

**Community Coalition Roundtable**

Care 4 U Community Health Center  
4690 NW 7th Avenue, Miami, FL 33127  
February 24, 2025 Minutes

#	Members	Present	Absent	Guests		
1	Burks, Laurie Ann	x				
2	Chassi, Kai		x			
3	Farshchi, Auva	x				
4	Ferrer, Luigi	x				
5	Jones, Keddrick		x			
6	Jones, Sandra	x				
7	McIntyre, Harold		x			
8	McMullen, Lamar	x				
9	Robinson, Joanna	x				
10	Tramel-McIntyre, Alecia		x			
<b>Quorum = 4</b>				<b>Staff</b>		
				Bontempo, Christina		

All documents referenced in these minutes are on file and were accessible to members and the public prior to (and during) the roundtable, at [www.aidsnet.org/the-partnership#roundtable1](http://www.aidsnet.org/the-partnership#roundtable1).

**I. Call to Order**

Community Coalition Roundtable Chair, Lamar McMullen, called the meeting to order at 5:01 p.m.

**II. Introductions**

Mr. McMullen led introductions, including an ice breaker on prevention ideas.

**III. Recognition of Meeting Host**

This item was not specifically addressed since Mr. McMullen was the representative of Care 4 U Community Health Center.

**IV. Housekeeping**

Attendees each read a slide of the *Meeting Housekeeping* PowerPoint, which included general reminders, code of conduct, meeting participation best practices, and resource persons.

**V. Floor Open to the Public**

Mr. McMullen 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 members of the public present so the floor was closed.

## **VI. Review/Approve Agenda**

Members reviewed the agenda and approved it without changes.

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

**Moved: Sandra Jones**

**Seconded: Luigi Ferrer**

**Motion: Passed**

## **VII. Review the Minutes of January 27, 2025**

Members reviewed the minutes of January 27, 2025. Two corrections were noted. Kedrick Jones should be marked as absent; and Auva Farshchi's attendance will note she was unable to access the building. Christina Bontempo shared her cell phone number so members could contact her in the future in case of problems getting to the meeting.

**Motion to approve the minutes of January 27, 2025, as amended.**

**Moved: Luigi Ferrer**

**Seconded: Joanna Robinson**

**Motion: Passed**

## **VIII. Reports**

### **▪ Membership**

#### **□ Vacancy Review**

Staff reviewed the Vacancy Review handout which highlighted the vacancies for Ryan White Program clients. Staff emphasized that both the Partnership and all committees are lacking in Ryan White Program client members. Also, although participation by all persons with lived experience is important, the set aside seats on the Partnership are specific to Ryan White Program clients, and those persons need to be the focus of recruitment efforts.

As to the other vacancies on the Partnership, Mr. McMullen may be able to apply for the SAMHSA Representative seat; Empower U was suggested as a recipient of Part F funds and should be contacted to fill that vacancy; the County has been asked to name a person for the Non-Ryan White Program seat; and the Health Council of South Florida should be contacted for the Hospital or Healthcare Planning Agency seat. Staff will contact those agencies.

#### **□ Source of Income Filing**

Members completed their required annual Source of Income forms prior to and during the meeting, and staff collected the forms for submission to the County.

## **IX. Standing Business**

### **▪ 2025 Officer Elections**

Members discussed the roles and responsibilities of both Committee and Partnership officer positions. Members Joanna Robinson, Luigi Ferrer, and Auva Farshchi all expressed interest and wanted to better understand the role before making a commitment to either the Roundtable or the Partnership. Staff offered to present the Officer Training at the next Roundtable. Members voted to table elections until after the training. Mr. McMullen agreed to remain as Chair for one more month, with elections to be held in March.

## **Motion to table 2025 Officer Elections until March 2025.**

**Moved: Luigi Ferrer**

**Seconded: Sandra Jones**

**Motion: Passed**

### ▪ **Calendar of Activities**

Members read the Bylaws Responsibilities from the Calendar of Activities, which emphasizes the responsibility of new member recruitment.

#### □ **Recruitment Event Planning**

Members discussed options for a recruitment event. Staff advised the available budget will be \$1,200, not \$1,500, as requested. However, incentive items may be able to be purchased outside the \$1,200 which could free up some funds. Regardless, members agreed \$1,200 was probably not sufficient to hold an event and funds would be better spent on other initiatives. Members had asked staff in January to report on what was not allowed within the budget. Staff advised the answer was to make a proposal for review.

Members agreed that targeted recruitment at provider agencies during support groups and community events would be the most impactful, and that funds should be requested for incentive items, promotional materials, gift card incentives, and special guest speakers, including social media influencers, as allowable.

Staff was asked to research the cost and feasibility for various ideas and will report back on the items, including:

- Printing costs for a simple palm card with a picture of members and a call to action featuring a QR code linked to the Partnership's website. Mr. McMullen offered to assist with the card design.
- Plastic or insulated water bottles branded with "Community Coalition Roundtable" and a QR code linked to the Partnership's website. Bottles must be BPA-free.
- Designing a new pen with a stylus nub.
- Hiring a social media influencer to create a TikTok video.
- Hiring a special presentation speaker.
- The availability of funds for gift cards for potential members.

Members discussed renaming the Partnership's website from [www.aidsnet.org](http://www.aidsnet.org) to a URL that does not contain the term AIDS (or HIV). Several ideas were suggested and will need to be researched for availability. Members agreed that some of their recruitment funds could be used for the renaming of the website if it is otherwise cost-prohibitive within the current budget. New incentive items should not be created until the new website URL is established. Staff advised that a motion should be brought to the Partnership once the parameters of changing the URL are better understood.

Mr. Ferrer suggested HealthMerch as a vendor for incentive items and offered to send their information to staff.

#### □ **Script Development and Phone Bank Scheduling**

Members reviewed and edited a proposed script to assist with contacting Ryan White Program clients who had completed the 2024 Client Satisfaction Survey and had expressed interest in learning more about the Partnership. Overall, members agreed the script was too long and that it

will be necessary to get to the point of why they are calling in order to keep the attention of the respondents. The new script will read:

**Hi, is this (client name)?**

a. If **NO** Thank you. I will try to reach (client name) at a later time. Goodbye.  
*Do not leave a message. Call ends. Make a note on the call sheet.*

b. If **YES**

Good morning (afternoon). My name is \_\_\_\_\_ and I'm a member of the Miami-Dade HIV/AIDS Partnership Planning Council.

You took the Ryan White Program client satisfaction survey last fall and said you were interested in information about the planning council.

The best way to learn more is to come to a Community Coalition Roundtable meeting.

It's free and includes a light dinner and information about Ryan White Program services.

Our next Roundtable is Monday, March 31 at 3:30 PM at Care Resource at 3510 Biscayne Boulevard.

I'll be attending the Roundtable. Can I count on you to attend?

Great. Let me get your email address for a meeting reminder and calendar invite.

Nice to meet you, (client name), I'll see you next Monday at Care Resource.  
*Call ends. Make a note on the call sheet.*

**Possible Pushback**

- I don't want to attend.
- I don't want to give my email address (or I don't have email).
- Can I call you back?

**Response**

- I understand. How about I call you back for our next Roundtable in April?
- I understand. How about if we give you a call back at this number?
- Sure, you can call the Partnership Planning Council office at 305-445-1076 and ask for Christina.

Members agreed to hold a phone bank on March 24, 2025, at BSR Corp. Members may come throughout the day as their schedule allows. Each member will make at least ten calls, ideally resulting in at least one, "Yes." Staff will provide refreshments throughout the phone banking day.

**□ Getting to Know Ryan White Services: Medical Case Management**

Members were provided with the basic Medical Case Management Service Description (excluding billing requirements). Members were tasked with reading the service description for discussion at the next meeting.

Service descriptions will be reviewed each month. Members asked to see the Substance Abuse and Mental Health services in March, and Outpatient Ambulatory Medical Care in April.

Staff reminded members that service descriptions are edited by the Care and Treatment Committee and that questions about the services would be presented to that committee as requested.

□ **Grantee Reports**

Staff briefly reviewed the Part A Expenditure and Utilization Reports and will bring updates to each meeting.

□ **Report to Other Committees (as needed)**

Staff reminded members that they may ask questions of or offer suggestions to other committees as it relates to better understanding of planning council processes or more meaningful involvement by people with HIV.

**X. Announcements and Open Discussion**

Staff announced the next Report for Action Partnership meeting briefing is Friday, February 28.

Mr. Ferrer announced an HIV Is Not A Crime Day event at Simply Health in Hialeah on February 28. Mr. McMullen will be speaking about HIV criminalization and lunch will be served.

Mr. McMullen shared flyers for two current University of Miami studies seeking study participants.

**XI. Next Roundtable**

The next Roundtable is scheduled for March 31, 2025, at 3:30 PM at Care Resource, 3510 Biscayne Boulevard, 1st Floor Community Room, Miami, FL 33137. Mr. Ferrer offered to send staff the name of a potential food donor for the dinner.

**XII. Adjournment**

Mr. McMullen adjourned the meeting at 6:57 p.m.