



**Executive Committee Meeting**  
**Behavioral Science Research Corporation**  
**2121 Ponce de Leon Blvd, Ste. 240**  
**Coral Gables, FL 33134**  
**August 28, 2024**

*Approved October 30, 2024*

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

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

**I. Call to Order**

*Dr. Mary Jo Trepka*

Dr. Mary Jo Trepka volunteered to chair the meeting, since quorum was established and the Chair and Vice Chair were enroute. She called the meeting to order at 10:09 a.m. and welcomed the participants to the Executive Committee to review 2025 budget planning and start revisions of the Bylaws.

**II. Introductions**

*All*

Dr. Trepka introduced herself, and requested introductions from all participants around the room.

**III. Meeting Housekeeping and Rules**

*Dr. Mary Jo Trepka*

Dr. Trepka reviewed selections of the meeting housekeeping presentation which provided the ground rules and reminders for the meeting.

**IV. Floor Open to the Public**

*Dr. Mary Jo Trepka*

Dr. Trepka 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, posted online in advance of the meeting. With the Chair and Vice Chair not present at the time the meeting was to begin, the agenda was modified to reflect Dr. Mary Jo Trepka assuming the role of acting officer on the first four items on the agenda. The agenda was approved with these modifications.

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

**Moved: Angela Machado**

**Seconded: Dr. Diana Sheehan**

**Motion: Passed**

## VI. Review/Approve Minutes of June 26 and July 17, 2024

The committee reviewed the June 26 and July 17, 2024, minutes and made a motion to adopt them as presented.

**Motion to approve the minutes of June 26 and July 17, 2024, as presented.**

**Moved: Angela Machado**

**Seconded: Dr. Diana Sheehan**

**Motion: Passed**

## VII. Reports

### ▪ **Vacancies/Membership Updates**

*All*

Vacancies as of July 2024 with a 30-member board were shared. Updates on the status of the ordinance change are needed. Staff reported that there are six new members joining the Partnership. Recruitment figures have improved. Four new members have joined the Community Coalition Roundtable, which is working on the Partnership recruitment plan.

## VIII. Standing Business

### ▪ **Budget Process Updates**

*All*

The Committee reviewed and approved the Planning Council Support Budget process in June, but HRSA has requested a modification indicating this is an annual process. A revised draft Planning Council Support Budget Process, with edits, was shared with the committee. Additional changes may be requested depending on the new Health Resources and Service Administration Project Officer who is assigned in September. The committee suggested separating out the Care and Treatment item from its current location, so the table will have an additional September item and the activity would be the statement, "Budget recommendations based... provided to the Care and Treatment Committee (due by September)."

**Motion to accept the proposed Miami-Dade HIV/AIDS Partnership (Planning Council) Staff Support Budget Review Process with the changes discussed.**

**Moved: Angela Machado**

**Seconded: Lamar McMullen**

**Motion: Passed**

### ▪ **2025 Budget Planning**

*All*

Dr. Robert Ladner reviewed the 2025 Budget item by item. The total budget allocation for the 2025-2026 Partnership Staff Support budget are set by contract at \$400,000, which is \$135,000 less than in 2019. The differences between the 2024-25 budget and the proposed 2025-26 budget stem from some projected savings in rent and long-distance travel. Further reductions are to contractual activities and incentives under surveys and studies. Increased adjustments for inflation are included. The budget does not reflect any potential changes of non-coverage of items by Department of Health for next year; more clarity is being sought on this item since this would mean a shortfall in 2025-26. The budget reflects

all management of Partnership and committee meetings, needs assessment and priority setting staff support, production of the Annual Report and Assessment of the Administrative Mechanism, Integrated Planning support, administrative support, and grant writing. A new Integrated Plan will need to be started in 2025. The Committee discussed and made a motion to accept the proposed budget.

**Motion to accept the Staff Support Part A Proposed 2025-26 Budget Allocations as presented.**

**Moved: Dr. Mary Jo Trepka      Seconded: Dr. Diana Sheehan      Motion: Passed**

The Committee reviewed three project proposals from the Medical Care Subcommittee, Care and Treatment, and the Community Coalition.

- Project A: This reflects the Medical Care Subcommittee’s original request for six focus groups in three languages, one set for individuals 50 years and older to address general aging issues and the second set for individuals 64½ years old to discuss Medicare transitioning issues. Two alternate survey options were also reviewed. The highest cost is for recruitment since medical case managers/peers cannot recruit unless it is a quality improvement activity. The Committee discussed the options. Focus groups are not the most efficient ways to get information. The Committee had questions as to why the medical care subcommittee had selected these two groups to be surveyed. The 55 and older group in the client satisfaction survey has the highest satisfaction levels. The groups should be tied to Integrated Plan goals. The Committee felt that more clarity was needed, and the Subcommittee should further examine the issue for next year’s proposal.
- Project B: The Committee reviewed the Care and Treatment’s request for a study of unmet need. The Committee indicated that the potential participants for this study are very narrow. Additional clarification is needed for the request. For the next iteration, it would be helpful to have a member of the Committee making the requests.
- Project C: The proposal was for the Community Coalition to host a meet-and-greet event or events. The Partnership has struggled to gain members, and this event would help in recruitment efforts, which have been an issue for a while. The Committee made a motion to prioritize Project C from Community Coalition and send back Projects A and B to the Committees.

**Motion to prioritize the Community Coalition’s Partnership Membership Community Meet-and-Greet Event(s) up to \$1,500, and send back Projects A and B to the Medical Care Subcommittee and Care and Treatment Committees, respectively.**

**Moved: Dr. Mary Jo Trepka      Seconded: Angela Machado      Motion: Passed**

- **Updates on Recruitment and Retention** *All*

This item was covered earlier under the vacancies and membership section of the agenda.

## **IX. New Business**

- **Bylaws Review**

Since the meeting time was drawing close, members were reminded to review the draft section (pgs. 1-20) of the Bylaws which were included in the meeting packet. Staff requested that members bring their copies with them to the next meeting.

**X. Announcements and Open Discussion**

*All*

Staff announced the next Get on Board Training and New Member Orientation training. No open discussion items were shared.

**XI. Next Meeting**

*Harold McIntyre*

The next scheduled Executive Committee meeting is Wednesday, October 30, 2024, at BSR.

**XII. Adjournment**

*Alecia Tramel-McIntyre*

Ms. Tramel-McIntyre thanked everyone for participating today and adjourned the meeting at 11:58 a.m.