

**Strategic Planning Committee  
Behavioral Science Research Corp.  
2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134  
February 14, 2025 Minutes**

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

Guests	
Valle-Schwenk, Carla	
Williams, Stephen	
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**

Committee member, Stephanie Stonestreet, offered to serve as Acting Chair. Ms. Stonestreet called the meeting to order at 10:00 a.m.

**II. Introductions**

Members, guests, and staff introduced themselves.

**III. Housekeeping/Meeting Rules**

Members took turns reading the *Meeting Housekeeping* PowerPoint slides, which include general reminders, code of conduct, people-first language, information about the Partnership, and meeting participation best practices.

**IV. Floor Open to the Public**

Ms. Stonestreet 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: Hardeep Singh**

**Motion: Passed**

**VI. Review the Minutes of November 8, 2024**

Members reviewed the minutes of November 8, 2024, and approved the minutes with no changes.

**Motion to approve the minutes of November 8, 2024, as presented.**

**Moved: Hardeep Singh**

**Seconded: Shawneaqua Edwards**

**Motion: Passed**

**VII. Reports**

▪ **Membership**

Staff advised members of changes to the roster. Joanna Cardwell's term ended in December 2024 after serving her six-year term. Dr. Diana Sheehan's term ended with this meeting; Dr. Sheehan had remained on the Committee to maintain continuity until the completion of officer elections.

Members completed the annual Source of Income form. Staff will notate the forms with each members' Partnership and/or committee assignment(s), complete the term start date, and submit to Carla Valle-Schwenk for submission to the Clerk of Courts.

▪ **Partnership**

Staff advised that the Partnership meeting was cancelled this month because of lack of action items and in response to the funding freeze notification. The next Partnership meeting is March 4, 2025, and the related Report for Action briefing is February 28, 2025.

**VIII. Standing Business**

▪ **2025 Meeting Dates and Agenda Setting Calendar Updates**

Members received an updated calendar of scheduled activities for the year. The calendar is a tool to help set expectations and keep members on track for the work ahead. Staff will provide updates as needed and the calendar will remain online with regular meeting documents for easy reference.

**IX. New Business**

▪ **2025 Officer Elections**

Ms. Stonestreet announced that Angela Machado, current Vice Chair, is interested in serving another year as Vice Chair; and that she, Ms. Stonestreet, is interested in serving as Chair for 2025. No additional nominations were received and there were no nominations from the floor.

Ms. Stonestreet requested a motion to accept the interested nominees as officers.

**Motion to elect Stephanie Stonestreet as Chair and Angela Machado as Vice Chair of the Strategic Planning Committee.**

**Moved: Nilda Gonzalez**

**Seconded: Hardeep Singh**

**Motion: Passed**

Members congratulated Ms. Stonestreet. Following the election, Ms. Stonestreet served as the official Chair.

- **Integrated Planning**

- **Joint Integrated Plan Review Team (JIPRT) Feedback**

Members reviewed the Joint Integrated Plan Review Team Meeting Feedback which includes requests for further data and other follow up needs. Staff will report on those items at the next JIPRT meeting in April.

Staff advised that the 2022-2026 Integrated Plan is undergoing revisions to realign activities and measurements with goals. Likely, the realignment will use the SMART goal method (specific, measurable, achievable, relevant, and time-bound) as a guide. By revising the Plan now, it will be simpler to draft the 2027-2031 Plan goals. The revision and subsequent Plans should take into account the Health Services and Resources Administration (HRSA) feedback, and that feedback should also be shared with the JIPRT. Goals should also be revised to reflect a more selective and impactful set of activities.

Members discussed *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*. Members asked if the trigger warning could include highlighting the clients at risk of falling out of care, or if a list of priority clients at risk of falling out of care could be programmed. Ms. Valle-Schwenk will ask Groupware Technologies about those suggestions.

Staff indicated the VMSG database has not been an effective tool for data management or for reporting on Integrated Plan progress. BSR staff will confer with the Florida Department of Health in Miami-Dade County to determine if the VMSG license will be renewed since both parties are tasked with populating the database. A decision needs to be reached prior to March 1, 2025, the first day of the new Ryan White Program Fiscal Year. Likely, the license will not be renewed, and staff will develop a shareable Excel database instead.

- **2027-2031 Integrated Plan Guidance**

The 2027-2031 Integrated Plan is due in June 2026. Members were asked to read the Guidance as “homework” before the next meeting. The attachments referenced in the Guidance are online with regular meeting documents. At the next meeting, members will begin looking at draft sections of the new Plan with the expectation that the final first draft will be presented to the JIPRT in February 2026.

Staff provided a folder for meeting documents and asked that members bring their copy of the Guidance to the next meeting.

- **Assessment of the Recipient Administrative Mechanism (AAM)**

- **Fiscal Year (FY) 2023 AAM Report Findings and Next Steps**

Members discussed the report and suggested improvements to the FY 2024 Partnership and Subrecipient AAM surveys, and follow-up recommendations based on the FY 2023 results.

## Partnership Survey

1. I understand the information presented on the Recipient's Ryan White Program Part A/Minority AIDS Initiative (MAI) expenditure reports.

All responses were positive. A comment indicated there is still some confusion about the reports. In addition to giving examples of the expenditure reports, the survey should include a sample of the Top Line Summary Report and ask members if they are using that report.

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

All responses were positive. A comment indicated there is still some confusion about sweeps. Sweeps and rapid reallocation should be further defined in the statement.

## Subrecipient Survey

1. There was a general comment about the Groupware Technologies Provide® Enterprise Miami (PE Miami) client database. Members discussed suggested improvements. The system now has alerts to indicate when a change has been made. The County has received additional comments on PE Miami and is continuing to work with Groupware Technologies on improvements. This was also discussed during the JIPRT meeting review, above.

2. There was a general comment about improving communication between Ryan White Program (RWP) providers and managed care providers and establishing the payor of last report. RWP Part B providers are connected to PE Miami, and an automatic Medicaid verification process is in development. If a client has Affordable Care Act private insurance through the AIDS Drug Assistance Program, that information is in PE Miami, however, there is no direct communication with those providers and RWP providers. Some agencies have a point person for coordination of billing. Staff were asked to advise the respondent that this item was addressed and to get some further information about the concern. The respondent should be advised that they may remain anonymous and send their concerns through BSR staff, or that they can contact Carla Valle-Schwenk directly.

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

Positive responses improved significantly from FY 2022 to FY 2023. In response to a suggestion to send a calendar invite as a reminder of the due date to return contracts, it was noted that calendar invites are not feasible, however email reminders are sent as part of the regular process.

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

The contract execution process was notably delayed in FY 2023; improvements have already been made for the current FY. Regarding a suggestion to delay sweeps to align with all contracts being executed, the Recipient comment was sufficient to explain why sweeps cannot be delayed.

5. Please indicate the date of your FY 2023-2024 contract execution.

This statement will be removed, and the Recipient will provide the official contract execution dates for the final report.

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

The statement will be reworded to read, *Were there internal factors within your organization that led to delays?*

For answers of “Yes,” a list of possible reasons will be included based on the responses in the FY 2023 report. The number of responses should be limited to three and a box for “Other” should be included. Where the option “Other,” is available, the text box should be programmed to require a response.

7. For contract execution later than March 15, 2023, were there external factors with the Recipient that led to delays?

For answers of “Yes,” a list of possible reasons will be included based on the responses in the FY 2023 report. The number of responses should be limited to three and a box for “Other” should be included.

8. Did delays in contract execution cause service disruptions or organizational disruptions?

For answers of “Yes,” a list of possible disruptions will be included based on the responses in the FY 2023 report. Options include: 1) Delayed billing (accounts payable); 2) Payroll delays; 3) Delays in client services; and 4) Cashflow interruptions will be included. The number of responses should be limited to three and a box for “Other” should be included.

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

The feedback related to the one “Disagree,” response was not helpful. Overall, although the survey specifically asked for suggestions for improvements on “Disagree,” and “Strongly disagree,” responses, there was very little helpful feedback. Staff will reword the follow-up question to emphasize the request for suggestions for improvement.

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

The feedback related to the one “Disagree,” response was not helpful. The Recipient’s response was included in the report and there was no further discussion.

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

The feedback related to the one “Disagree,” response was not helpful. The Recipient’s response was included in the report and there was no further discussion.

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

The feedback related to the “Disagree,” responses was not helpful. The Recipient’s response was included in the report. Future surveys will add, “after contract execution,” to the statement.

13. Communication between the Recipient and our organization has been effective.

The Recipient's response was included in the report and there was no further discussion.

14. 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.

The Recipient's response was included in the report and there was no further discussion.

15. 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.).

A comment was received regarding the County website. The County has been working on updates and this process is ongoing.

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

A "Strongly disagree," comment was received indicating adequate time was not allowed. The Recipient's response as included in the report was reviewed and it was noted that the standard timing for remediation is 30 days.

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

A respondent made a suggestion to implement virtual workshops or technical assistance meetings to discuss changes in HHS/HRSA guidelines. The Recipient sends communication via email about all programmatic changes and providers have the responsibility of reading the messages and following up with the Recipient if additional information or assistance is needed.

The meeting time was close to expiring so the remaining statements related to PE Miami were tabled until the next meeting.

**Draft FY 2024 AAM Surveys**

The meeting time was close to expiring so the item was tabled. Updates based on the review of the FY 2023 Report will be incorporated into the March meeting.

▪ **Special Projects to Enhance the Completion of Activities for the Next Fiscal Year**

The meeting time was close to expiring so the item was tabled.

**X. Announcements and Open Discussion**

There were no announcements or open discussion items.

**XI. Next Meeting**

Ms. Stonestreet announced the next meeting is scheduled for March 14, 2025, at BSR Corp., including continuation of AAM Survey review and review of Special Projects.

**XII. Adjournment**

Ms. Stonestreet adjourned the meeting at 11:59 a.m.

DRAFT