

**Miami-Dade HIV/AIDS Partnership Meeting
Miami-Dade County Main Library
101 West Flagler Street, Auditorium, Miami, FL 33130**

January 7, 2025 Minutes

Approved March 4, 2025

#	Partnership Members	Present	Absent	Guests
1	Burks, Laurie Ann		x	Acevedo, John
2	Chassi, Kai		x	Belledent, Nelly
3	Dougherty, James	x		Caicedo, Frank
4	Duberli, Francesco	x		Giglioli, Kelsey
5	Forrest, David	x		McMullen, Lamar
6	Gonzalez, Nilda	x		Mester, Brad
7	Henriquez, Maria	x		Parrish, Quinton
8	Jones, Keddrick		x	Valle-Schwenk, Carla
9	Machado, Angela	x		Villamizar, Kira
10	McIntyre, Harold	x		Wall, Daniel T.
11	Medina, Jesús E.	x		
12	Muñoz, Virginia	x		
13	Robinson, Joanna	x		
14	Romero, Javier		x	
15	Sarria, Manuel	x		
16	Shmuels, Diego		x	
17	Tazoe, Roberto		x	
18	Tramel-McIntyre, Alecia	x		
19	Vacant Representative of the Affected Community			
20	Vacant Representative of the Affected Community			
21	Vacant Representative of the Affected Community			
22	Vacant Representative of the Affected Community			
23	Vacant Representative of the Affected Community			
24	Vacant Hospital or Health Care Planning Agency Representative			
25	Vacant Housing, Homeless or Social Service Provider			
26	Vacant Mental Health Provider Representative			
27	Vacant Other Federal HIV Program Grantee Representative (SAMHSA)			
28	Vacant Ryan White Program Part D Representative			
29	Vacant Other Federal HIV Program Grantee (Part F)			
30	Vacant MDC Government Representative (Non-RWP)			
Quorum = 7				
Ex-Officio Seats				
Representative from the Office of the Miami-Dade County (MDC) Mayor				Staff
Representative from the MDC Board of County Commissioners				Bontempo, Christina
Representative from the MDC School Board				Ladner, Robert
				Smith, Terrence A., Esq.

Note: All documents referenced in these minutes were accessible to members and the public prior to and during the meeting, at www.aidsnet.org/the-partnership#partnership1.

I. Call to Order

The Chair, Alecia Tramel-McIntyre, called the meeting to order at 10:06 a.m.

II. Introductions

Ms. Tramel-McIntyre asked for introductions of members and guests. Members were reminded to read their membership role during introductions. Manny Sarria noted that his introduction was mislabeled.

III. Housekeeping/Meeting Rules

Ms. Tramel-McIntyre called on members to read the Housekeeping presentation slides, which included information on disclaimers, travel offset vouchers, Code of Conduct, and Language Matters reminders.

IV. Floor Open to the Public

Vice Chair, Harold McIntyre, opened the floor to the public with the following statement:

“Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any item on our agenda today. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns. BSR has a dedicated telephone line as well as a general email address for statements to be read into the record. No statements were received via the telephone line or email.”

There were no comments; the floor was then closed.

V. Review/Approve Agenda

Members reviewed the agenda and there were no changes. Ms. Tramel-McIntyre called for a motion to approve the agenda.

Motion to approve the agenda as presented.

Moved: James Dougherty

Seconded: Harold McIntyre

Motion: Passed

VI. Review/Approve Minutes of December 16, 2024

Members reviewed the minutes of December 16, 2024, and accepted them with no corrections.

Motion to approve the minutes of December 16, 2024, as presented.

Moved: Nilda Gonzalez

Seconded: Angela Machado

Motion: Passed

VII. Reports

A. Membership

Ms. Tramel-McIntyre announced that the latest vacancy report is posted online and reflects the updated membership categories based on the new ordinance. There are now 30 seats on the Partnership and twelve vacancies.

B. Committee Reports

The below motions were brought to the Partnership for review. Additional committee activities were detailed in the *Committee Reports to the Miami-Dade HIV/AIDS Partnership*, distributed to members and included in the materials posted online. Details regarding each committee’s motions were included in the report and are noted *in italics* prior to the motions.

- **Executive Committee**

Mr. McIntyre put forward the following motion as detailed in the Committee Report:

The Committee reviewed and edited the Policies and Procedures Manual to align the document with current administrative functions and the revised Ordinance.

Shared reference copies of the Policies and Procedures Manual were available at the meeting and posted online in advance of the meeting.

Motion to accept the edits to the Miami-Dade HIV/AIDS Partnership Ryan White Planning Council Policies and Procedures Manual, as presented.

Moved: Harold McIntyre

Seconded: James Dougherty

Motion: Passed

▪ **Other**

The Care and Treatment Committee, Community Coalition Roundtable, Housing Committee, Prevention Committee, and Strategic Planning Committee had not met since the last Partnership meeting.

C. Grantee/Recipient Reports

Members and guests received the Top Line Summary Report. Members received copies of the referenced expenditure and utilization reports.

▪ **Ryan White Part A/Minority AIDS Initiative (MAI)**

Daniel T. Wall noted that he would answer any questions about the information in the Top Line Summary Report. In addition, he noted the County has completed all 2024 reports to the Health Services and Resources Administration (HRSA), including the Estimated Unobligated Balance report and the Estimated Carryover report.

Subrecipient site visits are ongoing. All but one contract, which is pending a missing signature, have been executed. Award and reduction letters and amendments based on the last Sweeps allocations are being sent to subrecipients.

The Ryan White HIV/AIDS Program Services Report (RSR) portal will open for subrecipients to complete their client-level reporting on February 3, 2025.

Affordable Care Act (ACA) enrollment is up to 2,831 enrollments, for which ADAP pays the premiums, this total is more than 100 clients greater than this time last year. The deadline for ACA enrollment is January 15, 2025.

HRSA sent a reminder that programs are operating under a continuing resolution pending funding by Congress.

The Subrecipient Forum is scheduled for February 10, 2025, and attendance is required by subrecipient senior staff.

Members were reminded that clients who are not eligible for Medicaid, or who have reached their Medicaid limit, may be eligible to receive Ryan White services.

▪ **Ryan White Part B**

The Part B Top Line Summary was included in the report. Karen Poblete was not present, so Ms. Tramel-McIntyre called for a motion to defer the Part B Report.

Motion to defer the Ryan White Part B Report.

Moved: Manny Sarria

Seconded: James Dougherty

Motion: Passed

- **AIDS Drug Assistance Program (ADAP) Miami**

The ADAP Top Line Summary was included in the report. Dr. Javier Romero was not present, so Ms. Tramel-McIntyre called for a motion to defer the ADAP Report.

Motion to defer the ADAP Report.

Moved: James Dougherty

Seconded: Manny Sarria

Motion: Passed

- **General Revenue (GR) at SFAN**

Angela Machado noted the General Revenue report had not been updated since the last meeting because of the schedule change to meeting at the beginning of the month. A copy of the previous report was included for reference. There was no further discussion.

- **Housing Opportunities for Persons with AIDS (HOPWA)**

There was no HOPWA Report this month.

D. Approval of Reports

Ms. Tramel-McIntyre called for a motion to approve all reports. The suggested motion from the Committee Report was to approve reports, “as presented.” A member asked if the motion should be amended to note the tabled reports. The motion can carry as written since the tabled motions will be noted in the minutes.

Motion to accept the Membership, Grantee/Recipient, and Committee Reports as presented.

Moved: James Dougherty

Seconded: Manny Sarria

Motion: Passed

VIII. Standing Business (none)

There was no Standing Business.

IX. New Business

- **2025 Bylaws Review**

Staff advised that the Miami-Dade HIV/AIDS Partnership Bylaws were updated by the Executive Committee, including the correction of scrivener’s errors, better organization, and alignment with the approved ordinance changes. The proposed changes were reviewed for legal sufficiency by Assistant County Attorney (ACA), Terrence E. Smith. Members were provided with copies of the pages containing substantive changes, and copies of the complete Bylaws draft were available at the meeting and had been posted online for review. Assistant County Attorney Smith advised there had been sufficient time for review and, if there were no additional changes or corrections, members could go forward with the approval of the draft Bylaws as presented.

Hearing no objections, Ms. Tramel McIntyre called for a motion to approve the Bylaws as presented.

Motion to approve the Miami-Dade HIV/AIDS Partnership Bylaws as presented.

Moved: Dr. David Forrest

Seconded: Virginia Muñoz

Motion: Passed

- **2025 Meeting Dates and Member Expectations**

Ms. Tramel-McIntyre advised members that a copy of the 2025 Meeting Dates and Member Expectations, including attendance requirements reminders, was included in meeting packets. Members should save the date

of Partnership meeting and plan to join staff for “Report for Action” meeting briefings via Teams prior to meetings to facilitate meeting dynamics.

X. Announcements and Open Discussion

Upcoming events were noted, including Survivors Pathway’s new location, AIDS Walk Ft. Lauderdale, National Black HIV/AIDS Awareness Day events, and HIV Is Not A Crime Awareness Day events.

Member Joanna Robinson was congratulated for her profile in the most recent POZ Magazine.

There were no open discussion items.

XI. Next Meeting

Mr. McIntyre announced that on the next Report for Action via Microsoft Teams is January 31. The log in information is included on the January 2025 calendar which is available online; and the next Partnership meeting is Tuesday, February 4, 2025, at 10:00 a.m. at the Miami-Dade County Main Library.

XII. Adjournment

Ms. Tramel-McIntyre thanked everyone for coming and adjourned the meeting at 11:51 a.m.