

Community Coalition Roundtable

Care Resource Community Health Centers

3510 Biscayne Boulevard, 1st Floor Community Room, Miami, FL 33137 March 31, 2025 Minutes

#	Members	Present	Absent	Guests		
1	Burks, Laurie Ann	x		Alvarez, Ricardo		
2	Chassi, Kai		x	Pierre, Rudy		
3	Farshchi, Auva		x	Malhotra, Bharat		
4	Ferrer, Luigi	x		Vaughn, Sannita		
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			
Quorum = 4				Staff		
				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.

I. Call to Order

Community Coalition Roundtable Chair, Lamar McMullen, called the meeting to order at 4:16 p.m., and reviewed the meeting agenda items.

II. Introductions

Mr. McMullen led introductions, including an ice breaker on what you love to do and what you did over Spring Break.

III. Recognition of Meeting Host

Mr. McMullen acknowledged Care Resource as the meeting host.

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 no comments from members of the public 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: Luigi Ferrer

Seconded: Harold McIntyre

Motion: Passed

VII. Review the Minutes of February 24, 2025

Members reviewed the minutes of February 24, 2025, and approved them as presented.

Motion to approve the minutes of February 24, 2025, as presented.

Moved: Harold McIntyre

Seconded: Sandra Jones

Motion: Passed

VIII. Reports

▪ Membership

The Membership Report was included in the meeting materials. Discussion on targeted recruitment was scheduled for later on the agenda.

▪ Partnership

The Partnership Report was included in the meeting materials. It was noted that the April Partnership meeting was cancelled. A flyer titled, “Why Was My Meeting Cancelled,” was also included and explains the reasons a meeting might be cancelled. Mr. McMullen noted the Partnership meeting was cancelled because there were no actionable business items, and he reiterated the importance of RSVPs.

Last month members discussed changing the Partnership’s website to a name that did not include AIDS. The Health Resources and Services Administration Project Officer who oversees the Ryan White Program in Miami-Dade County, advised to make this change soon and the Partnership made a motion to change the name. This activity is underway and should be completed in April.

▪ Ryan White Program Expenditures

A copy of the latest Ryan White Program Part A and Minority AIDS Initiative (MAI) expenditures was included in the meeting materials. Members referred the document several times throughout the meeting to gain a better understanding of available Part A and MAI services and expenditures. Staff also noted that they host a special training on reading this report.

IX. Standing Business

▪ 2025 Officer Elections

Members took turns reading the slides of the Partnership Officer Training Brief presentation which detailed the responsibilities and expectations of Partnership and committee officers.

Following the presentation, members were polled for their interest in leading the Community Coalition Roundtable. Joanna Robinson offered to serve as Chair, and Luigi Ferrer offered to serve as Vice Chair. As there were no other candidates, members voted to approve the slate of officers.

Motion to elect Joanna Robinson as Chair and Luigi Ferrer as Vice Chair of the Community Coalition Roundtable.

Moved: Harold McIntyre

Seconded: Sandra Jones

Motion: Passed

Members congratulated the new officers. Mr. McMullen agreed to remain as Chair for the remainder of the meeting.

▪ **Getting to Know Ryan White Services: Substance Abuse and Mental Health Services**

Members received excerpts of the Ryan White Program Mental Health Services, and Substance Abuse Outpatient Care and Substance Abuse Services (Residential) service descriptions. Staff explained that the complete service descriptions are available which contain billing and contract compliance information. Members were asked to review the service descriptions for discussion at upcoming meetings. This is an ongoing activity. The Medical Case Management service description was provided last month, and Outpatient Ambulatory Medical Care will be provided in April.

Members referred to the Ryan White Program Expenditures report to see which services are defined as core medical and which are support services, to gain a better understanding of how funds are able to be distributed.

▪ **Recruitment**

□ **Phone Bank - Feedback from March and Scheduling for April**

Members thanked Mr. Ferrer for his efforts in making calls at the March phone bank. Mr. Ferrer offered some tips about following up on calls when the phone is not answered.

Although members agreed this is a helpful activity, the timing is such that it is hard for everyone to participate. Regardless, members agreed to hold the phone bank again on April 21 for the April 28 Roundtable. Members agreed having the call one week prior to the meeting was good timing. Staff will send out an invitation for the April 21 phone banking and will provide refreshments throughout the phone banking day. Members were reminded that they can participate any time throughout the day for as long as their schedule allows.

□ **Recruitment Event Planning**

Mr. Ferrer offered the Partnership a table at the Florida Department of Health Speed Networking Event scheduled for Wednesday, April 30, 2025. Details were included in the meeting materials. The event agenda will include an opportunity to speak to participants about membership opportunities. Staff will provide promotional materials, including a flyer about the Partnership, and members agreed to staff a table. Final arrangements will be made at the April Roundtable since the Speed Networking event takes place after the Roundtable meeting.

X. New Business

▪ **Application Updates**

Members received a copy of the revised Committee Membership Application. Staff highlighted significant changes:

- The "Gender" category was changed to "Sex" with the options being "Male" or "Female" to comply with federal Executive Orders;

- The Areas of Expertise and Interest section was also updated to comply with federal Executive Orders;
- The six individual standing committee applications were consolidated back into one application;
- The instructions were updated for applicants to indicate interest (yes or no) for each committee; and
- Various editorial and formatting updates were included.

Members suggested an update to the “skip” instructions in the Committees and Subcommittees of Interest sections (Care and Treatment shown below, for example). Language as presented:

I am applying for membership on the Care and Treatment Committee: ☐ Yes ☐ No
As a Care and Treatment Committee Member, I agree to:

The section will be updated to read:

I am applying for membership on the Care and Treatment Committee: ☐ No (*Skip to Medical Care SC*) ☐ Yes (*Read and initial below*) As a Care and Treatment Committee Member, I agree to:

The updates to the applications were administrative and members voted to ratify the changes.

Motion to approve the Partnership Committee Membership Application, revised April 2025, with changes as noted.

Moved: Luigi Ferrer

Seconded: Harold McIntyre

Motion: Passed

Staff will make the corrections, send the revised draft to the County Attorney to check for legal sufficiency, and forward the final version to members.

XI. Announcements and Open Discussion

Staff announced the next New Member Orientation is April 2, 2025, via Microsoft Teams. Mr. McMullen announced the next Town Hall for HIV is Not a Crime will be in May and details will be forwarded as soon as they are available.

XII. Next Roundtable

The next Roundtable is scheduled for April 28, 2025, at 5:00 PM at Empower U Community Health Center, 7900 NW 27th Avenue, Suite C3A, Miami FL 33147.

XIII. Adjournment

Mr. McMullen adjourned the meeting at 5:58 p.m.