



**Strategic Planning Committee  
Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134  
November 8, 2024 Minutes**

#	Members	Present	Absent
1	Cardwell, Joanna	x	
2	Edwards, Shawneaqua		x
3	Gonzalez, Nilda	x	
4	Machado, Angela		x
5	Marcelin, Dora		x
6	Poblete, Karen	x	
7	Sheehan, Diana M.	x	
8	Singh, Hardeep		x
9	Stonestreet, Stephanie	x	
<b>Quorum = 4</b>			

Guests	
Quintero, Rita	
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](http://www.aidsnet.org/the-partnership#strategicplanning1).

**I. Call to Order**

The Committee Chair, Dr. Diana Sheehan, called the meeting to order at 10:07 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, a new slide about the Partnership, and meeting participation best practices.

**IV. Floor Open to the Public**

Dr. Sheehan 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 and there were no changes or corrections.

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

**Moved: Nilda Gonzalez**

**Seconded: Karen Poblete**

**Motion: Passed**

## VI. Review the Minutes of September 13, 2024

Members reviewed the minutes of September 13, 2024, and approved the minutes with no changes.

**Motion to approve the minutes of September 13, 2024, as presented.**

**Moved: Stephanie Stonestreet**

**Seconded: Nilda Gonzalez**

**Motion: Passed**

## VII. Reports

### ▪ **Membership**

The Ordinance relating to the Miami-Dade HIV/AIDS Partnership was approved by the Board of County Commissioners and is awaiting final Mayoral approval. The changes bring the Partnership into alignment with the Health Services and Resources Administration (HRSA) requirements for Ryan White Program Planning Councils regarding required membership categories.

Staff reported that Rita Quintero of Better Way of Miami has submitted an application for committee membership. Ms. Quintero introduced herself and staff advised that she has already completed the New Member Orientation. Members voted to approve Ms. Quintero as a member.

**Motion to approve Rita Quintero as a member of the Strategic Planning Committee.**

**Moved: Nilda Gonzalez**

**Seconded: Karen Poblete**

**Motion: Passed**

Dr. Sheehan will have served her six-year term at the end of 2024. Members thanked her for her service.

### ▪ **Partnership**

Staff advised that the next Partnership meeting is November 17, 2024, at the Miami-Dade Main Library. Staff is currently looking for a new location to hold meetings since the Main Library is expected to be closed in March 2025 due to construction. Members suggested several alternate sites including churches, other libraries, and Miami-Dade College locations.

Members were also advised that the Cultural Center garage is closed and that details on where to park are posted online.

## VIII. Standing Business

### ▪ **2023 Annual Report Draft**

The Annual Report was posted for review with no additional edits since the last meeting. Frontlines of Communities in the United States (FOCUS) data are still missing. Members recommended the following updates and corrections to the document:

- Throughout: Spell out RWP and EHE; and add hyperlinks to graphics and URLs.
- Front and back cover: Add QR code to final report.
- Inside front page, add Data Source of AIDSVu.

- Page 1: Add Location Comparison from AIDS Vu.
- Page 2: After some discussion, agreed to leave map as is.
- Page 3: Add AIDS Vu description for “Other Reason”.
- Page 4: Combine first and second paragraph; use Fair Market Rent (FMR) language as a paragraph under People Experiencing Homelessness; update language to start with “people with HIV”; change the number of people experiencing homelessness to include people who are unstably housed; indicate FMR is for Miami-Dade County; and name the vertical axis in the FMR table.
- Page 5: Some formatting adjustments.
- Page 6: Reorder FDOH EHE Initiatives; format like Page 8 with bold and columns; and add the definition of Partner Services.
- Page 7: Move No Babies Born with HIV to page 9; enlarge Status Neutral graphic; and add U=U (Note: For space considerations, U=U was added to Page 7).
- Page 8: No changes.
- Page 9: Shrink graphic; shorten definitions of Care Continuum steps; and add No Babies Born with HIV with the title of Ryan White Part D Services.
- Page 10: Update graphic; bullet Partnership section.
- Page 11: Request updated data from FDOH; and reorganize the FOCUS Partners list.
- Page 12: Check all URLs and remove periods at ends of listings.

The meeting time was due to expire. Dr. Sheehan called for a motion to extend the meeting by 10 minutes.

**Motion to extend the meeting by 10 minutes.**

**Moved: Rita Quintero**

**Seconded: Stephanie Stonestreet**

**Motion: Passed**

**IX. New Business**

Members were asked to review the documents in advance of the next meeting, including the proposed 2025 Meeting Dates and Agenda Setting Calendar and memo regarding the 2025 Officer Nominations included in the meeting materials.

**X. Announcements and Open Discussion**

There were no announcements or open discussion items.

**XI. Next Meeting**

Dr. Sheehan announced the next meeting is the Joint Integrated Review Team meeting on Tuesday, January 21, 2025, at the Main Library.

**XII. Adjournment**

Dr. Sheehan adjourned the meeting at 12:09 p.m.