



MIAMI-DADE

HIV/AIDS PARTNERSHIP

**WELCOME**

Thank you for attending today's

# Strategic Planning Committee Meeting

Please sign in to have your  
attendance recorded.



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | Reports   | Staff        |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ Partnership   |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo,  
(305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)



# Meeting Housekeeping - Strategic Planning Committee

February 14, 2025

Created by *Behavioral Science Research*

# Disclaimer and 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 and applicants should see staff for a travel expense offset at the end of the 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.

# About the Partnership

---

- ❑ The Miami-Dade HIV/AIDS Partnership is the official Ryan White Program Planning Council for Miami-Dade County.
- ❑ Partnership Members are appointed by the Mayor of Miami-Dade County based on recommendations by the Community Coalition.
- ❑ The Strategic Planning Committee is one of six Standing Committees of the Partnership.
- ❑ Strategic Planning Committee members also serve on the Joint Integrated Plan Review Team (JIPRT).
- ❑ All Partnership and Standing Committee members are volunteers and commit to abiding by the Partnership's Bylaws, including regular meeting attendance and completion of required training and paperwork.
- ❑ See staff after the meeting for additional details.



# 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.



# 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 experiencing homelessness, 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 . . .**<sup>6</sup>



# 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!

 <b>Meeting Guide</b>	
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!	
<b>Partnership, PC, or Planning Council</b>	The Miami-Dade HIV/AIDS Partnership - Official Ryan White Program Planning Council in Miami-Dade County
<b>RWP or RWHAP</b>	The Ryan White Program or The Ryan White HIV/AIDS Program (Usually referring to Part A/MAI).
<b>ADAP</b>	AIDS Drug Assistance Program. Provides FDA-approved medications for low-income individuals with HIV who have limited or no coverage from private insurance or Medicaid. Provides insurance coverage for uninsured RWP clients.
<b>BSR</b>	Behavioral Science Research Corp. (aka, Staff).
<b>EHE</b>	Ending the HIV Epidemic: A Plan for America. Four Pillars: 1. Diagnose, 2. Treat, 3. Prevent, 4. Respond.
<b>EMA</b>	Eligible Metropolitan Area (locally, Miami-Dade County).
<b>FDH or FDOH-MDC</b>	Florida Department of Health in Miami-Dade County.
<b>FPL</b>	Federal Poverty Level. Used to determine RWP eligibility and benefits.
<b>HOPWA</b>	Housing Opportunities for People with AIDS Program. Federal program that provides funding to support housing and housing-related services for people with AIDS and their families. Related terms: STRMU: Short-Term Rental, Mortgage and Utilities Assistance; Project-based: Funds designated units in a building; LTRA: Long-Term Rental Assistance (voucher program); and FMR: Fair Market Rents.
<b>HRSA</b>	The Health Resources and Services Administration. The source of federal RWP grant funds.
<b>Integrated Plan or IP</b>	The Miami-Dade County Integrated HIV Prevention and Care Plan.
<b>JIPRT</b>	The Joint Integrated Plan Review Team (Prevention Committee & Strategic Planning Committee).
<b>MAI</b>	Minority AIDS Initiative. Additional RWP funding to improve access to HIV care and health outcomes for disproportionately affected racial and ethnic minority populations.
<b>NHAS</b>	National HIV/AIDS Strategy. Four Goals: 1. Prevent new HIV infections; 2. Improve HIV-related health outcomes of people with HIV; 3. Reduce HIV-related disparities and health inequities; 4. Achieve integrated, coordinated efforts that address the HIV epidemic among all partners.
<b>PE-Miami or Provide Enterprise</b>	Provide Enterprise® by Groupware Technologies (RWP client database system).
<b>The Recipient, The County, or OMB</b>	The Miami-Dade County Office of Management and Budget. The Recipient of RWP Part A/MAI funds from HRSA.
<b>TTRA</b>	Test and Treat/Rapid Access. Protocol designed to ensure newly diagnosed people or those returning to care will obtain immediate linkage to medical care and treatment.
More terminology at <a href="http://www.aidsnet.org/the-partnership/#getonboard1">www.aidsnet.org/the-partnership/#getonboard1</a> .	

# 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/](http://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



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | Reports   | Staff        |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ Partnership   |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo, (305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://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.)



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | Reports   | Staff        |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ Partnership   |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo,  
(305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | Reports   | Staff        |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ Partnership   |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo,  
(305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)



**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.



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | <b>Reports</b>  | <b>Staff</b> |
|       | ▪ <b>Membership</b>   |              |
|       | <input type="checkbox"/> <b>Source of Income Forms</b>                              |              |
|       | ▪ <b>Partnership</b>  |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | <input type="checkbox"/> Joint Integrated Plan Review Team (JIPRT) Feedback         |              |
|       | <input type="checkbox"/> 2027-2031 Integrated Plan Guidance                         |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | <input type="checkbox"/> FY 2023 AAM Report Findings and Next Steps                 |              |
|       | <input type="checkbox"/> Draft FY 2024 AAM surveys                                  |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo,  
(305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)



# SOURCE OF INCOME STATEMENT

Section 2-11.1(i) of the County Ethics Code requires that certain employees, public officials, and consultants file a financial disclosure Statement on a yearly basis by July 1st of every year. For the last year of service, file SOI-F.

Disclosure for Tax Year Ending 2024	Last Name (or, Consultant or Consulting Firm name)	First Name	Middle Name/Initial
Mailing Address – Street Number, Street Name, or P.O. Box			
City, State, Zip			

If your home address is your mailing address, and your home address is exempt from public records pursuant to Fla. Stat. §119.07, read instructions on the following page **and check here.**

### Filing as an Employee (check one)

<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust <input type="checkbox"/> Municipal: _____ <span style="margin-left: 300px;">(Municipality)</span>		
Department		
Position or Title		Employee ID Number
Work address	Work telephone	Employment began on/ended on

### Filing as (check one)

<input checked="" type="checkbox"/> County Board <input type="checkbox"/> Municipal Board: _____ <input type="checkbox"/> Consultant for County or Municipal Agency <span style="margin-left: 200px;">(Municipality)</span>		
Board where serving or name of County or Municipal Agency Consultant is providing professional services to Miami-Dade HIV/AIDS Partnership		
Alternate address (if home address is exempt) 111 NW 1st Street, 22nd Floor, Miami, FL 33128	Work telephone 305-375-3546	Term began on/ended on

List below every source of income you received, along with the address and the principal activity of each source. Include your public salary. Place the sources of income in descending order, with the largest source first. Examples of sources of income include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, and social security payments. Also, include any source of income received by another person for your benefit. However, the income of your spouse or any business partner need not be disclosed. **If continued on a separate sheet, check here.**

Name of Source of Income	Address	Description of the Principal Business Activity

I hereby swear (or affirm) that the information above is a true and correct statement.

\_\_\_\_\_  
Signature of Person Disclosing

\_\_\_\_\_  
Date signed

<b>RECEIVED BY ETHICS DEPARTMENT:</b> <input type="checkbox"/> Hardcopy <input type="checkbox"/> Electronic Copy
--

# SOURCE OF INCOME INFORMATION

Required by the Miami-Dade County Code, Section 2-11.1(i)

The term **INCOME** shall include, but is not limited to, the following items: wages, salaries; tips; bonuses; commissions & fees; dividends, interest; profits from businesses and professions; your share of profits from partnerships and small business corporations; pensions, annuities & endowments; profits from the sale or exchange of real estate, securities or other property, including personal residence; rents and royalties; your share or estate or trust income, including accumulated distributions;

alimony, separate maintenance or support payments; prizes; awards; fees as an Executor, Administrator or Director; disability retirement payments; workmen's compensation, insurance; damages; social security payments, etc.

## FILING INSTRUCTIONS

A "Source of Income Form," (SOI) or a signed copy of the personal income tax forms may be filed to satisfy the filing requirement for County/Public Health Trust employees, municipal employees, advisory board members, and consultants providing professional services to the County or a Municipality who are not required to file under State law. State filers who also hold County or Municipal positions (for example, State filers who also serve on County or Municipal boards) meet the County financial disclosure requirement by filing a **copy** of their state form with the Miami-Dade County Commission on Ethics and Public Trust or their Municipal clerk.

The Source of income Form must be filed yearly no later than 12:00 noon of July 1st. Consultants file within thirty (30) days of execution of a contract arising out of competitive negotiations and prior to any payments from the County, municipalities or other agencies and thereafter on a yearly basis no later than 12:00 noon of July 1st. For the last year of service, file "Final Source of Income Form "(SOI-F). The SOI and SOI-F should not be used as a substitute for State Form 1 or State Form 1F for those required to file under state requirements.

Filers whose address is exempt pursuant to Fla. Stat. §119.07 must provide an alternate address such as a business address or the address of the board if the filer serves on a board.

This form must be filed by July 1st of each year and should not be used as a substitute for State Form 1 for those required to file under state requirements. For the last year of service, file SOI-F.

**Example (Review sources of income above; note- no monetary amount required).**

Name of Source of Income	Address	Description of Principal Business Activity
Place of employment	Address where employed	Salary
Rental Property	123 Anywhere Street Miami, FL 00000	Rental income
Social Security	Social Security office closest to your zip code	Social Security income

**Miami-Dade County (including Public Health Trust) Personnel and Advisory Board** members shall file completed forms with:

**Miami-Dade County  
Commission on Ethics and Public Trust  
701 NW 1st Court 8th Floor  
Miami, FL 33136  
or at: [financial.disclosures@miamidade.gov](mailto:financial.disclosures@miamidade.gov)**

**Municipal Personnel and Advisory Board Members** shall file completed forms with their respective Municipal Clerk. For further information, Miami-Dade County and Public Health Trust employees may contact the Miami-Dade County Commission on Ethics and Public Trust via telephone at 305-5792594 or via email at [financial.disclosures@miamidade.gov](mailto:financial.disclosures@miamidade.gov). Municipal employees may contact their respective Municipal Clerk's Office.

**Note RE: Florida Statutes § 119.07:** The role of our office is to receive and maintain forms filed as public records. If your home address is exempt from disclosure and you do not wish your home address to be made public, please use your office or other address for your mailing address. The following persons are exempt from disclosing their home addresses: active or former law enforcement personnel, including correctional and correctional probation officers, personnel of the Department of Children and Family Services whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities, personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect, and personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement; firefighters; justices and judges; current or former state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors; county and municipal code inspectors and code enforcement officers.



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | <u>Reports</u>  | <u>Staff</u> |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ <u>Partnership</u>  |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo, (305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)

# ~ FEBRUARY 2025 ~ Miami-Dade HIV/AIDS Partnership Calendar ~

Monday	Tuesday	Wednesday	Thursday	Friday	
<p><b>MEETING LOCATIONS</b>  <b>BSR Corp. ~ Behavioral Science Research Corp.,</b> 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134  <b>Care 4 U Community Health Center,</b> 4690 NW 7th Avenue, Miami, FL 33127  <b>Care Resource Community Health Centers,</b> Midtown Miami, 3510 Biscayne Boulevard, 1<sup>st</sup> Floor Community Room, Miami, FL 33137  <b>FDOH-Health District Center,</b> 1350 NW 14<sup>th</sup> Street, Conference Room 401B, Miami, FL 33125  <b>Miami-Dade County Main Library,</b> 101 West Flagler Street, Auditorium, Miami, FL 33130  <b>Report for Action!</b> Microsoft Teams, ID: 238 353 321 012; Passcode: pW9t2mR7</p>					 The Miami-Dade HIV/AIDS Partnership is the Official Ryan White Program Planning Council in Miami-Dade County. Our members are people with HIV and people who care about people with HIV!  <b>People with HIV are encouraged to participate!</b>  All events on this calendar are open to the public.  <h2 style="text-align: center;">RSVP</h2> Your participation matters! Please let us know if you're coming to the meeting!  RSVP to (305) 445-1076 or <a href="mailto:mdcpartnership@behavioralscience.com">mdcpartnership@behavioralscience.com</a>  <b>Be prepared!</b> Go to <a href="http://www.aidsnet.org">www.aidsnet.org</a> or click on your meeting for agendas, minutes, and meeting documents.  <b>Stay connected!</b>  
<b>3</b>	<b>4</b> <b>Miami-Dade HIV/AIDS Partnership</b> **Cancelled** Next Partnership Meeting is March 4	<b>5</b> <b>Get on Board! Planning Council Member Enrichment Training</b> 12:00 PM to 1:00 PM via Microsoft Teams	<b>6</b>	<b>7</b> 🚫 National Black HIV/AIDS Awareness Day	
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> <b>Care &amp; Treatment Committee</b> 10:00 AM to 12:00 PM at Care Resource	<b>14</b> ❤️ <b>Strategic Planning Committee</b> 10:00 AM to 12:00 PM at BSR Corp.	
<b>17</b> President's Day (BSR Offices Closed)	<b>18</b>	<b>19</b>	<b>20</b> <b>Housing Committee</b> **Cancelled** Next meeting is March 20	<b>21</b>	
<b>24</b> <b>Community Coalition Roundtable</b> 5:00 PM to 7:00 PM (Dinner at 4:30 PM) at Care 4 U	<b>25</b>	<b>26</b> <b>Executive Committee</b> **As Needed**	<b>27</b> <b>Prevention Committee</b> **Cancelled** Next meeting is March 27	<b>28</b> 🚫 HIV Is Not A Crime Day <b>Medical Care Subcommittee</b> 9:30 AM to 11:30 PM at BSR Corp.  <b>Report for Action! March Partnership Meeting Briefing</b> 12:00 PM to 12:30 PM via Microsoft Teams	

# ~ MARCH 2025 ~ Miami-Dade HIV/AIDS Partnership Calendar ~

Monday	Tuesday	Wednesday	Thursday	Friday	 <p><b>MIAMI-DADE HIV/AIDS PARTNERSHIP</b></p> <p>The Miami-Dade HIV/AIDS Partnership is the Official Ryan White Program Planning Council in Miami-Dade County. Our members are people with HIV and people who care about people with HIV!</p> <p><b>People with HIV are encouraged to participate!</b></p> <p>All events on this calendar are open to the public.</p> <h2>RSVP</h2> <p>Your participation matters! Please let us know if you're coming to the meeting!</p> <p>RSVP to (305) 445-1076 or <a href="mailto:mdcpartnership@behavioralscience.com">mdcpartnership@behavioralscience.com</a></p> <h3>Be prepared!</h3> <p>Go to <a href="http://www.aidsnet.org">www.aidsnet.org</a> or click on your meeting for agendas, minutes, and meeting documents.</p> <h3>Stay connected!</h3>  
<b>3</b>	<b>4</b> <b>Miami-Dade HIV/AIDS Partnership</b> 10:00 AM to 12:00 PM at MDC Main Library	<b>5</b> <b>Get on Board! Planning Council Member Enrichment Training</b> 12:00 PM to 1:00 PM via Microsoft Teams	<b>6</b>	<b>7</b>	
<b>10</b> 🚫 National Women & Girls HIV/AIDS Awareness Day	<b>11</b>	<b>12</b>	<b>13</b> <b>Care &amp; Treatment Committee</b> 10:00 AM to 12:00 PM at Care Resource	<b>14</b> <b>Strategic Planning Committee</b> 10:00 AM to 12:00 PM at BSR Corp.	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> 🚫 National Native HIV/AIDS Awareness Day <b>Housing Committee</b> 2:00 PM to 4:00 PM at Care Resource	<b>21</b>	
<b>24</b>	<b>25</b>	<b>26</b> <b>Executive Committee</b> 10:00 AM to 12:00 PM at BSR Corp.	<b>27</b> <b>Prevention Committee</b> 10:00 AM to 12:00 PM at FDOH-Health District Center	<b>28</b> <b>Medical Care Subcommittee</b> 9:30 AM to 11:30 PM at BSR Corp.	
<b>31</b> <b>Community Coalition Roundtable</b> 4:00 PM to 6:00 PM (Dinner at 3:30 PM) at Care Resource	<p><b>MEETING LOCATIONS</b></p> <p><b>BSR Corp. ~ Behavioral Science Research Corp.</b>, 2121 Ponce de Leon Boulevard., Suite 240, Coral Gables, FL 33134</p> <p><b>Care Resource Community Health Centers</b>, Midtown Miami, 3510 Biscayne Boulevard, 1<sup>st</sup> Floor Community Room, Miami, FL 33137</p> <p><b>FDOH-Health District Center</b> - 1350 NW 14th Street, Conference Room 401B, Miami, FL 33125</p> <p><b>Miami-Dade County Main Library</b>, 101 West Flagler Street, Auditorium, Miami, FL 33130</p>				



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | Reports   | Staff        |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ Partnership   |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo, (305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)



**2025 Agenda Setting Calendar**  
**Strategic Planning Committee and Joint Integrated Plan Review Team**  
 As of February 14, 2025

Date Time Location	Integrated Planning	Assessment of the Recipient Administrative Mechanism (AAM)	Annual Report	Other
<b>Tuesday, January 21</b> 10:00 a.m.-1:00 p.m. MDC Main Library	Joint Integrated Plan Review Team (JIPRT) Meeting - 2022-2026 Integrated Plan Progress Reports - 2027-2031 Integrated Plan Update (if available)	Notes: - FY 2023: March 1, 2023 – February 28, 2024 - FY 2024: March 1, 2024 – February 28, 2025		
<b>Friday, February 14</b> 10:00 a.m.-12:00 p.m. Behavioral Science Research Corp., (BSR Corp.)	- Review JIPRT recommendations - Review 2027-2031 Integrated Plan Guidance	Develop recommendations from the FY 2023 AAM Report  Review draft FY 2024 AAM surveys.		Officer Elections.  Complete Source of Income Forms (if available).  Budget: Consider special projects to enhance the completion of activities <i>for the next FY.</i>
<b>Friday, March 14</b> 10:00 a.m.-12:00 p.m. BSR Corp.	- Review Progress on 2027-2031 Integrated Plan	Finalize FY 2024 AAM surveys.  (Pending approval by the Partnership).	Review draft Report.	Complete Source of Income Forms (if available).  Budget: Consider special projects to enhance the completion of activities <i>for the next FY.</i>

Date Time Location	Integrated Planning	Assessment of the Recipient Administrative Mechanism (AAM)	Annual Report	Other
<b>Tuesday, April 22</b> 10:00 a.m.-12:00 p.m. MDC Main Library	Joint Integrated Plan Review Team Meeting - 2022-2026 Integrated Plan Progress Reports - 2027-2031 Integrated Plan Development	<i>Staff: Distribute and collect            surveys; due date to be            determined.</i>		Complete Source of Income Forms (as needed).
<b>Friday, May 9</b> 10:00 a.m.-12:00 p.m. BSR Corp.	- Review JIPRT recommendations	<i>Staff: Produce FY 2024 AAM            Report and submit to the            Recipient and Groupware            Technologies (draft without            comments will be posted online            for review).</i>	Review updated draft and continue revisions.  Budget: Consider special projects to enhance the completion of this activity <i>for            the next FY.</i>	Complete Source of Income Forms (as needed)  Budget: Consider special projects to enhance the completion of activities <i>for the            next FY.</i>
<b>Friday, June 13</b> 10:00 a.m.-12:00 p.m. BSR Corp.	- Review Progress on 2027- 2031 Integrated Plan	Review final FY 2024 AAM Report including feedback from the Recipient and Groupware Technologies.  (Activity completed pending Partnership approval).	Continue draft revisions (if needed).  If completed, finalize Report (Activity completed pending Partnership approval).	
<b>Tuesday, July 22</b> 10:00 a.m.-1:00 p.m. MDC Main Library	Joint Integrated Plan Review Team Meeting - 2022-2026 Integrated Plan Progress Reports - 2027-2031 Integrated Plan Development			

Date Time Location	Integrated Planning	Assessment of the Recipient Administrative Mechanism (AAM)	Annual Report	Other
<b>Friday, August 8</b> 10:00 a.m.-12:00 p.m. BSR Corp.	- Review JIPRT recommendations	Review progress on FY 2023 AAM recommendations.	If needed, finalize Report.  (Activity completed pending Partnership approval).	
<b>Friday, September 12</b> 10:00 a.m.-12:00 p.m. BSR Corp.	- Review Progress on 2027-2031 Integrated Plan			Officer Nominations.
<b>Tuesday, October 21</b> 10:00 a.m.-1:00 p.m. MDC Main Library  <i>This may conclude the committee's business for the year.</i>	Joint Integrated Plan Review Team Meeting - 2022-2026 Integrated Plan Progress Reports - 2027-2031 Integrated Plan Development			Budget: Receive report on approved special projects for <i>for the next FY.</i>

Notes	
<b>Save the dates</b>	<ul style="list-style-type: none"> <li>▪ Friday, November 14</li> <li>▪ Friday, December 12</li> </ul>
<b>Locations</b>	<ul style="list-style-type: none"> <li>▪ Committee Meetings: Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134</li> <li>▪ Joint Integrated Plan Review Team Meetings: MDC Main Library, 101 West Flagler Street, Auditorium, Miami, FL 33130</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>▪ RSVP online or to <a href="mailto:cbontempo@behavioralscience.com">cbontempo@behavioralscience.com</a>.</li> <li>▪ Meeting materials are available at <a href="http://www.aidsnet.org/the-partnership#strategicplanning1">www.aidsnet.org/the-partnership#strategicplanning1</a></li> <li>▪ All meeting dates are subject to change.</li> </ul>



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | Reports   | Staff        |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ Partnership   |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo, (305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)

## *Memo*

**To:** Strategic Planning Committee Members

**From:** Christina Bontempo

**Date:** October 11, 2024

**Re:** 2025 Officer Nominations and Elections

---

Annual nominations for the Strategic Planning Committee Chair and Vice Chair (Officers) are scheduled for the October 11, 2024, Strategic Planning Committee meeting. Elections will be held at the February 14, 2025, meeting.

Serving as an Officer provides you a great opportunity to enhance your leadership skills, add a new title to your resume, and become a more involved planning council member!

Committee Officers develop agendas with support staff, lead committee meetings, and serve as members of the Executive Committee. Staff provides comprehensive training for all Officers.

For your reference, I am providing the qualifications for Officers as they relate to this Committee, from the Miami-Dade HIV/AIDS Partnership Bylaws (Section 5.1):

- Each standing committee, subcommittee, or workgroup shall elect a Chair and a Vice-Chair from among its members; they shall serve at the will of the standing committee, subcommittee, or workgroup.
- Officers shall be full voting members.
- At least one (1) officer of each standing committee must be a Partnership member who shall be designated to report committee activities to the Partnership.
- Standing committees, committees, and workgroups shall strive to elect at least one (1) officer who is a person with HIV.
- No individual shall serve concurrent terms as an officer of the Partnership and an officer of a standing committee or subcommittee. The exception to this rule is for officers of workgroups, which may be led by the Chair as Chair or Vice-Chair of the committee under whose purview the workgroup was authorized.

*You are encouraged to add your name as a nominee* in advance of the meeting; nominations will also be taken from the floor at the February 14, 2025, meeting. Current Officers who have served less than two years are eligible and encouraged to add their name to the ballot. If you are interested in this opportunity or if you have any questions, please contact me at (305) 445-1076 or by email at [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | Reports   | Staff        |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ Partnership   |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo, (305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)

## Joint Integrated Plan Review Team Meeting Feedback

*Excerpts from the January 21, 2025, JIPRT Meeting Minutes*

### Linkage to Care; Retention in Care; and Special Populations

- *Activity 2.1.3: Provide and develop information that promotes the benefits of HIV treatment adherence for vulnerable populations, i.e., B/AA, Hispanic, and MSM. Members would like additional details on:*
  1. *Measurement 2.1.3.2 No. of trilingual (English, Spanish, and Haitian Creole) brochures educational folders designed for these specific campaigns. Members would like to see the educational materials which were produced, and would like to know where materials were distributed, and who is championing the initiative at those locations.*
- *Activity 2.1.5: Expand the use of telehealth (HealthTec) to agencies and clients to reduce barriers to care for eligible patients; (mobile units). Members would like additional details on:*
  1. *Measurement 2.1.5.4 Number of EHE HealthTec clients with a suppressed viral load at last viral load test during the measurement year. It is unclear how these numbers correspond to the data source.*
- *Activity 2.1.6: Implement the use of RWHAP-EHE Quick Connect services in hospitals, clinics, urgent care centers, and emergency rooms. The data are unclear; members asked for the numbers to be reviewed and revised.*
- *Activity 2.5.1: Establish early MCM lost to care trigger point warning in PE-Miami at 60 days without MCM contact, and alert MCMs through PE-Miami. Because the measurement is different now than when the activity began, there will need to be additional data to see an upward or downward trend.*
- *Activity 2.5.2: Retain a minimum of 75% of newly enrolled Ryan White clients in MCM for a minimum of six months (180 days) after enrollment in the Ryan White Program. This activity is on target.*
- *Activity 2.9.4: Determine the need for Medicare transition assistance for RWP clients aged 65 and older. The data show a low percentage of clients with a Medicare marker in PE-Miami. This should be explored to determine why so many clients are not enrolled in Medicare.*
- *Activity 2.13.2: Identify barriers to care or below-average client treatment outcomes among MSM clients with STIs as co-occurring conditions. Percentages are low; targets should be established to validate progress.*

### **Disparities in Retention in Care and Disparities in Viral Load Suppression Rates Among Priority Populations**

- Track **Retention in Medical Care** rates among Ryan White HIV/AIDS Program providers of Medical Case Management and Outpatient/Ambulatory Medical Services to:
  1. Black/African American Males;
  2. Black/African American Females; and
  3. Hispanic Men Who Have Sex With Men.
  
- Track **Viral Load Suppression** rates among Ryan White HIV/AIDS Program providers of Medical Case Management and Outpatient/Ambulatory Medical Services to:
  1. Black/African American Males;
  2. Black/African American Females;
  3. Haitian Males; and
  4. Haitian Females.

#### *Overall impressions:*

Data indicate very stable outcomes and positive progress towards targets. However, for smaller populations such as Haitian Females, there may be a point where the target of 90% or 95% cannot be reached because one or two people who are not virally suppressed or retained in medical care can bring the percentage down significantly. In those cases, it may be advantageous to specifically target those individuals and bring them back into care and/or to viral suppression.

The social determinants of health (housing and food instability, etc.) should also be addressed.

Seeing the data broken out by ages would also be helpful to determine how to get past the level of stasis and hit the target.



# Integrated HIV Prevention and Care Plan Guidance, including the Statewide Coordinated Statement of Need, CY 2027- 2031

**Division of HIV Prevention**

**National Center for HIV, Viral Hepatitis, STD, and TB Prevention  
Centers for Disease Control and Prevention**

**HIV/AIDS Bureau**

**Health Resources and Services Administration**

**December 2024**





## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | Reports   | Staff        |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ Partnership   |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo, (305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)

**Assessment of the Ryan White Program Recipient Administrative Mechanism (AAM) – FY 2023 (March 1, 2023 – February 29, 2024)  
Findings and Next Steps**

This report includes FY 2023 AAM Report general comments and suggestions, and concerns and solutions related to “Disagree,” and “Strongly disagree,” responses; and therefore, not all statements are included. Statements are numbered to correspond with their number in the final report.

Strategic Planning Committee members are asked to provide feedback to Partnership and Recipient Staff for process improvement.

**2024 PARTNERSHIP AAM SURVEY RESULTS**

**2. I understand the information presented on the Recipient’s Ryan White Program Part A/Minority AIDS Initiative (MAI) expenditure reports:**

	<b>2024 (n=15)</b>	2023 (n=19)	2021 (n=25)	2020 (n=24)	2019 (n=22)
Strongly agree	<b>93%</b>	74%	68%	71%	67%
Agree	<b>7%</b>	21%	32%	29%	13%
Neither agree nor disagree	<b>0%</b>	5%	0%	0%	20%
Disagree	<b>0%</b>	0%	0%	0%	0%
Strongly disagree	<b>0%</b>	0%	0%	0%	0%

- I understand some things but not all.
  - *Recipient response: At any time the information is not clear, please reach out to BSR staff or to Recipient staff for assistance in better understanding the information presented. We also welcome suggestions on how we can make the reports more user friendly. We also provide BSR with Top Line Summaries (highlights) of the information presented that they post on the Partnership’s website ([www.aidsnet.org](http://www.aidsnet.org)) under meeting documents.*

**5. The Recipient communicated clearly to the Partnership on expenditure changes related to the Part A/MAI sweeps/reallocation process:**

	<b>2024 (n=15)</b>	2023 (n=19)	2021 (n=25)	2020 (n=24)	2019 (n=22)
Strongly agree	<b>80%</b>	89%	68%	75%	73%
Agree	<b>20%</b>	5%	24%	25%	20%
Neither agree nor disagree	<b>0%</b>	0%	0%	0%	7%
Disagree	<b>0%</b>	0%	4%	0%	0%
Strongly disagree	<b>0%</b>	5%	4%	0%	0%

- Don't understand all of this for Recipients.
  - *Recipient response: Please let us know what we can do better to ensure all members understand the Reallocations/Sweeps process. This process helps our program provide quality services to address medical and supportive needs of program-eligible people with HIV in our community, while utilizing all resources within our purview and maximizing expenditures.*

DRAFT

## PART A/MAI SUBRECIPIENT SURVEY RESULTS

### GENERAL COMMENTS

- I am glad to have access to a product like PE, but all systems are imperfect.
  - *Recipient response: Thank you for your comment. If you have suggestions to improve the PE Miami data management system, please send comments by email to [Carla.ValleSchwenk@miamidade.gov](mailto:Carla.ValleSchwenk@miamidade.gov).*
- It is often difficult to communicate with managed care plans that serve our mutual patients/clients. Perhaps the Recipient or BSR can facilitate conversations with these managed care plans so organizations have a point of contact. For managed care plans that we are not in-network with, it also difficult to substantiate payer of last resort without a relationship with that payer. This has led to services that are not billable to the Recipient. We suggest clarifying how to handle these situations to establish the Recipient as payor of last resort.
  - *Recipient response: Thank you for your feedback. Please contact the Program Administrator by phone (305-375-3546) or by email ([Carla.ValleSchwenk@miamidade.gov](mailto:Carla.ValleSchwenk@miamidade.gov)) to provide additional context for this issue and to discuss possible next steps.*

### 3. The Recipient sent award notifications/letters to our organization in a timely manner.

	2024 (n=17)	2023 (n=16)	2021 (n=16)	2020 (n=13)	2019 (n=13)
Strongly agree	71%	44%	63%	67%	50%
Agree	29%	44%	37%	33%	43%
Neither agree nor disagree	0%	12%	0%	0%	7%
Disagree	0%	0%	0%	0%	0%
Strongly disagree	0%	0%	0%	0%	0%
Not applicable	0%	0%			

- Award notifications are sent on a timely manner, maybe it would be interesting when awards are sent and documents are needed to send to the recipients a calendar invite on the deadline?
  - *Recipient response: Thank you for the suggestion. We will review the feasibility of including this recommendation in the next round of award notifications and reporting requirements.*

#### 4. The Recipient executed our organization’s contract in a timely manner.

	2024 (n=17)	2023 (n=16)	2021 (n=16)	2020 (n=13)	2019 (n=13)
Strongly agree	18%	25%	44%	42%	38%
Agree	24%	63%	31%	50%	62%
Neither agree nor disagree	24%	0%	19%	8%	0%
Disagree	18%	12%	6%	0%	0%
Strongly disagree	12%	0%	0%	0%	0%
Not applicable	6%	0%			

- Our FY23 was not executed until December 2023.

  - *Recipient response: Thank you for the comment. Several competing assignments affected timely execution of contracts in FY 2023. Fourteen of 18 FY 2023 contracts were executed by October 31<sup>st</sup>; with only two executed in July. One subrecipient received their contract documents to be signed at the end of September but did not return the signed documents until January 2024, even after multiple inquiries and reminders. Please also see below.*
  
- Much improved over previous years!

  - *Recipient response: Thank you for acknowledging the improvements – streamlining internal processes, using a 100% electronic process, using templates, etc. However, we still need to do better. It is important to note that through our improvement efforts thus far, in FY 2024, 12 of 18 contracts were executed by July 31, 2024. One contract remains on hold because the agency has not passed the due diligence review. As the most needed component to ensure improvement in this area, our office anticipates hiring new staff by the end of this calendar year to focus on more timely contract development and execution for FY 2025. Until then, we will review and approve the remaining FY 2024 contracts as soon as possible.*
  
- We appreciate the fact that the contracts are executed as timely as possible, sometimes, subrecipients delay returning documents which also delays the process. I would suggest if there is a delay as an agreement between parties, that billing and sweeps, should be re-considered and re-scheduled, otherwise this also causes confusion and additional delays.

  - *Recipient response: Thank you for acknowledging the challenges. Continuing to submit monthly invoices in a timely manner, even while contract execution is pending, helps with our expenditure projections to determine if we will be able to spend down our Part A and MAI awards by the end of the grant fiscal year, as well as for determining if we have available resources to address unmet needs and service gaps. Prior year expenditure patterns are also reviewed. Before making any reductions to contract amounts, our fiscal team communicates directly with subrecipient program and fiscal staff to share recommended reduction amounts and give the subrecipient the opportunity to agree to the proposed reduction or to provide justification for another reduction amount or no reduction. Results of this analysis (in the aggregate by service category) are provided to*

*the planning council to make decisions on reallocations/sweeps by service category and funding type to address unmet needs and service gaps.*

**Concerns and solutions related to “Disagree” and “Strongly disagree” responses:**

- [Contract executed on] June 10, 2024.
  - *Recipient response: Thank you for the response. See also the comments above.*
- For FY 2023-2024, the contract execution was completed on 07/26/2023, five months after the beginning of program services. The Recipient was open to communications and our concerns and rectified for FY 24-25.
  - *Recipient response: Thank you for the response. See also the comments above.*
- Our FY23 contract was not executed until December 2023. This impacted payments and our finance operations. Suggestion to execute earlier in the FY.
  - *Recipient response: Thank you for the response. See also the comments above.*
- “Concern” assumes too much. Municipal contracting is normally arduous.
  - *Recipient response: Thank you for the comment. Unfortunately, this is indeed an arduous process. There are numerous local, state, and federal requirements to address before a contract can be approved for execution. We continuously look for ways to improve and streamline the processes.*
- Contract executed far beyond fiscal year start date.
  - *Recipient response: Thank you for the response. See also the comments above.*

**5. Please indicate the date of your FY 2023-2024 contract execution. (Question added in 2024.)**

NOTE: The dates submitted as answers are available for review, but are not included in this report since they did not align with the dates on record with the Recipient.

The Recipient provided FY 2023 and FY 2024 contract execution dates as of August 2024, as noted in the table below.

There are 18 contracts indicated because this table includes the Administration/Clinical Quality Management contract, which does not count toward the survey responses.

<b>Contract Execution Dates in Chronological Order FY 2023 and FY 2024</b>				
<b>#</b>	<b>FY 2023</b>		<b>#</b>	<b>FY 2024</b>
1	July 26, 2023		1	April 26, 2024
2	July 26, 2023		2	May 16, 2024
3	August 8, 2023		3	May 30, 2024
4	August 16, 2023		4	June 10, 2024
5	August 16, 2023		5	June 10, 2024
6	August 25, 2023		6	June 10, 2024
7	September 13, 2023		7	June 10, 2024
8	September 13, 2023		8	July 12, 2024
9	September 13, 2023		9	July 22, 2024
10	September 13, 2023		10	July 25, 2024
11	October 19, 2023		11	July 25, 2024
12	October 26, 2023		12	August 1, 2024
13	November 21, 2023		13	August 15, 2024
14	October 16, 2023		14	August 21, 2024
15	October 20, 2023		15	Pending
16	December 22, 2023		16	Pending
17	December 26, 2023		17	Pending
18	January 26, 2024 (contract sent to agency to sign at the end of September; returned signed in January)		18	Pending



NOTE: Responses to statement #6, #8, and #10, below, are shown in the table, however, as noted in the *Contract Execution Dates in Chronological Order* table, above, it should be noted that contract execution dates submitted by subrecipients did not match the Recipient’s official record of contract execution dates.

Rewording of these statements and/or further instructions may be necessary for future surveys.

**6. For contract execution later than March 15, 2023, were there internal factors within your organization that led to delays? (Question added in 2024.)**

	% (n=17)
Yes	35%
No	47%
N/A - Our contract was executed prior to March 15, 2023.	18%

**7. Please explain the internal factors within your organization that led to delays of contract execution. (Question added in 2024.)**

- Board minutes accepting contract and corporate resolution delays submission of paperwork.
  - *Recipient response: Comment noted. This item is needed annually. To help mitigate delays, we will include a reminder in the provisional award letter rather than waiting to request it during the due diligence review and contract execution steps.*
- Trying to obtain all of the necessary documents.
  - *Recipient response: Comment noted. Thank you.*
- Due to the internal routing process for documents, everything requested was submitted 2 days after the due date.
  - *Recipient response: Comment noted. Thank you.*
- Obtaining required signatures
  - *Recipient response: Comment noted. Thank you.*
- Close-out of fiscal year 23-24 and program site monitoring response tasks were all required around the same time as contract execution. Additionally, we had another site monitoring from another agency during this period of time.
  - *Recipient response: Comment noted. Thank you.*
- Office of Research Administration has several checks prior to executing a contract.
  - *Recipient response: Comment noted. Thank you.*

**8. For contract execution later than March 15, 2023, were there external factors with the Recipient that led to delays? (Question added in 2024.)**

	% (n=17)
Yes	41%
No	35%
N/A - Our contract was executed prior to March 15, 2023.	24%

**9. Please explain the external factors with the Recipient that led to delays of contract execution. (Question added in 2024.)**

- We received renewal documents via email on 9/17/2023.

  - *Recipient response: This comment is not clear to us. Please provide additional context and clarity by email to [Carla.ValleSchwenk@miamidade.gov](mailto:Carla.ValleSchwenk@miamidade.gov), or to remain anonymous please provide more detail through BSR. Thank you.*
- I am able to describe, not explain, external factors. These relate to delays in obtaining approval for the allocated amounts assigned to our agency and municipal leadership signoff. Based on communications received at the time (updates) OMB seemed to be on top of their portion of the process.

  - *Recipient response: Comment noted. Thank you.*
- 1. NoA [Notice of Award] was received late; 2. The due diligence tasks takes time to be completed.

  - *Recipient response: Comment noted. Thank you. For context, the FY 2023 provisional award letters for the local contracting process were issued February 17, 2023. The corresponding final Notice of Award (NoA) from HRSA was received on April 5, 2023. For FY 2024, the provisional award letters were issued January 5, 2024, but the final NoA was not received until May 23, 2024. The due diligence review process is lengthy. We must ensure the organization is in good standing after reviewing several local, state, and federal contracting requirements. To assist in this process, we will consider including the review templates with the provisional award letters for transparency and for subrecipients to address potential issues in advance.*
- Revisions to the contract language after 3/15/24.

  - *Recipient response: Comment noted. Thank you. We will try to ensure the contract template is reviewed and approved by the County Attorney's Office prior to March 1<sup>st</sup> each year. Necessary changes would then be addressed through amendments.*
- As mentioned before, delays from subrecipients delays the flow as well. In addition, we know County staff is limited.

  - *Recipient response: Comment noted. Thank you. We are working on increasing staffing in this area.*

**10. Did delays in contract execution cause service disruptions or organizational disruptions? (Question added in 2024.)**

	% (n=17)
Yes	24%
No	59%
N/A - Our contract was executed prior to March 15, 2023.	18%

**11. Please detail service disruptions or organizational disruptions resulting from delayed contract execution. (Question added in 2024.)**

- Organizationally, we needed to make sure funding allocations were available for operational needs and keep reserves in place while expansions were also being implemented.
  - *Recipient response: Comment noted. We appreciate your team’s patience and willingness to continue providing services to clients. We sincerely apologize for the related organizational disruptions.*
- Ryan White CM Supervisor trying to complete Quarterly report for Broward. Clients calling and/or stopping by the office. Numerous documents to be completed by both counties.
  - *Recipient response: Comment noted. Notably, there are staffing constraints at the Recipient and Subrecipient levels. We will keep this in mind as our requests and reporting deadlines are communicated.*
- The organization required having financial reserves to carry programs while completing expansions of facilities affecting budgetary constraints.
  - *Recipient response: Comment noted. We appreciate your team’s patience and willingness to continue providing services to clients. We sincerely apologize for the related organizational disruptions.*
- There were no service disruptions. We had disruptions in properly recording our finances for providing RW Part A services.
  - *Recipient response: Comment noted. We appreciate your team’s patience and willingness to continue providing services to clients. We sincerely apologize for the related organizational disruptions.*

**12. There were no significant differences between billed versus reimbursed amounts for our organization that were not discussed prior to any disallowance.**

	<b>2024 (n=17)</b>	<b>2023 (n=16)</b>	<b>2021 (n=16)</b>	<b>2020 (n=13)</b>	<b>2019 (n=13)</b>
Strongly agree	<b>59%</b>	50%	56%	75%	46%
Agree	<b>18%</b>	44%	44%	25%	46%
Neither agree nor disagree	<b>18%</b>	0%	0%	0%	8%
Disagree	<b>6%</b>	0%	0%	0%	0%
Strongly disagree	<b>0%</b>	0%	0%	0%	0%
Not applicable	<b>0%</b>	6%			

- The process is normally to disallow line items first and then allow organization to contest the disallowance.
  - *Recipient response: Comment noted. Thank you. It is recommended that subrecipients review program requirements and limitations then review previous disallowances to identify and/or understand reoccurring issues to prevent future disallowances. As required by the federal Uniform Guidance and as reflected in the signed certification on each invoice, it is the subrecipient’s responsibility to review invoices thoroughly for completeness and accuracy before submitting them for reimbursement.*

**Concerns and solutions related to “Disagree” and “Strongly disagree” responses:**

- There were differences.
  - *Recipient response: Comment noted. Thank you.*

**13. The Recipient contacted our organization to review utilization and expenditures that were not on target.**

	2024 (n=17)	2023 (n=16)	2021 (n=16)	2020 (n=13)	2019 (n=13)
Strongly agree	41%	38%	44%	58%	42%
Agree	47%	50%	50%	42%	50%
Neither agree nor disagree	6%	6%	6%	0%	0%
Disagree	0%	0%	0%	0%	0%
Strongly disagree	0%	0%	0%	0%	0%
Not applicable	6%	6%	0%	0%	8%

- We are contacted to reduce spending, but discussion about utilization and expenditures occur only when sub-recipient reaches out. Maybe reviewing patient volume and un-billables, with the agencies to provide additional support.
  - *Recipient response: Thank you for your feedback. Our team will review this comment further to determine ways to provide additional support in this area. Subrecipient program and/or fiscal staff who are authorized with a Contract Management role in PE Miami should be regularly reviewing the unbillables report to determine if items are truly unbillable (i.e., do not meet program guidelines) or if an override request is warranted.*

**14. The Recipient reviewed our organization’s service utilization and reimbursement requests submissions in a timely manner.**

	2024 (n=17)	2023 (n=16)	2021 (n=16)	2020 (n=13)	2019 (n=13)
Strongly agree	59%	44%	63%	67%	67%
Agree	35%	50%	37%	33%	33%
Neither agree nor disagree	0%	6%	0%	0%	0%
Disagree	6%	0%	0%	0%	0%
Strongly disagree	0%	0%	0%	0%	0%
Not applicable	0%	0%			

**Concerns and solutions related to “Disagree” and “Strongly disagree” responses:**

- Reimbursements not timely.
  - *Recipient response: Comment noted. Thank you. For context, please note that reimbursement requests can only be processed once the contract is executed. Once we have an executed contract, more than 90% of the reimbursement requests are processed in 25 days or less.*

**15. The Recipient provided payment to our organization within 30 days of submission of complete and accurate invoices.**

	<b>2024 (n=17)</b>	<b>2023 (n=16)</b>	<b>2021 (n=16)</b>	<b>2020 (n=13)</b>	<b>2019 (n=13)</b>
Strongly agree	<b>35%</b>	32%	56%	58%	42%
Agree	<b>35%</b>	50%	38%	42%	50%
Neither agree nor disagree	<b>18%</b>	6%	6%	0%	8%
Disagree	<b>12%</b>	12%	0%	0%	0%
Strongly disagree	<b>0%</b>	0%	0%	0%	0%
Not applicable	<b>0%</b>	0%			

- We did not receive payment until the contract was executed, which was delayed.
  - *Recipient response: Comment noted. Thank you. For context, please note that reimbursement requests can only be processed once the contract is executed. Once we have an executed contract, more than 90% of the reimbursement requests are processed in 25 days or less.*

**Concerns and solutions related to “Disagree” and “Strongly disagree” responses:**

- Payment process takes more than 30 days, often.
  - *Recipient response: Comment noted. Please see above. Thank you.*
- We were not paid for invoices until our contract was executed, which was delayed until December 26, 2023.
  - *Recipient response: Comment noted. Thank you. We are striving to execute contracts in a more timely manner.*

**19. Communication between the Recipient and our organization has been effective.**

	<b>2024 (n=17)</b>	2023 (n=16)	2021 (n=16)	2020 (n=13)	2019 (n=13)
Strongly agree	<b>53%</b>	50%	69%	75%	55%
Agree	<b>35%</b>	50%	25%	25%	45%
Neither agree nor disagree	<b>12%</b>	0%	0%	0%	0%
Disagree	<b>0%</b>	0%	6%	0%	0%
Strongly disagree	<b>0%</b>	0%	0%	0%	0%
Not applicable	<b>0%</b>	0%			

- Received conflicting instructions on reporting completion.
  - *Recipient response: Comment noted. Additional context is requested so that we may improve in this area, ensuring that our instructions are clear and timely. Please send a related email to [Carla.ValleSchwenk@miamidade.gov](mailto:Carla.ValleSchwenk@miamidade.gov), or to remain anonymous please provide more detail through BSR. Thank you.*
  
- Sometimes with staff turnover at our agency, we have to repeat sometimes the same questions, maybe having a FAQ on their website could allow to avoid some of that repetition that puts the recipient to answer similar concerns multiple times.
  - *Recipient response: Excellent suggestion. We will work to develop a related Frequently Asked Questions (FAQ) resource for our County webpage. It would be helpful if the person who made the comment provided some questions to get the FAQ started. Please send a related email to [Carla.ValleSchwenk@miamidade.gov](mailto:Carla.ValleSchwenk@miamidade.gov), or to remain anonymous please provide the questions through BSR. Thank you.*

**20. The Recipient informed our organization of reallocation processes (sweeps) to identify unmet needs or service gaps, and the requirements of a spending plan in order to adjust our organization’s budget during the contract year.**

	<b>2024 (n=17)</b>	2023 (n=16)	2021 (n=16)	2020 (n=13)	2019 (n=13)
Strongly agree	<b>65%</b>	63%	69%	75%	45%
Agree	<b>35%</b>	37%	31%	25%	55%
Neither agree nor disagree	<b>0%</b>	0%	0%	0%	0%
Disagree	<b>0%</b>	0%	0%	0%	0%
Strongly disagree	<b>0%</b>	0%	0%	0%	0%
Not applicable	<b>0%</b>	0%			

- As mentioned before, if there is a delay in contract execution, sweeps should also be delayed, as agencies might have a lag in billing and agencies might lose an opportunity
  - *Recipient response: Comment noted. Thank you. However, with multiple tasks related to addressing unmet need and maximizing resources, it is not always feasible to delay the reallocations/sweeps process. Our improvement in this area will need to come from completing the contract execution process timelier; in which, as noted above, we have made significant progress.*

**21. The Recipient kept our organization well informed of Miami-Dade HIV/AIDS Partnership decisions that impact Ryan White Program subrecipients (e.g., approval of or changes to service definitions, notice of Prescription Drug Formulary changes, updates to Allowable Medical Conditions, changes to billable services, etc.).**

	<b>2024 (n=17)</b>	2023 (n=16)	2021 (n=16)	2020 (n=13)	2019 (n=13)
Strongly agree	<b>65%</b>	63%	75%	67%	36%
Agree	<b>29%</b>	31%	25%	33%	55%
Neither agree nor disagree	<b>6%</b>	6%	0%	0%	9%
Disagree	<b>0%</b>	0%	0%	0%	0%
Strongly disagree	<b>0%</b>	0%	0%	0%	0%
Not applicable	<b>0%</b>	0%			

- The website needs to be updated, although emails and information is on-going, sometimes is easier to go on the website and look at updated information.
  - *Recipient response: Noted and agreed. Once contracts are fully executed, we will work on updating the website. Thank you.*



**22. When contract non-compliance issues were raised, the Recipient provided adequate time for remediation specific to the issue.**

	2024 (n=17)	2023 (n=16)	2021 (n=16)	2020 (n=13)	2019 (n=13)
Strongly agree	41%	30%	56%	75%	36%
Agree	41%	44%	25%	17%	36%
Neither agree nor disagree	0%	13%	0%	0%	18%
Disagree	0%	0%	0%	0%	9%
Strongly disagree	6%	0%	0%	0%	0%
Not applicable	12%	13%	19%	8%	0%

**Concerns and solutions related to “Disagree” and “Strongly disagree” responses:**

- Not allowed adequate time and unreasonable requests during monitoring.
  - *Recipient response: Comment noted. However, it would be helpful to know what the task was, what the deadline was, and what amount of time would be recommended as adequate. Also, it would be helpful to know what requests were unreasonable during the required monitoring process. As previously noted, this is a complex system with many local, state, and federal requirements. Sometimes requests or due dates (especially for federal reporting or annual monitoring requirements) cannot be waived or delayed. However, we can do better in communicating the requirements and any urgencies. Please send additional comments or suggestions by email or to remain anonymous please provide more detail through BSR. Thank you.*

**23. When/if our organization requested programmatic and/or fiscal technical assistance or training, it was provided in a timely manner.**

	<b>2024 (n=17)</b>	<b>2023 (n=16)</b>	<b>2021 (n=16)</b>	<b>2020 (n=13)</b>	<b>2019 (n=13)</b>
Strongly agree	<b>35%</b>	12%	57%	58%	45%
Agree	<b>41%</b>	69%	31%	34%	27%
Neither agree nor disagree	<b>12%</b>	0%	0%	0%	9%
Disagree	<b>0%</b>	0%	6%	0%	0%
Strongly disagree	<b>0%</b>	0%	0%	0%	0%
Not applicable	<b>12%</b>	19%	6%	8%	18%

- It would be great if virtual workshops or TA meetings were held to discuss changes in HHS/HRSA guidelines.
  - *Recipient response: Comment noted. Thank you. Please contact Carla Valle-Schwenk, Program Administrator (by email to [Carla.ValleSchwenk@miamidade.gov](mailto:Carla.ValleSchwenk@miamidade.gov)), or your assigned Contracts Officer to request technical assistance. We will develop a TA session or connect you with an appropriate external TA provider or workshop.*

DRAFT

NOTE: The ACMS database was replaced by PE Miami in 2021; responses related to ACMS are not included in this report.

**28. The Provide® Enterprise Miami (PE Miami) client database system is reliable.**

	<b>2024 (n=17)</b>	2023 (n=16)	2021 (n=16)
Strongly agree	<b>18%</b>	6%	19%
Agree	<b>59%</b>	81%	69%
Neither agree nor disagree	<b>24%</b>	6%	12%
Disagree	<b>0%</b>	6%	0%
Strongly disagree	<b>0%</b>	0%	0%
Not applicable	<b>0%</b>	0%	

- The system has a robust platform, but reporting from it, is not reliable and is needed for agencies to track utilization and billing, which also requires access. Is a great billing tool, but not an effective system.
  - *Recipient response: Comment noted. We are regularly making improvements to PE Miami. Please send specific recommendations or suggestions by email to [Carla.ValleSchwenk@miamidade.gov](mailto:Carla.ValleSchwenk@miamidade.gov), or to remain anonymous please provide feedback through BSR. Thank you.*
  - *Groupware Technologies response: We appreciate your comments about Provide Enterprise and ways the system can be improved upon. We look forward to working through this feedback with Miami-Dade County to further enhance the system to meet the needs of our users. Thank you!*

## 29. The PE Miami client database system is easy to use.

	2024 (n=17)	2023 (n=16)	2021 (n=16)
Strongly agree	12%	13%	12%
Agree	65%	68%	63%
Neither agree nor disagree	18%	13%	19%
Disagree	0%	6%	6%
Strongly disagree	6%	0%	0%
Not applicable.	0%	0%	

- For example the client acuity assessment is poorly worded and once completed does not have meaningful use. Another example is you can rewrite a progress note, you can change the minutes, but you cannot change the code.
  - *Recipient response: Thank you for your feedback. We will review this further in our regular meetings with Groupware Technologies LLC's programming and support team.*
  - *Groupware Technologies response: Thank you for your feedback! Keep in mind that any time you run into items in Provide that do not seem to meet your expectations or could be improved upon, we would always encourage users to reach out to Miami-Dade County or our Help Desk team (Provide.Help@grouptech.com), who we work with regularly to make the system better for all. Any and all feedback is welcomed!*
- It is not user-friendly, data reporting is limited, and information requires roles to have access, not to mention, that in certain instances data entered can't be validated.
  - *Recipient response: Thank you for your feedback. We will review this further in our regular meetings with Groupware Technologies LLC's programming and support team. However, as a security feature of the system, some user access features are restricted or limited and require special functions or roles. If any system user feels they should have access to other features, they should communicate that to their supervisor who can in turn contact the County Ryan White Program Administrator for possible updates to the user's profile.*
  - *Groupware Technologies response: We appreciate your feedback in regards to reporting and the security roles within Provide. As mentioned by Miami-Dade County in their response, many sections of the Provide system are restricted based on roles due to the sensitive nature of the data housed within the database. If you run into a scenario where you feel you should have access to a particular section in Provide, but do not, feel free to reach out to our Help Desk (Provide.Help@grouptech.com). They are always willing to help with these cases and work regularly with Miami-Dade County to ensure the process is smooth and effective.*

## Concerns and solutions related to “Disagree” and “Strongly disagree” responses:

- Is a system that not only it requires staff to follow to many steps, but also is only a billing tool, which needs an extra training for staff to fully understand how to follow each step. It is not user friendly. The only solution would be to streamline data entry and ensure that based on the role, it ensures to work in a seamless flow. Example Case Manager should be able to have an initial quick view to see eligibility, then when saved, intake or documentation, then, document provides with a checkbox to click on billing and then a review of the notes and submits. It should have a flow to limit errors and support the documentation or actions performed.
  - *Recipient response: Thank you for your feedback. We will review the comments and suggestions further during our regular calls with Groupware Technologies LLC.*
  - *Groupware Technologies response: Thank you for your valuable feedback! We’re always looking for ways to improve the system to make it easy-to-use, yet highly effective. Groupware Technologies and Miami-Dade County are constantly working toward that goal and encourage you to share any and all feedback with the county and with us ([Provide.Help@grouptech.com](mailto:Provide.Help@grouptech.com)).*

DRAFT

**30. The PE Miami client database system generates organization-specific data in an efficient and user-friendly manner.**

	<b>2024 (n=17)</b>	<b>2023 (n=16)</b>	<b>2021 (n=16)</b>
Strongly agree	12%	6%	19%
Agree	59%	81%	56%
Neither agree nor disagree	18%	13%	19%
Disagree	12%	0%	6%
Strongly disagree	0%	0%	0%
Not applicable	0%	0%	

- It generates specific data but is not user friendly.
  - *Recipient response: Thank you for your feedback. We will review the comment and previous suggestions further during our regular calls with Groupware Technologies LLC.*
  - *Groupware Technologies response: We appreciate your feedback! We're always looking for ways to improve the system to be more user friendly to our user base. We would encourage you to share your specific feedback with Miami-Dade County or with us directly at [Provide.Help@groupotech.com](mailto:Provide.Help@groupotech.com).*
  
- Efficient and user-friendly are separate characteristics. It is efficient, but less user friendly.
  - *Recipient response: Thank you for your feedback. We will work on improving efficiency and use of the system.*
  - *Groupware Technologies response: Thank you for your feedback! If you have any thoughts or ideas on ways we can improve the system to be more user friendly, I would recommend reaching out to Miami-Dade County or us directly at [Provide.Help@groupotech.com](mailto:Provide.Help@groupotech.com). Thanks!*
  
- Reports are not easy to obtain.
  - *Recipient response: Thank you for your feedback. We will review the comment further during our regular calls with Groupware Technologies LLC. Please provide further details of the reports you are trying to run and what challenges you are encountering while running the report. Send these comments by email to [Carla.ValleSchwenk@miamidadade.gov](mailto:Carla.ValleSchwenk@miamidadade.gov) or through BSR, if you wish to remain anonymous.*
  - *Groupware Technologies response: Thank you for your feedback! We look forward to working with Carla at Miami-Dade County to better serve you and your reporting needs in Provide!*

## Concerns and solutions related to “Disagree” and “Strongly disagree” responses:

- Process is cumbersome and lacks option for organization to pull individual reports.
  - *Recipient response: Thank you for your feedback. We will review the comment further during our regular calls with Groupware Technologies LLC. Please provide further details of the reports you are trying to run and what challenges you are encountering while running the report. Send these comments by email to [Carla.ValleSchwenk@miamidade.gov](mailto:Carla.ValleSchwenk@miamidade.gov) or through BSR, if you wish to remain anonymous.*
  - *Groupware Technologies response: Thank you for your response. We’re always looking for ways to improve our system to better meet the needs of our users. Groupware Technologies and Miami-Dade County meet regularly to discuss these matters and we look forward to working through your feedback.*
  
- Is not user friendly, which is why, the recipient and BSR allocate a staff to have full access and run reports in SqUEL [SQL or Sequel], that requires experience. Need to allow for a better access to reporting.
  - *Recipient response: Thank you for your feedback. Please note that BSR allocates a staff person to analyze data for the planning council and for the clinical quality management process. BSR’s analyst is doing special queries using raw data. PE Miami has many report templates but understanding the best template to use for the data you need can be challenging. It is also important to note that reports are based on point-in-time data: a report run today could be different from the report results from yesterday, as the system updates the data nightly. We will review the comment further during our regular calls with Groupware Technologies LLC. Please provide further details of the reports you are trying to write and what challenges you are encountering while running the report. Send these comments by email to [Carla.ValleSchwenk@miamidade.gov](mailto:Carla.ValleSchwenk@miamidade.gov) or through BSR, if you wish to remain anonymous.*
  - *Groupware Technologies response: Thank you for sharing your feedback and we look forward to working with Miami-Dade County to further meet your reporting needs. If you ever have questions about running reports or need assistance with finding specific information in the system, please feel free to reach out to us directly at [Provide.Help@grouptech.com](mailto:Provide.Help@grouptech.com). Our Help Desk team is always willing to help in any way we can and to provide feedback to the County if new functionality or reports are needed.*

**31. The PE Miami client database system vendor, Groupware Technologies, responds promptly and adequately to inquiries, data requests, and system trouble-shooting.**

	<b>2024 (n=17)</b>	2023 (n=16)	2021 (n=16)
Strongly agree	<b>24%</b>	0%	19%
Agree	<b>24%</b>	63%	56%
Neither agree nor disagree	<b>41%</b>	6%	25%
Disagree	<b>12%</b>	31%	0%
Strongly disagree	<b>0%</b>	0%	0%
Not applicable	<b>0%</b>	0%	

- This is variable.
  - *Recipient response: Comment noted. Thank you.*
  - *Groupware Technologies response: Thanks for your response! We are always working to improve our Help Desk experience and hope to continue to better serve you into the future.*
- They take too long to respond and sometimes solutions are not proper, so another request needs to be asked.
  - *Recipient response: Comment noted. Thank you. We will discuss the comment with Groupware Technologies LLC's programming and support team to identify where they can improve in this area.*
  - *Groupware Technologies response: Thank you for your feedback and we apologize for any negative experience you may have had reaching out to us for assistance. We are always working towards improving our Help Desk experience and we hope to improve upon your interactions with us into the future.*

**Concerns and solutions related to “Disagree” and “Strongly disagree” responses:**

- Disagree.
  - *Recipient response: Comment noted. Thank you.*
  - *Groupware Technologies response: Thank you for your feedback and we apologize for the negative experience you may have had with our Help Desk. We are always looking for ways to improve our Help Desk experiences and welcome any additional feedback you may have. Feel free to reach out to Provide.Help@grouptech.com with you feedback and we will be happy to work with you.*



- Tickets take a long time to process or respond.
  - *Recipient response: Comment noted. Thank you. We will discuss the comment with Groupware Technologies LLC's programming and support team to identify where they can improve in this area.*
  - *Groupware Technologies response: Thank you for your feedback and we apologize for the negative experience! We do our absolute best to respond to and resolve Help Desk Tickets as fast as possible, and we are always working toward improving the Help Desk experience at Groupware Technologies. We hope to better serve you in the future with any requests you send our way!*

DRAFT

**Assessment of the Ryan White Program Recipient Administrative Mechanism  
For Funding Year March 1, 2024 – February 29, 2025  
Surveys Review**

*Strategic Planning Committee Meeting  
February 14, 2025*

---

- There are two surveys: (1) Ryan White Program Subrecipient, and (2) Miami-Dade HIV/AIDS Partnership Member.
  - Surveys are administered via Survey Monkey and available as paper copies by request.
  - A prompt will appear for each rating of “Disagree” or “Strongly Disagree,”; for example:

“For a rating of “Disagree” or “Strongly Disagree,” to the statement: The Miami-Dade County Office of Management and Budget-Grants Coordination (“the Recipient”) conducted a fair contract negotiation process with our organization, please explain your concern and suggest a solution to the problem.”
  - Unless otherwise noted, the answer options are on the scale of *Strongly agree to Strongly disagree*, with the *Not applicable* option, as appropriate.
    - Strongly agree
    - Agree
    - Neither agree nor disagree
    - Disagree
    - Strongly disagree
    - Not applicable
  - Where statements require a *Yes, No, or written answer*, that is indicated below.
-

---

## Subrecipient Fiscal Year 2024-2025 Assessment of the Recipient Administrative Mechanism Survey

The Assessment of the Recipient Administrative Mechanism (AAM) is a Health Resources and Services Administration (HRSA)-mandated evaluation, and a major activity of the Miami-Dade HIV/AIDS Partnership Strategic Planning Committee.

This AAM survey covers the activities of the Ryan White Program grant Recipient: The Miami-Dade County Office of Management and Budget-Grants Coordination, during the Ryan White Program (RWP) Fiscal Year FY 2024-2025: March 1, 2024- February 29, 2025.

All Ryan White Program Part A/MAI-funded subrecipients must complete this survey, no later than April 25, 2025.

A separate survey will be distributed to Miami-Dade HIV/AIDS Partnership members addressing these issues and other concerns. If you represent both a subrecipient AND are a Partnership member, you are asked to complete two surveys.

*Responses are tallied and reported in aggregate form without identifying information.*

Thank you!

---

### 1. Please enter your Organization's Name

#### Organization

2. Please enter the First and Last Name and Title of the primary person completing this survey. (This is required for tracking responses and will not be included in the final report.) *You will have the option in Statement #3 to include additional people who are helping to complete the survey.*

First and last name of primary person completing this survey; Title of primary person completing this survey; How many years have you been with your organization?

### 3. OPTIONAL: Please enter the First and Last Name(s) and Title(s) of additional people who are helping to complete the survey.

- (1) First and last name of additional person completing survey; Title of additional person completing survey; How many years have you been with your organization?
- (2) First and last name of additional person completing survey; Title of additional person completing survey; How many years have you been with your organization?

## Contract Negotiation

- The Miami-Dade County Office of Management and Budget-Grants Coordination (“the Recipient”) conducted a fair contract negotiation process with our organization.

## Award Notification

- The Recipient sent notifications/letters to our organization in a timely manner.

## Contract Execution

- The Recipient executed our organization’s contract in a timely manner.
- Please indicate the date of your FY 2024-2025 contract execution. (Question added in 2024.)

**STOP!** See # 8, #10, and #12 below, when reviewing Statement #7.

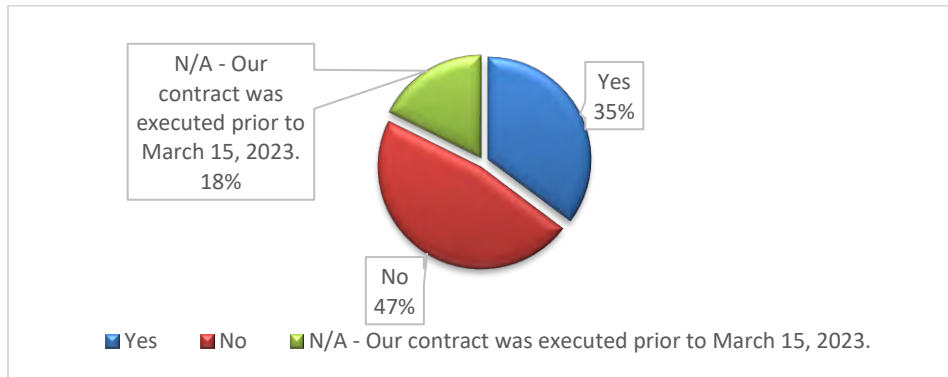
*Excerpt from the Final 2024 AAM Report: The dates submitted as answers are available for review, but are not included in this report since they did not align with the dates on record with the Recipient. The Recipient provided FY 2023 and FY 2024 contract execution dates as of August 2024, as noted in the table below. Note, there are 18 contracts indicated because this table includes the Administration/Clinical Quality Management contract, which does not count toward the survey responses.*

Contract Execution Dates in Chronological Order FY 2023 and FY 2024			
#	FY 2023	#	FY 2024
1	July 26, 2023	1	April 26, 2024
2	July 26, 2023	2	May 16, 2024
3	August 8, 2023	3	May 30, 2024
4	August 16, 2023	4	June 10, 2024
5	August 16, 2023	5	June 10, 2024
6	August 25, 2023	6	June 10, 2024
7	September 13, 2023	7	June 10, 2024
8	September 13, 2023	8	July 12, 2024
9	September 13, 2023	9	July 22, 2024
10	September 13, 2023	10	July 25, 2024
11	October 19, 2023	11	July 25, 2024
12	October 26, 2023	12	August 1, 2024
13	November 21, 2023	13	August 15, 2024
14	October 16, 2023	14	August 21, 2024
15	October 20, 2023	15	Pending
16	December 22, 2023	16	Pending
17	December 26, 2023	17	Pending
18	January 26, 2024 (contract sent to agency to sign at the end of September; returned signed in January)	18	Pending

**8. For contract execution later than March 15, 2024, were there internal factors within your organization that led to delays? (Question added in 2024.)**

- Answer Options: Yes; No; N/A - Our contract was executed prior to March 15, 2024.

*Excerpt from the Final 2024 AAM Report: Responses as submitted are shown in this chart, however, as noted in the Contract Execution Dates in Chronological Order table, above, it should be noted that contract execution dates submitted by subrecipients did not match the Recipient's official record of contract execution dates. Rewording this statement and/or further instructions may be necessary for future surveys.*

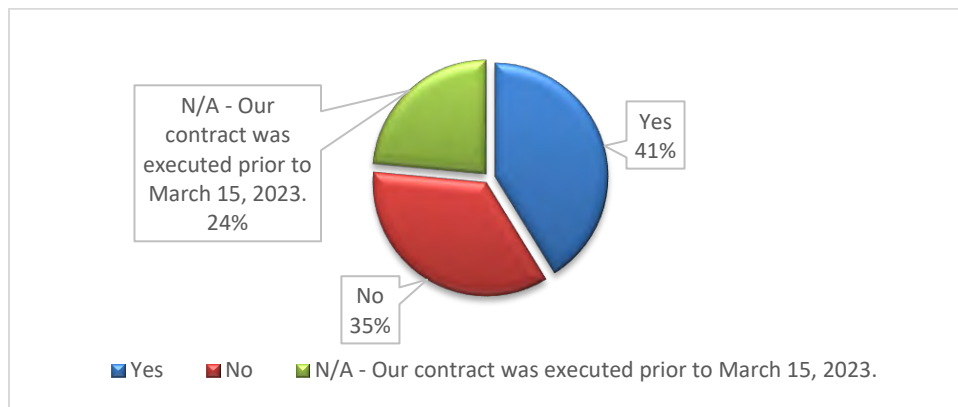


**9. Please explain the internal factors within your organization that led to delays of contract execution. (Question added in 2024.)**

**10. For contract execution later than March 15, 2024, were there external factors with the Recipient that led to delays? (Question added in 2024.)**

- *Answer Options: Yes; No; N/A - Our contract was executed prior to March 15, 2024.*

*Excerpt from the Final 2024 AAM Report: Responses as submitted are shown in this chart, however, as noted in the Contract Execution Dates in Chronological Order table, above, it should be noted that contract execution dates submitted by subrecipients did not match the Recipient’s official record of contract execution dates. Rewording this statement and/or further instructions may be necessary for future surveys.*

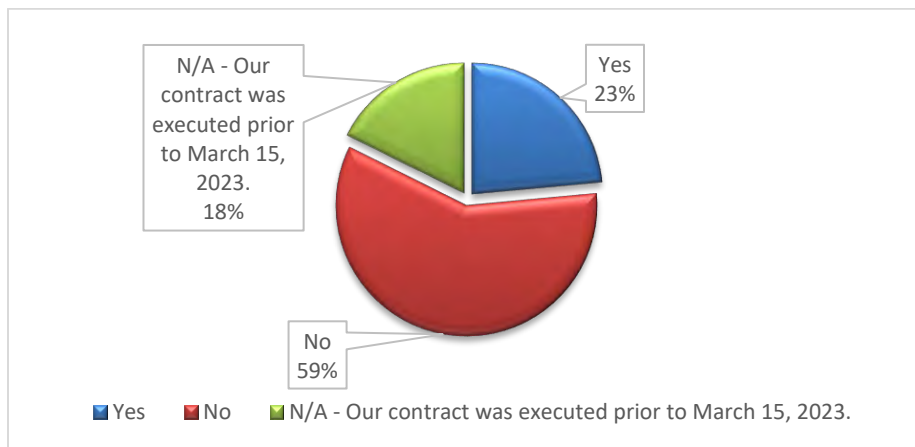


**11. Please explain the external factors with the Recipient that led to delays of contract execution. (Question added in 2024.)**

**12. Did delays in contract execution cause service disruptions or organizational disruptions?** (Question added in 2024.)

- Answer Options: Yes; No; N/A - Our contract was executed prior to March 15, 2024.

*Excerpt from the Final 2024 AAM Report: Responses as submitted are shown in this chart, however, as noted in the Contract Execution Dates in Chronological Order table, above, it should be noted that contract execution dates submitted by subrecipients did not match the Recipient’s official record of contract execution dates. Rewording this statement and/or further instructions may be necessary for future surveys.*



**13. Please detail service disruptions or organizational disruptions resulting from delayed contract execution.** (Question added in 2024.)

**Reimbursements**

**14. There were no significant differences between billed versus reimbursed amounts for our organization that were not discussed prior to any disallowance.**

**Utilization and Expenditures**

**15. The Recipient contacted our organization to review utilization and expenditures that were not on target.**

**Utilization and Reimbursements**

**16. The Recipient reviewed our organization’s service utilization and reimbursement requests submissions in a timely manner.**

**Payment of Invoices**

**17. The Recipient provided payment to our organization within 30 days of submission of complete and accurate invoices.**

## Communication

18. The Recipient clearly explained any holds or disallowances on reimbursement requests.
19. The Recipient provided our organization with a clear explanation of Ryan White Program reporting requirements (i.e., Ryan White HIV/AIDS Program Services Report (RSR), Annual Progress Report, client eligibility screening, etc.).
20. Communication between the Recipient and our organization has been timely.
21. Communication between the Recipient and our organization has been effective.
22. The Recipient informed our organization of reallocation processes (sweeps) to identify unmet needs or service gaps, and the requirements of a spending plan in order to adjust our organization's budget during the contract year.
23. The Recipient kept our organization well informed of Miami-Dade HIV/AIDS Partnership decisions that impact Ryan White Program subrecipients (e.g., approval of or changes to service definitions, notice of Prescription Drug Formulary changes, updates to Allowable Medical Conditions, changes to billable services, etc.).

## Compliance

24. When contract non-compliance issues were raised, the Recipient provided adequate time for remediation specific to the issue.

## Technical Assistance

25. When/if our organization requested programmatic and/or fiscal technical assistance or training, it was provided in a timely manner.
26. In response to our requests, the Recipient provided guidance and clarification to our organization for any program-related document, reporting requirement, or other requested items, in a timely manner.
27. The Recipient responded adequately to inquiries, requests, and problem-solving needs from our organization.



## Staff

- 28. The Recipient's staff was courteous and respectful.**
- 29. Behavioral Science Research Corp. (BSR), the Recipient's Ryan White Program Clinical Quality Management contractor, responded adequately to inquiries, requests, and problem-solving from our organization.**

## Provide® Enterprise Miami

- 30. The Provide® Enterprise Miami (PE Miami) client database system is reliable.**
- 31. The PE Miami client database system is easy to use.**
- 32. The PE Miami client database system generates organization-specific data in an efficient and user-friendly manner.**
- 33. The PE Miami client database system vendor, Groupware Technologies, responds promptly and adequately to inquiries, data requests, and system trouble-shooting.**

## Additional Comments – Optional

- 34. Please offer additional comments or suggestions regarding the Recipient, BSR, PE Miami, Groupware Technologies, and/or other matters.**
-

## Partnership Member Fiscal Year 2024-2025 Assessment of the Recipient Administrative Mechanism Survey

The Assessment of the Recipient Administrative Mechanism (AAM) is a Health Resources and Services Administration (HRSA)-mandated evaluation, and a major activity of the Miami-Dade HIV/AIDS Partnership Strategic Planning Committee.

This AAM survey covers the activities of the Ryan White Program grant Recipient: The Miami-Dade County Office of Management and Budget-Grants Coordination, during the Ryan White Program (RWP) Fiscal Year FY 2024-2025: March 1, 2024- February 28, 2025.

Due no later than April 25, 2025.

A separate survey will be distributed to Ryan White Program Part A/MAI-funded subrecipients addressing these issues and other concerns. If you are a Partnership member and you represent a subrecipient, you are asked to complete two surveys.

Responses are tallied and reported in aggregate form without identifying information.

### Reference Report(s) for Statements

**RYAN WHITE PART A GRANT AWARD (Grant #: BURW3201)**  
**EARMARK ALLOCATION AND EXPENDITURE RECONCILIATION SCHEDULE YR33**  
**FORMULA AND SUPPLEMENTAL FUNDING**  
 Per Resolution #: R-1162-21, R-246-20, R-247-20 & R-817-19

**Project #:** BURW3202  
**Award Amounts:** 16,482,264.00 (Formula), 8,496,800.00 (Supplemental)  
**Total Award:** \$ 24,979,064.00

**ACTIVITIES:** SUPPLEMENTAL, CARRYOVER

**NOTE:** The recipient has reached its Formula minimum expenditures threshold of 95%.

CONTRACT ALLOCATIONS FORMULA, SUPPLEMENTAL & CARRYOVER				CURRENT CONTRACT EXPENDITURES			
Account	Line	Medical Services	Expenditures	Account	Line	Medical Services	Expenditures
500010000	1	ADJ Pharmaceutical Assistance	1,400.00	500010000	1	ADJ Pharmaceutical Assistance	1,120.00
500010000	2	Health Insurance Services	88,720.00	500010000	2	Health Insurance Services	824,148.00
500010000	3	Medical Case Management	5,913,250.00	500010000	3	Medical Case Management	5,904,200.00
500010000	4	Mental Health Therapy/Counseling	61,770.00	500010000	4	Mental Health Therapy/Counseling	62,048.00
500010000	5	Oral Health Care	2,171,970.00	500010000	5	Oral Health Care	3,821,546.00
500010000	6	Outpatient/Inpatient Health Svc.	1,540,800.00	500010000	6	Outpatient/Inpatient Health Svc.	7,240,100.00
500010000	10	Substance Abuse - Outpatient	6,628.00	500010000	10	Substance Abuse - Outpatient	1,412.00
<b>CORE Services Totals:</b> 18,068,800.00				<b>CORE Services Totals:</b> 17,227,221.46			
SUPPORT SERVICES				SUPPORT SERVICES			
Account	Line	Support Services	Expenditures	Account	Line	Support Services	Expenditures
500020000	1	Emergency Financial Assistance	4.00	500020000	1	Emergency Financial Assistance	7.00
500020000	7	Food Bank	1,976,244.00	500020000	7	Food Bank	1,976,151.00
500020000	10	Medical Transportation	120,210.00	500020000	10	Medical Transportation	120,250.00
500020000	15	Other Professional Services	97,440.00	500020000	15	Other Professional Services	71,230.00
500020000	16	Outreach Services	1,463,291.00	500020000	16	Outreach Services	1,171,800.00
500020000	19	Substance Abuse - Residential	1,558,552.00	500020000	19	Substance Abuse - Residential	1,359,200.00
<b>SUPPORT Services Totals:</b> 3,300,347.00				<b>SUPPORT Services Totals:</b> 3,179,238.00			
<b>FORMULA SERVICES TOTAL:</b> 21,369,147.00				<b>FORMULA SERVICES TOTAL:</b> 20,406,459.46			
<b>Supplemental Funds:</b> 2,609,917.00				<b>Supplemental Funds:</b> 2,572,608.54			
<b>Total Grant Expenditures:</b> 23,979,064.00				<b>Total Grant Expenditures:</b> 22,979,068.00			
<b>Target at least 95% core service allocation:</b> 23,329,612.00				<b>Target at least 95% core service allocation:</b> 22,820,612.00			
<b>Current Difference (Short) Over:</b> 649,452.00				<b>Current Difference (Short) Over:</b> 158,456.00			
<b>Recipient Admin. (HC, UTC, USR, Staff):</b> 2,293,726.00				<b>Recipient Admin. (HC, UTC, USR, Staff):</b> 2,008,219.94			
<b>Quality Management:</b> 698,896.00				<b>Quality Management:</b> 698,896.00			
<b>Unobligated Funds / (+) Over Obligated:</b> 28,060,368.00				<b>Unobligated Funds / (+) Over Obligated:</b> 28,060,368.00			
<b>Unobligated Funds (Formula &amp; Supp):</b> -				<b>Unobligated Funds (Formula &amp; Supp):</b> -			
<b>Unobligated Funds (Carry Over):</b> -				<b>Unobligated Funds (Carry Over):</b> -			
<b>Core medical % against Total Direct Service Allocations (Not including C/O):</b> 81.99%				<b>Core medical % against Total Direct Service Expenditures (Not including C/O):</b> 82.96%			
<b>Quality Management % of Total Award (Not including C/O):</b> 2.81%				<b>Quality Management % of Total Award (Not including C/O):</b> 2.81%			
<b>OMB-DC Administrative % of Total Award (Current include C/O):</b> 9.20%				<b>OMB-DC Administrative % of Total Award (Current include C/O):</b> 9.03%			

1. Please enter your First and Last Name (Your name is required for tracking responses and will not be included in the final report.)
2. The Miami-Dade County Office of Management and Budget-Grants Coordination (“the Recipient”) kept the Partnership well informed of policies, procedures, and updates from HRSA which impact the Ryan White Program.

- 3. I understand the information presented on the Recipient's Ryan White Program Part A/Minority AIDS Initiative (MAI) expenditure reports (See Reports, above).**
- 4. The Recipient followed the Partnership's recommendations for service priorities and resource allocations. (See Reports, above).**
- 5. The Recipient effectively administered Part A/MAI funds according to priorities set by the Partnership. (See Reports, above).**
- 6. The Recipient communicated clearly to the Partnership on expenditure changes related to the Part A/MAI sweeps/reallocation process. (See Reports, above).**
- 7. The Recipient responded to inquiries, requests, and problem-solving needs from the Partnership, including those related to the Partnership's Needs Assessment (Priority Setting and Resource Allocations) in a timely manner.**
- 8. Based on Needs Assessment data, HIV/AIDS services funded by Part A/MAI were directed toward the demographic population(s) of greatest need.**
- 9. Based on Needs Assessment data, HIV/AIDS services funded by Part A/MAI were directed toward the geographic area(s) of greatest need.**
- 10. The Recipient's staff was courteous and respectful.**
- 11. Behavioral Science Research Corp. (BSR), the Recipient's HIV planning council staff support contractor, responded to inquiries, requests, and problem-solving needs from the Partnership.**
- 12. OPTIONAL: Additional comments/suggestions regarding the Recipient, BSR, and/or other matters.**



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |  |              |
|-------|--|--------------|
| I.    | Call to Order  | Acting Chair |
| II.   | Introductions  | All          |
| III.  | Meeting Housekeeping   | Acting Chair |
| IV.   | Floor Open to the Public   | Acting Chair |
| V.    | Review/Approve Agenda  | All          |
| VI.   | Review/Approve Minutes of November 8, 2024   | All          |
| VII.  | Reports  | Staff        |
|       | ▪ Membership   |              |
|       | □ Source of Income Forms   |              |
|       | ▪ Partnership  |              |
| VIII. | Standing Business  | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                                   |              |
| IX.   | New Business   | All          |
|       | ▪ Officer Elections  |              |
|       | ▪ Integrated Planning  |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                       |              |
|       | □ 2027-2031 Integrated Plan Guidance   |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                               |              |
|       | □ FY 2023 AAM Report Findings and Next Steps   |              |
|       | □ Draft FY 2024 AAM surveys  |              |
|       | ▪ <u>Special Projects to Enhance the Completion of Activities for the Next Fiscal Year</u> |              |
| X.    | Announcements and Open Discussion  | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                         | Chair        |
| XII.  | Adjournment  | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo, (305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | Reports   | Staff        |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ Partnership   |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo, (305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)



MIAMI-DADE  
HIV/AIDS PARTNERSHIP

# Report for Action!

## *Partnership Meeting Briefing for Member Enrichment*

Join Partnership Staff for a *30-minute briefing* before your March 4, 2025, Partnership meeting. We'll walk you through your meeting docs on [aidsnet.org/the-partnership/](https://aidsnet.org/the-partnership/) and highlight meeting action items. Items to review may include:

- Committee Report to the Partnership
- Membership Report
- Top Line Summary Reports: Part A/MAI, Part B, ADAP, GR, HOPWA
- New Business
- And more!

Friday, February 28, 2025

12:00 PM - 12:30 PM

Upcoming dates:

- Friday, February 28
- Friday, April 4
- Friday, May 2
- Friday, May 30
- Thursday, July 3
- Friday, August 1
- Friday, August 29
- Friday, October 3
- Friday, October 31
- Thursday, December 4



**JOIN VIA MICROSOFT TEAMS**

Meeting ID: 238 353 321 012

Passcode: pW9t2mR7

Questions? Contact us at [mdcpartnership@behavioralscience.com](mailto:mdcpartnership@behavioralscience.com)



## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | Reports   | Staff        |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ Partnership   |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | Adjournment   | Chair        |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo, (305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)



# ~ MARCH 2025 ~ Miami-Dade HIV/AIDS Partnership Calendar ~

Monday	Tuesday	Wednesday	Thursday	Friday	 <p><b>MIAMI-DADE HIV/AIDS PARTNERSHIP</b></p> <p>The Miami-Dade HIV/AIDS Partnership is the Official Ryan White Program Planning Council in Miami-Dade County. Our members are people with HIV and people who care about people with HIV!</p> <p><b>People with HIV are encouraged to participate!</b></p> <p>All events on this calendar are open to the public.</p> <h2>RSVP</h2> <p>Your participation matters! Please let us know if you're coming to the meeting!</p> <p>RSVP to (305) 445-1076 or <a href="mailto:mdcpartnership@behavioralscience.com">mdcpartnership@behavioralscience.com</a></p> <h3>Be prepared!</h3> <p>Go to <a href="http://www.aidsnet.org">www.aidsnet.org</a> or click on your meeting for agendas, minutes, and meeting documents.</p> <h3>Stay connected!</h3>  
<b>3</b>	<b>4</b> <b>Miami-Dade HIV/AIDS Partnership</b> 10:00 AM to 12:00 PM at MDC Main Library	<b>5</b> <b>Get on Board! Planning Council Member Enrichment Training</b> 12:00 PM to 1:00 PM via Microsoft Teams	<b>6</b>	<b>7</b>	
<b>10</b> 🚫 National Women & Girls HIV/AIDS Awareness Day	<b>11</b>	<b>12</b>	<b>13</b> <b>Care &amp; Treatment Committee</b> 10:00 AM to 12:00 PM at Care Resource	<b>14</b> <b>Strategic Planning Committee</b> 10:00 AM to 12:00 PM at BSR Corp.	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> 🚫 National Native HIV/AIDS Awareness Day <b>Housing Committee</b> 2:00 PM to 4:00 PM at Care Resource	<b>21</b>	
<b>24</b>	<b>25</b>	<b>26</b> <b>Executive Committee</b> 10:00 AM to 12:00 PM at BSR Corp.	<b>27</b> <b>Prevention Committee</b> 10:00 AM to 12:00 PM at FDOH-Health District Center	<b>28</b> <b>Medical Care Subcommittee</b> 9:30 AM to 11:30 PM at BSR Corp.	
<b>31</b> <b>Community Coalition Roundtable</b> 4:00 PM to 6:00 PM (Dinner at 3:30 PM) at Care Resource	<p><b>MEETING LOCATIONS</b></p> <p><b>BSR Corp. ~ Behavioral Science Research Corp.</b>, 2121 Ponce de Leon Boulevard., Suite 240, Coral Gables, FL 33134</p> <p><b>Care Resource Community Health Centers</b>, Midtown Miami, 3510 Biscayne Boulevard, 1<sup>st</sup> Floor Community Room, Miami, FL 33137</p> <p><b>FDOH-Health District Center</b> - 1350 NW 14th Street, Conference Room 401B, Miami, FL 33125</p> <p><b>Miami-Dade County Main Library</b>, 101 West Flagler Street, Auditorium, Miami, FL 33130</p>				





## Strategic Planning Committee

Friday, February 14, 2025

10:00 AM – 12:00 PM

Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |              |
|-------|---|--------------|
| I.    | Call to Order   | Acting Chair |
| II.   | Introductions   | All          |
| III.  | Meeting Housekeeping  | Acting Chair |
| IV.   | Floor Open to the Public  | Acting Chair |
| V.    | Review/Approve Agenda   | All          |
| VI.   | Review/Approve Minutes of November 8, 2024  | All          |
| VII.  | Reports   | Staff        |
|       | ▪ Membership  |              |
|       | □ Source of Income Forms  |              |
|       | ▪ Partnership   |              |
| VIII. | Standing Business   | All          |
|       | ▪ 2025 Meeting Dates and Agenda Setting Calendar Updates                            |              |
| IX.   | New Business  | All          |
|       | ▪ Officer Elections   |              |
|       | ▪ Integrated Planning   |              |
|       | □ Joint Integrated Plan Review Team (JIPRT) Feedback                                |              |
|       | □ 2027-2031 Integrated Plan Guidance  |              |
|       | ▪ Assessment of the Recipient Administrative Mechanism (AAM)                        |              |
|       | □ FY 2023 AAM Report Findings and Next Steps  |              |
|       | □ Draft FY 2024 AAM surveys   |              |
|       | ▪ Special Projects to Enhance the Completion of Activities for the Next Fiscal Year |              |
| X.    | Announcements and Open Discussion   | All          |
| XI.   | Next Meeting, March 14, 2025, at Behavioral Science Research Corp.                  | Chair        |
| XII.  | <u>Adjournment</u>  | <u>Chair</u> |

*Please mute or turn off all cellular devices.*

For more information about the Strategic Planning Committee, please contact Christina Bontempo,  
(305) 445-1076 x106 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)

