



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

Approved April 24, 2025

#	Members	Present	Absent
1	Edwards, Shawneaqua	x	
2	Gonzalez, Nilda	x	
3	Machado, Angela		x
4	Poblete, Karen		x
5	Singh, Hardeep	x	
6	Stonestreet, Stephanie	x	
Quorum = 3			

Guests	
Rodriguez, Juan	
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.

I. Call to Order

Committee Chair, Stephanie Stonestreet, called the meeting to order at 10:10 a.m.

II. Introductions

Members, guests, and staff introduced themselves.

III. Housekeeping/Meeting Rules

Members and staff took turns reading the *Meeting Housekeeping* PowerPoint slides, which included 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 approved it as presented.

Motion to approve the agenda as presented.

Moved: Nilda Gonzalez

Seconded: Hardeep Singh

Motion: Passed

VI. Review the Minutes of February 14, 2025

Members reviewed the minutes of February 14, 2025, and approved the minutes with no changes.

Motion to approve the minutes of February 14, 2025, as presented.

Moved: Hardeep Singh

Seconded: Nilda Gonzalez

Motion: Passed

VII. Reports

▪ Membership

Staff advised members that Rita Quintero had that morning submitted a letter of resignation in which she thanked the members for their good work. There are ten (10) vacancies on the committee, including six (6) seats reserved for members of affected community. The Community Coalition is working on actively recruiting members for the Partnership and all committees.

▪ Partnership

Staff advised that the Partnership meeting included passage of several Care and Treatment Committee motions and the recommendation to change the name of the Partnership's website – removing "AIDS" from the name as it might be stigmatizing and a more generic name, likely including "Miami" and "Partnership" could be more inclusive. Further, removal of resources for people who are transgender and gender-affirming care resources is underway to comply with federal executive orders.

VIII. Standing Business

▪ 2025 Meeting Dates and Agenda Setting Calendar Updates

Members received an updated calendar of scheduled activities for the year. Due to scheduling conflicts, the meeting day was proposed to be moved from Fridays to Tuesdays, with a start time of 9:30 a.m. The new dates were included on the Agenda Setting Calendar: Tuesday, May 6; Tuesday, June 10; Tuesday, July 22 (Joint Integrated Plan Review Team); Tuesday, August 12; Tuesday, September 9; and Tuesday, October 21 (Joint Integrated Plan Review Team).

Motion to move meetings to Tuesdays at 9:30 a.m., as indicated on the Agenda Setting Calendar.

Moved: Hardeep Singh

Seconded: Nilda Gonzalez

Motion: Passed

▪ Assessment of the Recipient Administrative Mechanism (AAM)

□ Fiscal Year (FY) 2023 AAM Report Findings and Next Steps (*Continued from February*)

The remaining review was for statements specific to Provide® Enterprise Miami (PE Miami) from the Subrecipient AAM Survey. Members reviewed comments by the Recipient and the database system vendor Groupware Technologies, and finalized discussion of the FY 2023 surveys.

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

Ratings of *Neither agree nor disagree* increased in the 2024 survey, and there were no *Disagree* responses. Members discussed how there are too many report options in PE Miami. Groupware Technologies is reviewing all reports. Pending updates include hiding reports that are not being used; grouping reports by topics; and changing the look of the platform to a more user-friendly interface. Having less reports is not expected to speed up the system.

2. The PE Miami client database system is easy to use.

Members discussed the *Strongly disagree* response and suggestion about streamlining the data entry flow. The data entry flow is different for each organization because updates may be done in more than one sitting, therefore a universal data entry protocol might not work for all organizations. Members also discussed that certain fields do not allow updating. There is a workaround of deleting and reentering the data which is not an ideal solution.

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

Several comments addressed the concern that generating reports is not user-friendly and that reports, including agency-specific reports, are not easy to obtain. Members discussed the limitations on reporting because not all users have reporting access and unless you know what you are looking for, you may not know how to find a specific reports. The system can generate basic reports; specific SQL queries need to be done by BSR since subrecipients do not have access to the SQL data. A directory of reports would be a helpful tool.

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

Several comments were vague and not helpful; overall comments indicated response to trouble-shooting takes too long. Members noted that this is due in part to limited staff who can address issues. Also, if a request is not done through the “provide.help” email address, it will not generate a ticket number and is therefore not traceable. Timing on a response to a problem can also depend on the details of how a question is asked or how a problem is presented.

□ **Draft FY 2024 AAM Surveys**

Members reviewed the draft 2024 Subrecipient AAM Survey and recommended several updates to improve the survey.

The introduction should further clarify that only one survey should be submitted per subrecipient. A drop-down of the subrecipient name or links tailored directly to each subrecipient would be helpful to avoid duplication. Also, it should be emphasized that feedback should encompass a wide perspective from the organization such as medical case managers and supervisors, contract managers, and billing managers, with only one person replying for each contracted agency. The introduction will emphasize that results are shared with the Strategic Planning Committee and that respondents are welcome to attend the meetings where the results are reviewed.

Change the question, “How many years have you been with your organization?” to “How many years have you worked with the Ryan White Program?” and included a drop selection of 1-3 years; 4-7 years; 7-9 years; or 10+ years.

Add the option, “Delayed by Recipient for unknown reasons,” to #13 (external factors)

Members will review the revised Subrecipient survey draft and the Partnership member survey draft at their next meeting.

Members discussed simplifying some responses to Yes or No; and decided to keep the current Likert scale since the results can be compared over multiple years.

IX. New Business

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

The meeting time was close to expiring so the item will be included on the next agenda.

The Chair called for a motion to extend the meeting by 10 minutes.

Motion to extend the meeting by 10 minutes.

Moved: Shawneaqua Edwards

Seconded: Hardeep Singh

Motion: Passed

X. Announcements and Open Discussion

There were no announcements or open discussion items.

XI. Next Meetings

Ms. Stonestreet announced the next scheduled meetings are the Joint Integrated Plan Review Team on April 24, and Strategic Planning on May 9.

XII. Adjournment

Ms. Stonestreet adjourned the meeting at 12:10 p.m.