500)
Other Direct Costs: IT Maintenance (Labor Costs)		\$1,700	\$1,659	\$41
Other Direct Costs: Partnership Website		\$1,300	\$1,219	\$81
Other Direct Costs: Surveys and Studies Support		\$3,600	\$5,700	(\$2,100)
Other Direct Costs: Partnership Outreach/Public Relations		\$365	\$300	\$65
Other Direct Costs: Communications (Telephones and Internet)		\$3,000	\$2,826	\$174
Other Direct Costs: Copier Costs		\$2,000	\$1,913	\$87
Other Direct Costs: PWH and Partnership - Postage and Delivery		\$132	\$132	\$0
Other Direct Costs: Meeting Expenses		\$1,500	\$1,200	\$300
Other Direct Costs: Rent		\$57,579	\$62,092	(\$4,513)
Other Indirect/Admin. Costs:		\$11,850	\$10,965	\$885
TOTAL AWARD		\$400,000	\$400,000	

Project Proposals

(A) Medical Care Subcommittee Aging with HIV Research

A.1 Original: Six focus groups in three languages (English, Spanish, Creole)

- + One set for clients 50+ y/o (general aging issues)
- + One set for persons 64-1/2 y/o (Medicare transition issues)
- + n = 90 clients (maximum 15 clients per group)

Component	Quantity	Cost	Total
Incentives for clients	90	\$ 70.00	\$ 6,300.00
Creole moderator	2	\$ 1,000.00	\$ 2,000.00
Spanish transcription/translation of focus groups	2	\$ 1,000.00	\$ 2,000.00
Creole transcription/translation of focus groups	2	\$ 1,000.00	\$ 2,000.00
English transcription of focus groups	2	\$ 500.00	\$ 1,000.00
Recruitment: 3 recruiters@ 80 hrs each	240	\$ 20.00	\$ 4,800.00
Refreshments and miscellaneous	1	\$ 1,000.00	\$ 1,000.00
Qualitative focus group data analysis, per group	6	\$ 1,000.00	\$ 6,000.00

TOTAL \$ 25,100.00

A.2 Two-Survey Option: two personal in-depth telephone surveys in three languages

- + One survey for persons 50+ y/o (general aging)
- + One survey for persons 64-1/2 y/o (Medicare transition issues)
- + n = 90 clients (15 clients per group)

Component	Quantity	Cost	Total
Incentives for clients	90	\$ 30.00	\$ 2,700.00
Translation of two surveys/two languages	4	\$ 300.00	\$ 1,200.00
Recruitment: 3 recruiters @ 160 hrs each	480	\$ 20.00	\$ 9,600.00
Survey completions, quantitative interviewer cost	90	\$ 40.00	\$ 3,600.00
Survey data analysis, per survey	2	\$ 2,000.00	\$ 4,000.00

TOTAL \$ 21,100.00

A.3 One-Survey Option: one personal in-depth telephone survey in three languages

- + One survey for persons 64-1/2 y/o (Medicare transition issues)
- + n = 45 clients (15 clients per group)

Component	Quantity	Cost	Total
Incentives for clients	45	\$ 30.00	\$ 1,350.00
Translation of two surveys/two languages	4	\$ 300.00	\$ 1,200.00
Recruitment: 2 recruiters @ 120 hrs each	240	\$ 20.00	\$ 4,800.00
Survey completions, quantitative interviewer cost	45	\$ 40.00	\$ 1,800.00
Data analysis, per survey	1	\$ 2,000.00	\$ 2,000.00

TOTAL \$ 11,150.00

Project Proposals

(B) Care & Treatment Not-In-Care Needs

**Study of unmet needs and barriers to care among clients not in RWP care
for at least one year (English, Spanish, Creole)
+ n= 200 clients**

Component	Quantity	Cost	Total
Incentives for clients	200	\$ 30.00	\$ 6,000.00
Translation of survey into Spanish and Creole	2	\$ 300.00	\$ 600.00
Recruitment: 4 recruiters @ 160 hrs. each	640	\$ 20.00	\$ 12,800.00
Survey completions, quantitative interviewer cost	200	\$ 40.00	\$ 8,000.00
Data analysis	1	\$5,000.00	\$ 5,000.00

TOTAL \$ 32,400.00

Request was made for a strategy to *address unmet needs and barriers to care for persons not in RWP care*. The best population to use as data source is clients who have been out of RWP for at least one year, and who have returned to RWP care, identified through PE-Miami. (Special note: Persons with HIV who are undiagnosed and clients who are diagnosed but not in RWP care – as lost to care or never entered RWP care – are not available for interview.) PE-Miami data show about 980 clients have returned to RWP care since FY 2021 after being without a billable RWP events for ≥one year, therefore identifiable and potentially interviewable if they have signed a permission waiver allowing them to be contacted by BSR for paid research purposes.

(C) Community Coalition Project Proposal Budget Partnership Membership Community Meet-and-Greet Event(s)

Component	Quantity	Cost	Total
Partnership promotional material	1	\$ 1,000.00	\$ 1,000.00
Travel cost offsets for Partnership and Community Coalition persons with lived experience participating in the event(s)	10	\$ 20.00	\$ 200.00
Refreshments and miscellaneous	1	\$ 300.00	\$ 300.00

TOTAL \$ 1,500.00

Note: if the Executive Committee prioritizes this activity, BSR may be directed to rework its Partnership budget for FY 2025 to cover the cost of this special activity.



**MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee

Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|------------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership



BYLAWS

2024 DRAFT

The Miami-Dade HIV/AIDS Partnership, having been duly established by the Board of County Commissioners of Miami-Dade County, Florida by Ordinance No. 98-127 codified in Chapter 2, Article LXXX of the Code, hereby adopts these Bylaws for the purpose of establishing the basic rules by which it shall conduct its business and discharge its obligations



2121 Ponce de Leon Boulevard, Suite 240
Coral Gables, FL 33134



TABLE OF CONTENTS

MIAMI-DADE COUNTY HIV/AIDS PARTNERSHIP BYLAWS

ARTICLE 1. Description of the Miami-Dade HIV/AIDS Partnership..... 1

 SECTION 1.1. Name, Area of Service, Legal Location, Fiscal Year 1

 SECTION 1.2. Purpose and Duties 1

ARTICLE 2. Legal Compliance 3

 SECTION 2.1. Code of Ethics..... 3

 SECTION 2.2. Conflict of Interest 3

 SECTION 2.3. Government in the Sunshine..... 3

 SECTION 2.4. Grievances..... 4

ARTICLE 3. Miami-Dade HIV/AIDS Partnership Composition 4

 SECTION 3.1. The Partnership 4

 A. Composition..... 4

 B. Members 4

 C. Alternates 6

 D. Ex-officio Representatives..... 6

 SECTION 3.2. Standing Committees 6

 A. Composition..... 6

 B. Membership 6

 C. Standing Committees 7

 SECTION 3.3. Subcommittees..... 9

 A. Composition..... 9

 B. Membership 9

 C. Subcommittees..... 10

 SECTION 3.4. Workgroups..... 10

 A. Composition..... 10

 B. Membership 11

 SECTION 3.5. Dissolution 11

ARTICLE 4. Membership..... 11

 SECTION 4.1. The Partnership 11

 A. Applications, Nominations, and Requirements 11

 B. Term of Office (Partnership) 12

 C. Duties and Responsibilities (Partnership)..... 13

 D. Vacancies (Partnership) 14

 E. Removals (Partnership)..... 14

 SECTION 4.2. Standing Committees 16

 A. Applications, Nominations, and Requirements 16

 B. Term of Office (Standing Committees) 17

 C. Duties and Responsibilities (Standing Committees)..... 17

 D. Vacancies (Standing Committees)..... 18

E. Removals (Standing Committees)	18
SECTION 4.3. Subcommittees	20
A. Applications, Nominations, and Requirements	20
B. Term of Office (Subcommittees)	20
C. Duties and Responsibilities (Subcommittees)	21
D. Vacancies (Subcommittees)	22
E. Removals (Subcommittees)	22
SECTION 4.4. Workgroups	24
A. Applications, Nominations, and Requirements	24
B. Term of Office (Workgroups)	24
C. Duties and Responsibilities (Workgroups)	25
D. Vacancies (Workgroups)	26
E. Removals (Workgroups)	26
ARTICLE 5. Officers	27
SECTION 5.1. Officers	27
A. The Partnership	27
B. Standing Committees, Subcommittees, and Workgroups	28
SECTION 5.2. Officer Responsibilities	28
A. All Chairs	28
B. The Partnership Chair	28
C. The Vice-Chair	29
SECTION 5.3. Term of Office	29
SECTION 5.4. Nominations and Elections of Officers	29
A. Partnership	29
B. Standing Committees and Subcommittees	30
C. Workgroups	30
SECTION 5.5. Officer Removals and Vacancies	30
ARTICLE 6. Meetings	30
SECTION 6.1. Public Notice of Meetings	30
SECTION 6.2. Reasonable Opportunity to Be Heard	30
SECTION 6.3. Code of Conduct	31
SECTION 6.4. Quorum	32
ARTICLE 7. Staff Support	32
ARTICLE 8. Amendments	32
Addendum A	33
Miami-Dade HIV/AIDS Partnership	33
Grievance Procedures and Process	33
ARTICLE I: Preamble	33
ARTICLE II: Definitions	33
ARTICLE III: The Grievance Process	35
Requests for Grievances and Notice of Hearing	35

Types of Grievances Covered and Who May Bring a Grievance..... 36
 Grievance Initiation and Preliminary Direct Meeting 36
 Non-Binding Mediation 37
 Informal Hearing..... 38
 Binding Arbitration..... 41

ARTICLE IV: Sunshine Laws and Public Records Act 42

ARTICLE V: Amendments 42

 EXHIBITS 43
 Acknowledgement of Receipt of Grievance Procedures: 44

Addendum B..... 45

Code of Conduct..... 45

 Miami-Dade HIV/AIDS Partnership 46
 Code Of Conduct 46

Addendum C..... 49

Miami-Dade HIV/AIDS Partnership 49

Prevention Committee Policies and Procedures 49

 A. FUNCTIONS 49
 B. OFFICERS: 50
 C. RECRUITMENT 51
 D. MEMBERSHIP 52
 E. VOTING..... 52
 F. REMOVAL 53
 G. GUESTS 53
 H. PUBLIC COMMENT 53
 I. CONFLICT OF INTEREST 54
 J. MEETING TIME, DATE, and LOCATION 54
 K. REIMBURSEMENT..... 54
 L. AMENDMENT..... 54

Addendum D..... 55

General Terminology..... 55

ARTICLE 1. Description of the Miami-Dade HIV/AIDS Partnership

SECTION 1.1. Name, Area of Service, Legal Location, Fiscal Year

- A. Name: The name of the organization shall be the Miami-Dade HIV/AIDS Partnership (Partnership).
- B. Area of Service: The area served by the Partnership shall be Miami-Dade County, Florida. The legislative and governing body of Miami-Dade County (County) is the Board of County Commissioners which, under the Miami-Dade County Home Rule Charter, has the power to provide health programs for all of Miami-Dade County including all municipalities located within Miami-Dade County.
- C. Legal Location: The legal location for the Partnership shall be c/o Miami-Dade County, Office of Management and Budget, 111 N.W. 1st Street, 22nd Floor, Miami, Florida 33128.
- D. Fiscal Year: The fiscal year of the Partnership shall begin on March 1 of the current year and end on the last day of February of the year following.

SECTION 1.2. Purpose and Duties

- A. The purpose of the Miami-Dade HIV/AIDS Partnership is to enable the County and other governmental entities to apply for, receive, plan for, assess, and allocate financial assistance under Title XXVI of the Public Health Service Act as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (hereinafter called the “Ryan White Program”), Healthy Communities ~~2010-2030~~ Objectives, AIDS Housing Opportunity Act, and the Housing and Community Development Act of 1992, State of Florida General Revenue care and treatment allocations, and other HIV/AIDS related funding as it becomes available; and to advise the Miami-Dade County Board of County Commissioners, the Mayor and other governmental entities on HIV/AIDS related issues.
- B. The duties of the Partnership shall include, but not be limited to:
 - 1. Establishing methods for obtaining input on community needs and priorities, which may include public meetings, conducting focus groups, and convening workgroups.
 - 2. Developing and implementing a community-wide comprehensive plan for the organization and delivery of HIV-related health and supportive services that is compatible with State of Florida and county plans regarding the provision of health and supportive services to people with HIV.
 - 3. Establishing service priorities for the allocation of Ryan White Part A and Minority AIDS Initiative (MAI) funds within the County as provided by the Ryan White Program of 1990, Public Law 101-381, as such Act may be amended from time to time or superseded by a new law, including how best to meet each such priority and individual factor that the County should consider in allocating funds under Part A of the Ryan White Program. Service priorities and recommendations for funding allocations shall be based on the:
 - a. Documented needs of the population affected by HIV/AIDS within Miami-Dade County;

- b. Priorities of the communities affected by HIV/AIDS for whom the services are intended;
 - c. Cost and outcome effectiveness of proposed strategies and interventions, to the extent that such data are available; and
 - d. Availability of other governmental and non-governmental resources.
 4. Making recommendations for other HIV/AIDS programs.
 5. Serving in an advisory capacity to the Board of County Commissioners, City of Miami, Florida Department of Health-Office of HIV/AIDS (at the state and local levels), the respective County and City mayors, the U.S. Health Resources and Services Administration (HRSA) and other public and governmental entities with respect to all issues affecting or relating to persons at risk of contracting or living with HIV/AIDS.
 6. Participating in the development of the Statewide Coordinated Statement of Need initiated by the State of Florida's public health agency responsible for administering grants under the Ryan White Program.
 7. Establishing mechanisms for addressing grievances with respect to Part A funding and any other matter deemed appropriate by the Partnership, including but not limited to procedures for submitting grievances for Part A allocations that cannot be resolved by binding arbitration as required by the Ryan White Program. Grievance procedures developed by the Partnership shall be submitted for review and approval to the appropriate federal agency. These grievance procedures are set forth in Addendum A to these Bylaws and are hereby incorporated by reference. These procedures shall become the sole dispute resolution mechanism and shall take precedence over all other County dispute resolution mechanisms including, but not limited to, the County bid protest procedures.
 8. Assessing the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the County and, at the discretion of the Partnership, assessing the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.
 9. Adhering to the national initiatives for care and treatment and prevention of HIV/AIDS.
 10. Adhering to all applicable nondiscrimination laws and regulations. Consistent with the policies of the Miami-Dade Board of County Commission, as set forth in Chapter 11-A of the Code, the Partnership shall not discriminate against any person on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or gender expression, status as a victim of domestic violence, dating violence or stalking, or source of income. The Partnership shall also adhere to all other federal, state and local civil rights laws and regulations.
 11. Performing any other duties conferred to the Partnership by the Code and/or required by funding sources for Partnership programs.

ARTICLE 2. Legal Compliance

SECTION 2.1. Code of Ethics

- A. All members of the Partnership, standing committees, subcommittees, and workgroups (collectively referred to as “members”) shall comply with all applicable federal, state and County Code of Ethics governing financial interest, ownership or other business disclosure and conflict of interest rules, including those which pertain specifically to the Ryan White Program and except those which are specifically excluded by the Ordinance creating the Miami-Dade HIV/AIDS Partnership or opinions rendered by the Miami-Dade Commission of Ethics and Public Trust.

SECTION 2.2. Conflict of Interest

- A. Members shall abide by the state, county, and federal laws, Florida Statutes and the Code regarding conflicts of interest, except that Section 2-11.1 (c) and (d) of the Conflict of Interest and Code of Ethics Ordinance of the County are waived for members transactions arising from the exercise of those powers given the members by the Ryan White Program. Notwithstanding this, members are governed by all other sections of the Conflict of Interest and Code of Ethics ordinance.
- B. Members may vote on funding recommendations that affect a specific category of service that includes themselves or their organization, but under federal law, they may not vote on any funding recommendation that will specifically and directly benefit their organization if they are the sole provider of that service, and the funding recommendation does not designate amounts or percentages among the various providers in a particular service category..
- C. Pursuant to Miami-Dade Commission on Ethics and Public Trust Opinion Nos. 02-43 and 05-50, all members in specific service categories are prohibited from voting for funds in their specific service category if they are the sole subrecipient in that category.
- D. Members with a conflict of interest must recuse themselves from discussion and voting on any subject matter pertaining to the allocation of funds for a service category where the member has a conflict of interest.

SECTION 2.3. Government in the Sunshine

- A. Meetings: All meetings must be held in accordance with Florida’s Government in the Sunshine Law, chapter 286, Florida Statutes, which prohibit discussion outside a properly noticed meeting between two or more members of the same board regarding any matter of business that may possibly come before the body for action (see 2.3.B, Members, below).
- B. Members: All members of the Partnership and its standing committees, subcommittees, or workgroups must comply with Florida’s Government in the Sunshine Law. This prohibition extends to all methods of communications between the parties, including but not limited to written communications, or communications via telephone, social media, texting or emailing. If a member is in doubt of the legal responsibilities under the Florida Sunshine law, s/he should consult directly with the County Attorney’s Office.

SECTION 2.4. Grievances

- A. The Partnership is required by the Ryan White Program to establish grievance procedures for addressing grievances with respect to funding. These grievance procedures are set forth in Addendum A to these Bylaws and are hereby incorporated by reference.

ARTICLE 3. Miami-Dade HIV/AIDS Partnership Composition

SECTION 3.1. The Partnership

A. Composition

1. The Partnership shall be composed of thirty~~nine~~ (39~~0~~) voting members appointed by the Mayor;
2. Thirty-three percent (33%) of members must be HIV positive;
3. No organization shall have more than one representative or employee as a member, except as mandated by the legal requirements of Partnership programs; and
4. No more than **fifteen (15)** individuals shall be appointed who personally provide, who represent entities that provide, or who otherwise possess a financial relationship with entities that provide HIV related services funded by Partnership programs.
5. Pursuant to Section 2-1101(g) of the Code, the Partnership shall reflect in its composition the demographics of the epidemic in Miami-Dade County, with particular consideration given to disproportionately affected and historically underserved groups, subpopulations, and geographic areas in Miami-Dade County.
 - a. Composition of the Partnership, including committee and subcommittee membership, shall strive to assure the following:
 - (i) **Parity**, with each member having equal opportunity for input and participation as well as equal voice in voting and other ~~decision making~~decision-making activities;
 - (ii) **Inclusiveness**, that all affected communities are represented and involved in a meaningful manner in the community planning process;
 - (iii) **Representation**, that members who represent a specific community truly reflect that community's values, ~~norms~~norms, and behaviors.
 - b. The requirements set forth in subsection a, above, shall not apply to workgroups established by the Partnership.

B. Members

The Partnership shall include thirty~~nine~~ (39~~0~~) members:

1. ~~Fifteen-Ten~~ (15~~0~~) member representatives of affected communities, who are including thirteen (13) persons living with HIV/AIDS, who are not affiliated or employed by a Part A funded subrecipient and are recipients of Part A services, members of a Federally

recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and historically underserved groups and subpopulations that reflect the demographics of the population within the eligible metropolitan area;

2. One (1) health care organization representing a Federally Qualified Health Center;
3. One (1) Community Based AIDS Service Organization (CBO/ASO) representative;
4. Two (2) housing, homeless/homeless, or social service organizations;
5. One (1) mental health organization;
6. One (1) substance abuse organization;
7. One (1) HIV prevention service organization;
8. One (1) representative of a hospital or health care planning agency;
9. One (1) ~~Ryan White Program Part A local~~ Miami-Dade County Office of Management and Budget-Recipient representative who shall not be a Ryan White Program Recipient representative, whose position is not funded with Ryan White Program funds, who does not provide in-kind services, and who has no significant involvement in the Ryan White Program grant;
10. One (1) state government Ryan White Program Part B grantee representative;
11. One (1) representative from agencies receiving grants under Ryan White Part C;
12. One (1) representative from agencies receiving grants under Ryan White Part D, or from organizations with a history of providing services to children, youth, and families, if funded locally;
- ~~13. One (1) State of Florida General Revenue grantee representative;~~
- 14.13. Four (4) grantee representatives of other federal HIV programs including, but not limited to, Centers for Disease Control and Prevention (CDC), HOPWA, Ryan White Part F, and Substance Abuse and Mental Health Services Administration (SAMHSA), if funded locally;
- ~~15.14.~~ 14. One (1) state government/Medicaid Agency representative;
- ~~16.15.~~ 15. One (1) local public health agency representative from the Florida Department of Health in Miami-Dade County;
- ~~17. One (1) Miami-Dade County Public Schools representative;~~
- ~~18.16.~~ 16. One (1) non-elected community leader who does not provide HIV related health care services subject to funding under the Partnership programs;
- ~~19.17.~~ 17. One (1) former inmate of a local, state, or federal prison released from the custody of the penal system during the preceding three (3) years and had HIV disease as of the date of release, or a representative of HIV positive incarcerated persons;
- ~~20. One (1) representative of a federally recognized Indian tribe as represented in the population from the affected community; and~~
- ~~21. One (1) representative co-infected with hepatitis B or C from the affected community.~~

~~C. Alternates~~

- ~~1. The Partnership shall include as alternates three (3) representatives of the affected community who are not affiliated or employed by a Part A funded subrecipient, and are recipients of Part A services.~~
- ~~2. Alternate members shall be appointed by the Mayor.~~
- ~~3. Alternate members may be assigned as voting members of committees, but are non-voting members of the full Partnership except when a voting member is unable to serve, at which time an alternate member designated by the Chair shall serve as voting member for the full Partnership and the Partnership's committees.~~

D.C. Ex-officio Representatives

1. The Partnership shall include ~~two~~three (23) ex-officio representatives:
 - a. One (1) ex-officio representative from the Office of the Miami-Dade County Mayor; and
 - b. One (1) ex-officio representative from the Board of County Commissioners.
 - ~~b.c.~~ One (1) ex-officio representative from the Miami-Dade County Public Schools.

SECTION 3.2. Standing Committees

A. Composition

1. The Partnership shall have standing committees.
2. The purpose of standing committees is to serve in an advisory capacity to the members of the Partnership.
3. Standing committees do not have the authority to bind the Partnership or the County. Accordingly, standing committees may only make recommendations and suggest motions that the Partnership and other standing committees, where applicable, may consider.

B. Membership

1. Each standing committee shall have a maximum of 16 members, except for the Prevention Committee which shall have a maximum of 24 members, and the Executive Committee which shall have a maximum of 12 members.
2. Pursuant to Section 2-1103 of the Code, the size and membership composition of the standing committees shall be vested solely in the Partnership, and members may be appointed who are not Partnership members.
3. Pursuant to Section 2-1103 of the Code, each standing committee shall strive to maintain no less than one-third (1/3) membership by representatives of the affected community.
4. Persons who are appointed to serve as members of standing committees must also meet the minimum requirements of Section 2-11.36 et seq. of the Code which sets forth the standards for County boards, including being a resident of Miami-Dade County and a qualified elector.

5. Quorum for each standing committee shall consist of one-third (1/3) plus one (1) of the current voting members.

C. Standing Committees

1. Executive Committee

The Executive Committee shall:

- a. Be comprised of the Chair and Vice-Chair of the Partnership and the Chair and Vice-Chair of each standing committee;
- b. Meet **monthly**, but may choose to cancel a scheduled meeting if there is no business to transact;
- c. Act on behalf of the Partnership in the event of any emergency that does not permit holding a regular meeting or calling a special meeting of the Partnership;
- d. Establish rules of conduct for all Partnership and committee meetings;
- e. Act as a steering committee, delegating Partnership and standing committee responsibilities in order to ensure coordination and prevent duplication of activities;
- f. Evaluate the work of the contracted Staff Support subrecipient with all standing committees, subcommittees, and work groups, reviewing the Staff Support subrecipient's budget in light of contractual obligations, federal mandates, and emergent Partnership needs;
- g. Review proposed changes to Partnership Bylaws and make recommendations to the Partnership, as needed; and
- h. Review grievances that arise from the Partnership or the community regarding whether the Partnership follows its policies and procedures. Such complaints shall be thoroughly reviewed and presented to the full Partnership for its consideration.

2. Care and Treatment Committee

The Care and Treatment Committee shall:

- a. Meet monthly, including multiple dates during the Annual Needs Assessment, but may choose to cancel a scheduled meeting if there is no business to transact;
- b. Develop and implement all care and treatment planning;
- c. Conduct an annual comprehensive needs assessment;
- d. Establish or revise Ryan White Part A service priorities and complete the priority setting and resource allocation processes for each fiscal year;
- e. Make recommendations to the Partnership on service priorities and use of other funds to target the areas of greatest need; and
- f. Make recommendations to appoint two (2) nominees to the Florida Comprehensive Planning Network's (FCPN) Patient Care Planning Group (PCPG). At least one (1) member selected for the planning group shall be a Partnership member.

3. Community Coalition ~~Committee~~Roundtable

The Community Coalition ~~Committee~~Roundtable shall:

- a. Meet monthly, but may choose to cancel a scheduled meeting if there is no business to transact;
- b. Recruit potential Partnership and committee members from the community and encourage others from the affected HIV/AIDS communities to become more involved in Partnership activities;
- c. Publicize an open nominations process, review applications, and nominate candidates for Partnership membership;
- d. Develop and implement education and recruitment programs for the community to learn more about the Partnership and its activities;
- e. Develop and implement programs for training of Partnership and community members; and
- f. Complete community outreach initiatives and report input and action items to the Partnership from ~~community-based~~community-based organizations and other groups.

4. Housing Committee

The Housing Committee shall:

- a. Meet monthly, but may choose to cancel a scheduled meeting if there is no business to transact;
- b. Determine priorities and make funding and policy recommendations to the HOPWA grantee for the use of HOPWA funds;
- c. Bring knowledge and expertise on financing, developing, and managing special need and affordable housing;
- d. Coordinate planning efforts to address housing and housing-related services and identify opportunities to expand available housing for people with HIV in Miami-Dade County; and
- e. Engage key policymakers and stakeholders from both the public and private sectors in identifying additional resources and solutions to housing and housing-related service needs of people with HIV.

5. Prevention Committee

The Prevention Committee shall:

- a. Meet monthly as a standing committee, or with the Strategic Planning Committee to review and oversee the *Miami-Dade County Integrated Prevention and Care Plan for HIV/AIDS*, but may choose to cancel a scheduled meeting if there is no business to transact;
- b. Review all pertinent data required to prioritize HIV prevention needs and collaborate with the FDOH-MDC, Office of HIV/AIDS on how to best obtain additional data and information;
- c. Assess existing community resources to determine the community's capability to respond to the HIV/AIDS epidemic;

- d. Identify unmet HIV/AIDS prevention needs within defined populations;
- e. Prioritize HIV/AIDS prevention needs by target population and geographic areas, and propose high-priority strategies and interventions; and
- f. Make recommendations to appoint two (2) nominees to the Florida Comprehensive Planning Network’s Prevention Planning Group. At least one (1) nominee shall be a Partnership member. Applicants must meet the requirements for nominees in accordance with the Centers for Disease Control and Prevention guidelines.

6. Strategic Planning Committee

The Strategic Planning Committee shall:

- a. Meet monthly as a standing committee, or with the Prevention Committee to review and oversee the *Miami-Dade County Integrated Prevention and Care Plan for HIV/AIDS*, but may choose to cancel a scheduled meeting if there is no business to transact;
- b. Develop an annual report for the community, including the Miami-Dade County Board of County Commissioners, describing the Partnership’s activities and the state of the epidemic in Miami-Dade County;
- c. Assess the efficiency of the administrative mechanism for rapidly allocating funds to the areas of greatest need within the County; and
- d. Make recommendations to the Partnership regarding legislative and regulatory funding issues, and policy and rule changes related to HIV/AIDS and the Ryan White Program.

SECTION 3.3. Subcommittees

A. Composition

- 1. The Partnership may have one or more subcommittees.
- 2. Subcommittees are appointed as needed by the Partnership to assist a standing committee and the Partnership with a specific issue or need.
- 3. The purpose of subcommittees to serve in an advisory capacity to the members of the Partnership.
- 4. Subcommittees do not have the authority to bind the Partnership or the County. Accordingly, subcommittees may only make recommendations and suggest motions that the Partnership and standing committees, where applicable, may consider.
- 5. Subcommittees are expected to meet on a monthly basis and shall operate indefinitely or until such time as the Partnership determines they are no longer integral to the committee’s functioning.

B. Membership

- 1. Each subcommittee shall have a maximum of 16 members.

2. Pursuant to Section 2-1103 of the Code, the size and membership composition of subcommittees shall be vested solely in the Partnership, and members may be appointed who are not Partnership members.
3. Pursuant to Section 2-1103 of the Code, each subcommittee shall strive to maintain no less than one-third (1/3) membership by representatives of the affected community.
4. Persons who are appointed to serve as members of subcommittees must also meet the minimum requirements of Section 2-11.36 et seq. of the Code which sets forth the standards for County boards, including being a resident of Miami-Dade County and a qualified elector.
5. Quorum for each subcommittee shall consist of one-third (1/3) plus one (1) of the current voting members.

C. Subcommittees

1. Medical Care Subcommittee

The Medical Care Subcommittee shall:

- a. Meet monthly from January through November, but may choose to cancel a scheduled meeting if there is no business to transact;
- b. Make recommendations to the Care and Treatment committee regarding medical policies and procedures, quality management and improvement, Ryan White Program treatment guidelines and standards, and outcome measures, performance measures, and standards of care related to the delivery of Outpatient Medical Care, Prescription ~~Drugs~~Drugs, and other core medical services; and
- c. Coordinate with State AIDS Drug Assistance Program (ADAP) and General Revenue to review formularies, expenditures, and utilization data patterns to make recommendations regarding the local Ryan White Part A Program Prescription Drug Formulary.

SECTION 3.4. Workgroups

A. Composition

1. The Partnership may have one or more workgroups.
2. Workgroups are appointed as needed by the Partnership to assist a standing committee and the Partnership with a specific issue or need.
3. The purpose of workgroups is to serve in an advisory capacity to the members of the Partnership.
4. Workgroups do not have the authority to bind the Partnership or the County. Accordingly, workgroups may only make recommendations and suggest motions that the Partnership and standing committees, where applicable, may consider.
5. Workgroups are expected to meet on a monthly basis and have a one-year term of existence or such other ~~term~~terms as determined by the Partnership. Workgroups may request extensions of their term from the Partnership.

B. Membership

1. Each workgroup shall have a maximum of 16 members.
2. Pursuant to Section 2-1103 of the Code (“Code”), the size and membership composition of each workgroup shall be vested solely in the Partnership, and members may be appointed who are not Partnership members.
3. Under Section 2-1103 of the Code, workgroups are exempt from the requirement to strive to maintain no less than one-third (1/3) membership by representatives of the affected community.
4. Persons who are appointed to serve as members of workgroups must also meet the minimum requirements of Section 2-11.36 et seq. of the Code which sets forth the standards for County boards, including being a resident of Miami-Dade County and a qualified elector.
5. Quorum for each workgroup shall consist of one-third (1/3) plus one (1) of the current voting members.

SECTION 3.5. Dissolution

Upon a motion by the Partnership or upon a recommendation from a standing committee, subcommittee, or workgroup, the Partnership may consider the dissolution of such standing committee, subcommittee, or workgroup, upon completion of their assigned business or in the event their purpose for its existence no longer exists. A vote for dissolution must be carried by a two-thirds (2/3) majority at both the committee level and by the Partnership present at a properly constituted meeting.

ARTICLE 4. Membership

SECTION 4.1. The Partnership

A. Applications, Nominations, and Requirements

1. The Partnership shall maintain at all times a fair and open nominations process for the Partnership, standing committees, subcommittees, and workgroups.
2. Membership Requirements
 - a. Pursuant to Section 2-11.36 et seq. of the Code, which sets forth the standards for County boards, all members of the Partnership shall:
 - i. Be permanent residents of Miami-Dade County;
 - ii. Be electors of Miami-Dade County, unless the Board of County Commissioners, by a two-thirds vote of its membership, waives this requirement; and
 - iii. Have reputations for integrity and community service.
 - b. Exemption: Notwithstanding the previous sentence, members who are appointed by the Mayor to fill one of the ~~thirteen-ten~~ (130) representatives of the affected community

seats and the seat of former inmate of a local, state, or federal prison shall be exempt from the qualified elector requirement as prescribed by Sections 2-11.38 and 2-1102(a) of the Code.

3. Nomination Process

- a. The Community Coalition Committee shall recruit, review and recommend nominees for initial appointment as general members on the Partnership. This committee shall forward names of nominees to the Partnership for review and recommendation for appointment by the Mayor.
- b. Support staff for the Partnership shall provide an analysis of current Partnership demographics for consideration in the review process; parity, inclusiveness, and representation (PIR) shall be taken into account.

4. Appointment Process

- a. The Partnership will forward recommended nominees to the Mayor.
- b. All Partnership members are appointed by the Mayor.
- c. The Mayor shall identify at the time of appointment to the Partnership which designated seat listed in Article 3 each member shall represent. The Mayor shall appoint at least one (1) member from each category.
- d. In the case of public agency representatives, the appropriate authority shall make the nomination subject to the review process and subsequent appointment by the Mayor.

5. Partnership Alternates

- a. Nominations for alternates shall follow the same process for initial appointment as that followed for general members.

B. Term of Office (Partnership)

1. Partnership Term Limits

- a. The term of office for all Partnership members shall be in accordance with Sections 2-11.38.2 and 2-1102(h) of the Code.
- b. Members shall be appointed to terms not to exceed three (3) years from the date of the Mayor's appointment of said member.

2. Partnership Second Term

- a. No Partnership member shall be permitted to serve more than two (2) consecutive and complete terms of three (3) years except as required by law.
- b. In the event a Partnership member seeks a second term of office, reappointment as a member of the Partnership shall comply with Section 4.1 of this article.

3. Exemptions

- a. Notwithstanding the above, for the purpose of continuity, a Partnership member's term may be extended beyond two terms specified in Section B.1, above, until the Mayor has appointed a replacement. Such persons may continue as members of the Partnership or of the committees, ~~subcommittees~~ subcommittees, or workgroups to which they had

- been appointed, and may serve as members of other committees or subcommittees at the discretion of the Partnership.
- b. Members serving an extended term may not stand for election for another term of office, nor may they stand for election as an officer of any committee, ~~subcommittees~~subcommittee, or workgroup of which they are a member.
 - c. Notwithstanding B.2., above, in accordance with Section 2-1102 of the Code, members appointed to fill government, Recipient, or other grantee seats are exempted from these requirements and shall serve as members of the Partnership for as long as they are designated by their respective agencies to serve in this capacity.
4. Change in Representative Status
 - a. If a member appointed to represent a category listed in subsection (a) or (b) above loses such representative status, fails to maintain the qualifications for membership set forth in Section 2-11.38, fails to maintain attendance requirements, voluntarily resigns, or for other good cause is removed, the member shall forfeit membership on the Partnership.

C. Duties and Responsibilities (Partnership)

1. General Requirements
 - a. Serve on at least one (1) standing committee or subcommittee as suited to the member's interests, skills and needs of the Partnership.
 - b. Devote a minimum of four (4) hours per month to Partnership and committee activities, including, but not limited to:
 - i. Replying to Partnership, committee, ~~subcommittees~~subcommittee, or workgroup meeting notices by confirming attendance with Partnership staff;
 - ii. Preparing for meetings by reviewing agendas, minutes, and other materials distributed in advance of a meeting by Partnership staff, in order to facilitate the business of the Partnership;
 - iii. Attending meetings; and, as appropriate
 - iv. Submitting reports and/or feedback.
 - c. Support the planning, needs assessment and priority setting processes of the Partnership.
 - d. Contribute professional and personal expertise to further the work of the Partnership.
 - e. Uphold the goals, objectives, policies, and procedures of the Partnership.
 - f. Comply with attendance and training requirements detailed in these Bylaws;
 - g. Submit an annual Financial Disclosure Statement (e.g., Source of Income form, etc.), required by Section 2-11.1(i) of the Code; and
 - h. Adhere to all other federal, ~~state~~state, and local civil rights laws and regulations.
2. Attendance Requirements

- a. All members shall comply with attendance requirements in accordance with Sections 2-11.39 and 2-1102G) of the Code, as follows:
 - i. Five (5) absences from scheduled meetings in any County fiscal year (from October 1 of the current calendar year through September 30 of the year following) shall constitute grounds for removal.
 - ii. A member is counted as absent from a meeting if s/he attends the meeting for less than 75% of the scheduled or actual duration of the meeting, whichever is less;
 - iii. Absences which are due to Partnership business-related travel are not counted against the total of five (5) absences.
3. Training Requirements
 - a. Attend Partnership New Member Orientation and Training within the first three (3) months of appointment;
 - b. Attend Miami-Dade County Advisory Board Member Ethics Training within the first three (3) months of appointment;
 - c. Attend Miami-Dade County Mandatory Advisory Board Sexual Harassment Prevention Training, as available; and
 - d. Comply with all other Partnership and/or Miami-Dade County Government training requirements.

D. Vacancies (Partnership)

1. Public Notice of Vacancies
 - a. As vacancies arise, they shall be publicly advertised.
 - b. Applications for seats on the Partnership are accepted on an ongoing basis.
2. Applicant Notice of Vacancies
 - a. Applicants shall be notified when a vacancy occurs for which an applicant is qualified or for which an applicant has applied (See Section 4.1).
3. Filling Vacancies
 - a. All full member and alternate member vacancies on the Partnership shall be filled by appointees of the Mayor on the recommendation of the Partnership.
 - b. Alternates shall be appointed to full membership status by the Mayor on the recommendation of the Partnership.

E. Removals (Partnership)

1. Resignation
 - a. Any member may resign at any time by written notice delivered in person, sent by mail, or emailed to the relevant committee Chair or staff.

- b. Any such resignation shall take effect at the time specified in the notice or, if not so specified, immediately upon receipt of the notice.
- c. All resigning members are required to complete a Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

2. Attendance Non-compliance

- a. Five (5) absences in the County fiscal year (October 1 to September 30) shall constitute grounds for automatic removal from the Partnership, standing committee, subcommittee, or workgroup (see C.2, above). Notwithstanding the foregoing, the Board of County Commissioners may waive this provision as it relates to Partnership members in accordance with Section 2-11.39 of the Code. All members will be notified if their membership is at risk due to attendance non-compliance.
- b. Members of the Partnership, standing committees, subcommittees, or workgroups removed for attendance non-compliance shall receive written notice by mail or email of their membership termination, and their removal will be reported to the appropriate body.
- c. Members automatically removed for attendance non-compliance are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

3. Change in Position

- a. At such time as a member changes their professional responsibilities so that they no longer represent the constituency for which they were originally appointed, that member shall immediately ~~resign~~resign, and their seat shall be filled in accordance with the provisions contained herein.
- b. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

4. Political Office Qualification

- a. Pursuant to Section 2-11.38 of the Cod, “No member of any County board shall become a candidate for elective political office during his or her term. Should any member of a County board qualify as a candidate for elective political office, such qualification shall be deemed a tender of resignation from such board.”
- b. All resigning members are required to complete a Final Disclosure Statement, as required by the Section 2-11.1(i) of the Code.

5. Cause

- a. Reasons for Removal
 - i. If any member fails to maintain the qualifications for membership set forth in Sections 2-11.38 and 2-11-2 of the Code, fails to maintain attendance requirements, voluntarily resigns, violates the County and the Partnership’s Code of Ethics (see Section 2.1), refuses to participate as a member of at least one (1) standing committee, subcommittee, or workgroup, or for other good cause is subject to removal, the Partnership shall recommend removal of the member only

after such member has been notified in writing and offered an opportunity to request a waiver by a two-thirds vote of the Partnership members in attendance.

- ii. If a member loses representative status, the Partnership will seek removal as specified above and a waiver is not applicable.
- b. The Partnership shall have the authority to recommend to the Mayor the removal of any duly appointed board member and the Partnership, without the Mayor's approval, may remove any non-member of a standing committee, subcommittee, or workgroup for any of the above reasons.
- c. Recommendations for removal shall also be made for other good cause. Good cause means any cause consistent with all applicable Federal laws and guidelines governing the Ryan White Program, or other state or local laws.
- d. Partnership members removed for cause shall receive written notice by mail or email of their membership termination.
- e. All members removed for cause are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

SECTION 4.2. Standing Committees

A. Applications, Nominations, and Requirements

1. Standing committees shall maintain at all times a fair and open applications process.
2. Membership Requirements
 - a. Pursuant to Section 2-11.36 et seq. of the Code, which sets forth the standards for County boards, all members of standing committees shall:
 - i. Be permanent residents of Miami-Dade County;
 - ii. Be electors of Miami-Dade County, unless the Board of County Commissioners, by a two-thirds vote of its membership, waives this requirement;
 - iii. Have reputations for integrity and community service;
 - iv. Possess the knowledge, ~~skills~~skills, and expertise relevant to the position for which they are applying; and
 - v. Be currently employed in the field of expertise they wish to represent (as applicable).
3. Standing Committee Appointments
 - a. Partnership members who are not members of a committee, subcommittee, or workgroup shall be appointed to membership in a standing committee, subcommittee, or workgroup by the Partnership Chair.
 - b. All appointees shall be approved for membership by the Partnership.
4. Standing Committee Representation by Subrecipients and Other Organizations
 - a. Standing committees may not have representation by more than one (1) representative from a Part A funded subrecipient or other organization.

- b. Notwithstanding the previous sentence, one (1) representative from each organization contracted with the Florida Department of Health in Miami-Dade County may sit on the Prevention Committee.

B. Term of Office (Standing Committees)

1. Members may serve a maximum of six (6) consecutive years on one (1) or any combination of standing committees, subcommittees, or workgroups.
2. Any standing committee member who completes two consecutive terms [totaling six (6) years] on one (1) or any combination of standing committees, subcommittees, or workgroups shall be excluded from reapplying for membership of that standing committee, subcommittee, or workgroup for a period of (2) years, unless such term limit is waived by the Board of County Commissioners.
3. Change in Representative Status
 - a. If a member appointed to represent a category listed in Section 3.1 (B) above loses such representative status, fails to maintain the qualifications for membership set forth in Section 2-11.38, fails to maintain attendance requirements, voluntarily resigns, or for other good cause is removed, the member shall forfeit membership on the Partnership.
4. Exemptions
 - a. Notwithstanding the above, for the purpose of continuity, a committee member's term may be extended beyond the six years specified in Section B.1, above, until the Mayor has appointed a replacement. Such persons may continue as members of the committees to which they had been appointed, or may serve as members of other committees or subcommittees at the discretion of the Partnership.
 - b. Members serving an extended term may not stand for election for another term of office, nor may they stand for election as an officer of any committee, ~~subcommittee~~subcommittee, or workgroup of which they are a member.
 - c. Notwithstanding the above, members appointed to a committee to fill government, Recipient, or other grantee seats may serve as members of the committee for as long as they are designated by their respective agencies to serve in this capacity.

C. Duties and Responsibilities (Standing Committees)

1. General Requirements
 - a. Be able to devote a minimum of two (2) hours per month to committee activities, including, but not limited to:
 - i. Replying to committee meeting notices by confirming attendance with Partnership staff;
 - ii. Preparing for meetings by reviewing agendas, minutes, and other materials distributed in advance of a meeting by Partnership staff, in order to facilitate the business of the committee;
 - iii. Attending meetings; and, as appropriate

- iv. Submitting reports and/or feedback.
 - b. Contribute professional and personal expertise to further the work of the committee
 - c. Uphold the goals, objectives, policies, and procedures of the committee
 - d. Comply with attendance and training requirements detailed in these Bylaws;
 - e. Submit an annual Financial Disclosure Statement, required by 2-11.1(i) of the Code; and
 - f. Adhere to all other federal, statestate, and local civil rights laws and regulations.
2. Attendance Requirements
- a. All members shall comply with attendance requirements in accordance with Sections 2-11.39 and 2-1102 (G) of the Code, as follows:
 - i. Five (5) absences from scheduled committee meetings in any County fiscal year (from October 1 of the current calendar year through September 30 of the year following) shall constitute grounds for removal.
 - ii. A member is counted as absent from a meeting if s/he attends the meeting for less than 75% of the scheduled or actual duration of the meeting, whichever is less;
 - iii. Absences which are due to Partnership business-related travel are not counted against the total of five (5) absences.
3. Training Requirements
- a. Attend Partnership New Member Orientation and Training within the first three (3) months of joining;
 - b. Attend Miami-Dade County Advisory Board Member Ethics Training within the first three (3) months of joining; and
 - c. Comply with all other Partnership and/or Miami-Dade County Government training requirements.

D. Vacancies (Standing Committees)

- 1. All vacancies on standing committees shall be filled by qualified applicants as approved by each standing committee; or may be filled by appointment by the Partnership Chair as described in Section 4.2 (A.3), of these Bylaws.
- 2. Public Notice of Vacancies
 - a. As vacancies arise, they shall be publicly advertised.
 - b. Applications for seats on standing committees are accepted on an ongoing basis.

E. Removals (Standing Committees)

- 1. Resignation
 - a. Any member may resign at any time by written notice delivered in person, sent by mail, or emailed to the relevant standing committee Chair or staff.

- b. Any such resignation shall take effect at the time specified in the notice or, if not so specified, immediately upon receipt of the notice.
 - c. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.
2. Attendance Non-compliance
- a. Five (5) absences in the County fiscal year (October 1 to September 30) shall constitute grounds for removal from the standing committee (see C.2, above). Members will be notified if their membership is at risk due to attendance non-compliance.
 - b. Members of the standing committees removed for attendance non-compliance shall receive written notice by mail or email of their membership termination, and their removal will be reported to the appropriate body.
 - c. Members terminated for attendance non-compliance are required ~~complete~~to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.
3. Change in Position
- a. At such time as a member changes their professional responsibilities so that they no longer represent the constituency for which they were originally appointed, that member shall immediately ~~resign~~resign, and their seat shall be filled in accordance with the provisions contained herein.
 - b. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.
4. Political Office Qualification
- a. Pursuant to Section 2-11.38 of the Code, “No member of any County board shall become a candidate for elective political office during his or her term. Should any member of a County board qualify as a candidate for elective political office, such qualification shall be deemed a tender of resignation from such board.”
 - b. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.
5. Cause
- a. Reasons for Removal
 - i. If any member fails to maintain the qualifications for membership set forth in Sections 2-11.38 and 2-11-2 of the Code, fails to maintain attendance requirements, voluntarily resigns, violates the Partnership’s Code of Ethics (see Section 2.1), or for other good cause is subject to removal, the standing committee shall recommend removal of the member only after such member has been notified in writing and offered an opportunity to request a waiver by a two-thirds vote of the members in attendance.
 - ii. If a member loses representative status, the Partnership will seek removal as specified above and a waiver is not applicable.

- b. Recommendations for removal shall also be made for other good cause. Good cause means any cause consistent with all applicable Federal laws and guidelines governing the Ryan White Program, or other federal, state or local laws.
- c. Members of a standing committee who fail to comply with the above requirements may be removed for cause upon majority vote by standing committee, subcommittee, or workgroup members, respectively, and without the Mayor's approval.
- d. Standing committee members removed for cause shall receive written notice by mail or email of their membership termination.
- e. All members removed for cause are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

SECTION 4.3. Subcommittees

A. Applications, Nominations, and Requirements

- 1. Subcommittees shall maintain at all times a fair and open applications process.
- 2. Membership Requirements
 - a. Pursuant to Section 2-11.36 et seq. of the Code, which sets forth the standards for County boards, all members of subcommittees shall:
 - i. Be permanent residents of Miami-Dade County;
 - ii. Be electors of Miami-Dade County, unless the Board of County Commissioners, by a two-thirds vote of its membership, waives this requirement;
 - iii. Have reputations for integrity and community service;
 - iv. Possess the knowledge, ~~skills~~skills, and expertise relevant to the position for which they are applying; and
 - v. Be currently employed in the field of expertise they wish to represent (as applicable).
- 3. Subcommittee Appointments
 - a. Partnership members who are not members of a committee, subcommittee, or workgroup shall be appointed to membership in a standing committee, subcommittee, or workgroup by the Partnership Chair.
 - b. All appointees shall be approved for membership by the Partnership.
- 4. Subcommittees are exempt from the restriction to not have representation by more than one (1) representative from a Part A funded subrecipient or other organization.

B. Term of Office (Subcommittees)

- 1. Members may serve a maximum of six (6) consecutive years on one (1) or any combination of standing committees, subcommittees, or workgroups.
- 2. Any subcommittee member who completes two consecutive term limits [totaling six (6) years] on one (1) or any combination of standing committees, subcommittees, or



**MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee

Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership

SEPTEMBER 2024

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

Monday	Tuesday	Wednesday	Thursday	Friday
2 Labor Day (BSR Offices Closed)	3	4 Get on Board! Planning Council Enrichment Training 12:00 PM to 1:00 PM via Teams	5	6
9 National African Immigrants and Refugee HIV/AIDS and Hepatitis Awareness Day	10	11	12 Care and Treatment Committee 10:00 AM to 1:00 PM at Care Resource	13 Strategic Planning Committee 10:00 AM to 12:00 PM at BSR Corp.
16 Miami-Dade HIV/AIDS Partnership 10:00 AM to 12:00 PM at MDC Main Library	17	18 National HIV/AIDS and Aging Awareness Day Miami-Dade HIV/AIDS Partnership New Member Orientation 1:00 PM to 4:00 PM via Microsoft Teams Ryan White Program MCM Supervisor Training 10:00 AM to 4:30 PM via Zoom	19 Housing Committee 2:00 PM to 4:00 PM at Care Resource	20
23	24	25 NEW DATE: Prevention Committee 10:00 AM to 12:00 PM at MDC Main Library RWP Medical Case Manager Basic Training 10:00 AM to 4:30 PM via Teams Executive Committee <i>To meet as needed</i>	26	27 National Gay Men's HIV/AIDS Awareness Day Medical Care Subcommittee 9:30 AM to 11:30 AM at BSR Corp.
30 Community Coalition Roundtable 5:00 PM to 7:00 PM at Jessie Trice CHS (Dinner at 4:30 PM)	MEETING LOCATIONS BSR Corp. - Behavioral Science Research Corp., 2121 Ponce de Leon Blvd., # 240, Coral Gables 33134 Care Resource - Care Resource CHC, 3510 Biscayne Blvd., 1 st Floor Community Room, Miami, FL 33137 Jessie Trice CHS - Jessie Trice Community Health System, 5361 NW 22nd Avenue, Miami, FL 33142 MDC Main Library - Miami-Dade County Main Library, 101 West Flagler St., Auditorium, Miami 33130			

All events on this calendar are open to the public.

People with HIV are invited to participate!



Your RSVP lets us know if we have the necessary participants to hold the activity and ensures we have enough materials.

RSVP to (305) 445-1076, mdcpartnership@behavioralscience.com, or scan the QR Code for Partnership meetings.



Visit www.aidsnet.org for more information.

Version 08/16/24

Information on this calendar is subject to change.

OCTOBER 2024

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

Monday	Tuesday	Wednesday	Thursday	Friday
MEETING LOCATIONS BSR Corp. - Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134 Care Resource - Care Resource Community Health Centers, 3510 Biscayne Blvd., 1 st Floor Community Room, Miami, FL 33137 Latinos Salud - Latinos Salud, 640 NE 124th Street, North Miami, FL 33161 MDC Main Library - Miami-Dade County Main Library, 101 West Flagler Street, Auditorium, Miami, FL 33130		2 Get on Board! Planning Council Enrichment Training 12:00 PM to 1:00 PM <i>via Microsoft Teams</i>	3	4
7	8	9	10 Care and Treatment Committee 10:00 AM to 12:00 PM at Care Resource	11 Strategic Planning Committee 10:00 AM to 12:00 PM at BSR Corp.
14 Columbus Day/ Indigenous Peoples' Day	15 National Latinx AIDS Awareness Day	16	17 Housing Committee 2:00 PM to 4:00 PM at Care Resource	18
21 Miami-Dade HIV/AIDS Partnership 10:00 AM to 12:00 PM at MDC Main Library	22	23	24 Prevention Committee 10:00 AM to 12:00 PM at MDC Main Library	25 Medical Care Subcommittee 9:30 AM to 11:30 AM at BSR Corp.
28 Community Coalition Roundtable 5:00 PM to 7:00 PM (Dinner at 4:30 PM) at Latinos Salud	29	30 Executive Committee 10:00 AM to 12:00 PM at BSR Corp.	31	

All events on this calendar are open to the public.

People with HIV are invited to participate!



Your RSVP lets us know if we have the necessary participants to hold the activity and ensures we have enough materials.

RSVP to (305) 445-1076, mdcpartnership@behavioralscience.com, or scan the QR Code for Partnership meetings.



Visit www.aidsnet.org for more information.

Version 08/19/24

Information on this calendar is subject to change.



MIAMI-DADE HIV/AIDS PARTNERSHIP

Executive Committee Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership



**MIAMI-DADE
HIV/AIDS PARTNERSHIP**

Executive Committee

Wednesday, August 28, 2024

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|-------------------------------|
| I. | Call to Order | Alecia Tramel-McIntyre |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Alecia Tramel-McIntyre |
| IV. | Floor Open to the Public | Harold McIntyre |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of June 26 and July 17, 2024 | All |
| VII. | Reports | |
| | • Vacancies/Membership Updates | Staff |
| VIII. | Standing Business | |
| | • Planning Council Support Budget/Scope of Work | All |
| | ➤ Budget Process updates | |
| | ➤ 2025 Budget Planning | |
| | • Update on Recruitment and Retention | All |
| IX. | New Business | |
| | • Bylaws Review | All |
| X. | Announcements and Open Discussions | All |
| | • Get on Board: September 4, 2024 | |
| | • New Member Orientation September 18, 2024 | |
| XI. | Next Meeting: October 30, 2024 at Behavioral Science Research | Harold McIntyre |
| XII. | Adjournment | Alecia Tramel-McIntyre |

Please mute or turn off all cellular devices.

For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

Follow Us: www.aidsnet.org | facebook.com/HIVPartnership | instagram.com/hiv_partnership