



Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134
October 30, 2024

Approved December 18, 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 and during the meeting, at <https://aidsnet.org/the-partnership#excom1>.

I. Call to Order

Alecia Tramel-McIntyre

The Chair, Alecia Tramel-McIntyre, called the meeting to order at 10:06 a.m. and welcomed the participants to the Executive Committee to review the 2024 second quarter staff support expenditures, start revisions of the Bylaws and Policy and Procedure Manual, and to review 2025 meeting dates.

II. Introductions

All

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

Alecia Tramel-McIntyre

Ms. Tramel-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. Harold McIntyre was not present so Alecia Tramel-McIntyre will announce the next meeting date on the agenda. A motion to approve the agenda with the replacement of the name on the agenda was made.

Motion to approve the agenda as discussed.

Moved: Virginia Munoz

Seconded: Dr. Diana Sheehan

Motion: Passed

VI. Review/Approve Minutes of August 28, 2024

The Committee reviewed the August 28, 2024, minutes and made a motion to adopt them as presented.

Motion to approve the minutes of August 28 2024, as presented.

Moved: Dr. Mary Jo Trepka

Seconded: Virginia Munoz

Motion: Passed

VII. Reports

▪ **Vacancies/Membership Updates**

All

Vacancies as of October 2024 with a 30-member board were shared. The ordinance changes related to the Partnership are in process and will hopefully be approved by the end of the year. Recruitment figures have improved, but there are still vacancies available.

Lamar McMullen indicated that the Community Coalition Roundtable is working on a recruitment plan and hopes to participate in 3-4 events next fiscal year. In November and December, staff and Mr. McMullen will be meeting with members to get input on the recruitment plan. The Community Coalition Roundtable has grown substantially over this last year.

VIII. Standing Business

▪ **Planning Council Support Budget Quarter 2**

All

Quarter two Planning Council Support expenditures were reviewed. Behavioral Science Research Corp. (BSR) works on a cash basis, so expenses may not accrue. When bills are received, they are paid. Quarter two reflects bills paid through September 2024. Some bills for the Ryan White Conference are pending receipts, but will be reflected in the next quarter. As a reminder, the total budget is a subset of the administrative budget of the Recipient which also covers the Provide Enterprises® information management system as well as the County management of the grant. All funding is contingent on the total awards received from HRSA.

▪ **Bylaws Review**

All

Members reviewed the first 20 pages of the revisions to the Bylaws. The changes in the document include updates to align with pending ordinance changes, additional language requested from by HRSA following the January 2024 site visit report, and scrivener's issues. The Committee was queried and agreed to use the Oxford comma format throughout the document. The following changes were recommended:

- On pg. 4, edit #4 to twenty individuals since the committee has now been reduced and not to exclude required membership;
- On pg. 5, correct spelling of hepatitis;
- On pg. 7, keep meeting listed under Executive as monthly; and

- On pg. 28, moved the recommended language on pg. 29 regarding officers to before #4.

The remaining pages will be reviewed at the next meeting.

IX. New Business

▪ Policy and Procedure Review

All

The Committee reviewed the draft changes to the Policy and Procedure manual. Edits included updates to language from the ordinance, Bylaws, processes, and names. Updates included:

- On the cover page, add Partnership, add Ryan White to planning council and place it in italics;
- On pg. 9, correct title to "...and Travel Expense Offset) and change language on last sentence to "...card for travel expense offset.";
- On pg. 21, change all Community Coalition references from Committee to Roundtable; and
- On pg. 25, change "Microsoft TEAMS" to "in person or virtually".

All the recommended changes will be incorporated into the next version of the draft to be presented at the next meeting.

▪ 2025 Meeting Dates

All

The Committee reviewed the proposed 2025 meeting dates. The March meeting takes place during school spring break and some members may not be able to participate. Staff indicated that before the meeting staff would query members to ensure quorum. For the next meeting, staff will provide the agenda topics by meeting date for the committee to review.

X. Announcements and Open Discussion

All

Staff announced the next New Member Orientation training on November 6, 2024.

Lamar McMullen announced he was holding an event on Friday, November 1, 2024, from 1:00 p.m.-2:30 p.m. via Zoom in conjunction with the SERO Project on decriminalization of HIV. The registration link was forward to FDOH staff. For those who cannot attend, the recording will be posted online.

No open discussion items were shared.

XI. Next Meeting

Alecia Tramel-McIntyre

The next scheduled Executive Committee meeting is Wednesday, December 18, 2024, at BSR.

XII. Adjournment

Alecia Tramel- McIntyre

Ms. Tramel-McIntyre thanked everyone for participating today and adjourned the meeting at 11:25 a.m.