



Strategic Planning Committee
Behavioral Science Research Corp.
2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134
September 13, 2024 Minutes

Approved November 8, 2024

#	Members	Present	Absent
1	Cardwell, Joanna		x
2	Machado, Angela	x	
3	Marcelin, Dora	x	
4	Poblete, Karen		x
5	Sheehan, Diana M.	x	
6	Singh, Hardeep	x	
7	Stonestreet, Stephanie	x	
Quorum = 4			

Guests	
Edwards, Shawneaqua	
Gonzalez, Nilda	
Valle-Schwenk, Carla	
Staff	
Bontempo, Christina	
Ladner, Robert	

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

I. Call to Order

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

II. Introductions

Members, guests, and staff introduced themselves.

III. Housekeeping/Meeting Rules

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

IV. Floor Open to the Public

Angela Machado opened the floor to the public with the following statement:

Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any item on our agenda today. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns. BSR has a dedicated telephone line as well as a general email address for statements to be read into the record. No statements were received via the telephone line or email.

There were no comments, so the floor was then closed.

V. Review/Approve Agenda

Members reviewed the agenda. Dr. Sheehan’s name was misspelled.

Motion to approve the agenda with the correction noted.

Moved: Angela Machado

Seconded: Hardeep Singh

Motion: Passed

VI. Review the Minutes of May 10, 2024

Members reviewed the minutes of May 10, 2024, and approved the minutes with no changes.

Motion to approve the minutes of May 10, 2024, as presented.

Moved: Angela Machado

Seconded: Stephanie Stonestreet

Motion: Passed

VII. Reports

▪ Membership

Staff reported that Shawneaqua Edwards of Behavioral Science Research Institute has submitted an application for committee membership; and Nilda Gonzalez, a newly appointed Partnership member, selected the Strategic Planning Committee as her committee assignment. Both candidates introduced themselves and members voted to approve them as members.

Motion to approve Shawneaqua Edwards and Nilda Gonzalez as members of the Strategic Planning Committee.

Moved: Angela Machado

Seconded: Hardeep Singh

Motion: Passed

Staff also received an application from Rita Quintero from Better Way of Miami. Ms. Quintero will be able to attend after October 2024.

Former member Tabitha Hunter's term has expired. Staff presented a Certificate of Service and Ms. Gonzalez will give the certificate to Ms. Hunter.

Dr. Sheehan will have served her six-year term at the end of 2024. In case the committee does not meet again this year, staff prepared a Certificate of Service and Appreciation and presented the certificate to Dr. Sheehan. Members thanked her for her service.

The Membership Report will be updated and posted after this meeting.

VIII. Standing Business

▪ Assessment of the Recipient Administrative Mechanism (AAM)

The Report was posted for review and members received a copy. The Recipient completed comments which were incorporated in the draft. Members read through the report and made some additional comments.

Survey results indicated that there is an ongoing need to provide training on the various Partnership reports and processes, so as to better understand them and respond to them. BSR has several levels of training available and will continue to offer these both as one-on-one training/mentorship and through the Get on Board and New Member Orientation trainings.

Members discussed concerns over why contracting is taking so long. The Recipient is dealing with staff shortages and managing contracting processes which differ greatly amongst subrecipients. There have been improvements since last year and the Recipient acknowledged there are still improvements to be made.

On Page 25: It was noted that the chart, Contract Executive Dates in Chronological Order, does not specify subrecipients since the planning council does not deal with subrecipient-specific details. Also, additional contracts have been executed since the report was printed. Those dates will be forwarded to staff and included in the final draft.

On Page 32: Regarding disallowances, the Recipient noted that for some subrecipients, some billing errors are repeated month after month, and that there is a shared responsibility to address errors.

Regarding PE-Miami, members discussed the findings and their experiences with the software. Future surveys should include more specific questions regarding PE-Miami and Groupware Technologies should be asked to comment for future reports. The Recipient will share the results of this report with Groupware Technologies. If they provide additional feedback, it will be incorporated into a later version of the report. The report will note this possible update in the introduction.

The report, with noted edits, was approved for presentation to the Partnership.

Motion to accept the Assessment of the Recipient Administrative Mechanism Report with minor editorial updates.

Moved: Stephanie Stonestreet

Seconded: Hardeep Singh

Motion: Passed

Following ratification by the Partnership, staff will forward the approved report to Partnership members and to subrecipient representatives who completed the survey. Ms. Valle-Schwenk will send a list of additional subrecipient contacts to receive the report.

▪ **2023 Annual Report Draft**

The Report was posted for review. No additional edits were received. Frontlines of Communities in the United States (FOCUS) data are still missing. Members recommended the following updates and corrections:

- Update the disclaimer to the current Fiscal Year reference.
- Page 1: Update the lead line to read: In 2022, people with HIV represented one out of every 93 people living in Miami-Dade County.
- Page 1: Remove #1 bullet language, “Although . . .with HIV;” and start the statement with “Miami-Dade County . . .”
- Page 2: Change title to Geographic Distribution. Change the lead sentence to indicate the data are used to direct services to areas of greatest need. Consider using AIDSVu map or maps.
- Page 3: Change percentages to whole numbers, change colors for more contrast, and make sure each “slice” of the pie is visible.

The report will be finalized at the next meeting.

IX. New Business

New business items were tabled to the next meeting.

X. Announcements and Open Discussion

Staff advised that Legal Services of Greater Miami will present at the next Community Coalition Roundtable.

XI. Next Meeting

Dr. Sheehan announced the next meeting is scheduled for Friday, October 11, 2024, at BSR Corp.

XII. Adjournment

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