



Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134
December 18, 2024

Approved March 26, 2025

#	Members	Present	Absent	Guests	
1	Darlington, Tajma		X		
2	Machado, Angela	X			
3	McIntyre, Harold		X		
4	McMullen, Lamar		X		
5	Muñoz, Virginia	X			
6	Sheehan, Diana M.	X		Staff	
7	Tramel-McIntyre, Alecia		X	Bontempo, Christina	Meizoso, Marlen
8	Trepka, Mary Jo	X		Ladner, Robert	
Quorum = 4					

Note that all documents referenced in these minutes were accessible to members and the public prior to and during the meeting, at <https://aidsnet.org/the-partnership#excom1>.

I. Call to Order

Dr. Mary Jo Trepka

Dr. Mary Jo Trepka volunteered to chair the meeting in the Chair’s absence. She called the meeting to order at 10:08 a.m. and welcomed the participants to the Executive Committee to review the 2024 third quarter staff support expenditures, continue revisions of the Bylaws and Policy and Procedure Manual, and to review proposed 2025 meeting activities.

II. Introductions

All

Dr. Trepka introduced herself, and requested introductions from all the participants around the room.

III. Meeting Housekeeping and Rules

Dr. Mary Jo Trepka

Dr. Trepka reviewed selections of the meeting housekeeping presentation which provided the ground rules and reminders for the meeting.

IV. Floor Open to the Public

Dr. Mary Jo Trepka

Dr. Trepka 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.”

No comments were made so the floor was closed.

V. Review/Approve Agenda

All

The Committee reviewed the agenda that was posted online in advance of the meeting. Since neither officer was present, Dr. Mary Jo Trepka's name will be swapped for the officers in the event they arrive later in the meeting. A motion to approve the agenda with the replacement of the name on the agenda was made.

Motion to approve the agenda as discussed.

Moved: Angela Machado

Seconded: Dr. Diana Sheehan

Motion: Passed

VI. Review/Approve Minutes of October 30, 2024

The Committee reviewed the October 30, 2024, minutes and made a motion to adopt them as presented.

Motion to approve the minutes of October 30, 2024, as presented.

Moved: Dr. Diana Sheehan

Seconded: Virginia Munoz

Motion: Passed

VII. Reports

▪ **Vacancies/Membership Updates**

All

Staff shared the report of vacancies as of November 2024, using the revised 30-member board since the ordinance was adopted. There have been some additional departures but hopefully these will be addressed by the Community Coalition Roundtable, which will be engaging in targeted recruitment for Partnership and committee vacancies in 2025.

VIII. Standing Business

▪ **Planning Council Support Budget Quarter 3**

All

The Committee reviewed Third Quarter Planning Council Support expenditures. There are two changes which were discussed earlier in the year. The sweeps for an extra member to attend the Ryan White Conference were included in the budget, which affected the long-distance travel line item and total.

▪ **Bylaws Review**

All

Members reviewed the December 2024 Bylaws draft which incorporated the suggestions from the last meeting and all remaining pages which need to be reviewed. Most of the remaining edits were Oxford commas, scrivener's errors, or changes required by the ordinance change. No additional changes were recommended. If approved by the Committee, the draft will be forwarded to the County Attorney for legal review, then once the review process is completed they would be forwarded to the Partnership for final ratification.

Motion to accept the 2024 draft Bylaws.

Moved: Angela Machado

Seconded: Dr. Diana Sheehan

Motion: Passed

▪ **Policy and Procedure Review**

All

The Committee reviewed the draft changes to the Policy and Procedure manual requested at the last meeting. On page 36, the table should not have 2024 listed just the month. Aside from this change, no additional edits were requested.

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

Moved: Angela Machado

Seconded: Virginia Munoz

Motion: Passed

IX. New Business

▪ **2025 Calendar of Activities**

All

The Committee reviewed the proposed 2025 meeting activities. The following changes were suggested to the proposed activities

- In January, add master calendar review
- In April, add virtual officer training; and
- In September, add policy and procedure review started.

Motion to approve the 2025 calendar of activities with the changes discussed.

Moved: Dr. Diana Sheehan

Seconded: Virginia Munoz

Motion: Passed

X. Announcements and Open Discussion

All

Staff announced the next New Member Orientation training on January 15, 2025.

No open discussion items were shared.

XI. Next Meeting

Dr. Mary Jo Trepka

The next scheduled Executive Committee meeting is Wednesday, January 29, 2025, at BSR.

XII. Adjournment

Dr. Mary Jo Trepka

Dr. Trepka thanked everyone for participating today and in the 2024 meetings. She wished everyone happy holidays and a good 2025, then adjourned the meeting at 10:46 a.m.