



**MIAMI-DADE  
HIV/AIDS PARTNERSHIP**

**Executive Committee**

**Wednesday, March 26, 2025**

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,  
2121 Ponce de Leon Blvd, Ste. 240  
Coral Gables, FL 33134

**AGENDA**

I.	Call to Order	Alecia Tramel-McIntyre
II.	Introductions	All
III.	Meeting Housekeeping	Alecia Tramel-McIntyre
IV.	Floor Open to the Public	Harold McIntyre
V.	Review/Approve Agenda	All
VI.	Review/Approve Minutes of December 18, 2024	All
VII.	Reports	
	• Vacancies/Membership Updates	Staff
VIII.	Standing Business	
	• Partnership Staff Support Quarter 4 Expenses	All
IX.	New Business	
	• Master Calendar of Activities Review	All
	• Staff Support FY 2025-26 Scope of Service Review	All
	• Budget Review Flow Charts	All
X.	Announcements and Open Discussions	All
	• New Member Orientation April 2, 2025	
XI.	Next Meeting: <b>May 28, 2025</b> at <b>Behavioral Science Research</b>	Harold McIntyre
XII.	Adjournment	Alecia Tramel-McIntyre

*Please mute or turn off all cellular devices.*

For more information about the Executive Committee, please contact Marlen Meizoso,  
(305) 445-1076 x107 or [marlen@behavioralscience.com](mailto:marlen@behavioralscience.com).

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# Meeting Housekeeping Executive Committee

Updated February 20, 2025  
*Behavioral Science Research*



# Disclaimer & Code of Conduct

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- ❑ Audio of this meeting is being recorded and will become part of the public record.
- ❑ Members serve the interest of the Miami-Dade HIV/AIDS community as a whole.
- ❑ Members do not serve private or personal interests, and shall endeavor to treat all persons, issues and business in a fair and equitable manner.
- ❑ Members shall refrain from side-bar conversations in accordance with Florida Government in the Sunshine laws.

# General Housekeeping

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- ❑ You must sign in to be counted as present.
- ❑ Place cell phones on mute or vibrate - *If you must take a call, please excuse yourself from the meeting.*
- ❑ Eligible committee members should see staff for a voucher at the end of the meeting.

# About the Partnership

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- ❑ The Miami-Dade HIV/AIDS Partnership is the official Ryan White Program Planning Council for Miami-Dade County.
- ❑ Partnership Members are appointed by the Mayor of Miami-Dade County based on recommendations by the Community Coalition.
- ❑ The Executive Committee is made up of the officers of the Standing Committees and the Partnership.
- ❑ All Partnership and Standing Committee members are volunteers and commit to abiding by the Partnership's Bylaws, including regular meeting attendance and completion of required training and paperwork.
- ❑ See staff after the meeting for additional details.



**Membership**

# Language Matters!

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In today's world, there are many words that can be stigmatizing. Here are a few suggestions for better communication.



Remember **People First** Language . . .

*People* with HIV, *People* with substance use disorders, *People* who are experiencing homelessness, etc.

Please don't say **RISKS** . . . Instead, say **REASONS**.  
Please don't say, **INFECTED with HIV** . . . Instead, say  
**ACQUIRED HIV, DIAGNOSED with HIV, or**  
**CONTRACTED HIV.**

Please **do not** use these terms . . .

**Dirty . . . Clean . . . Full-blown AIDS . . . Victim . . .**



# Meeting Participation

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## Everyone has a role to play!


- ❑ All attendees may address the board as time allows and at the discretion of the Chair.
- ❑ Please *share your expertise* on the current Agenda topics and motions. Remember to . . .
  - Raise your hand to be recognized by the Chair or added to the queue during discussions.
  - Avoid repeating points previously addressed.



# Meeting Terminology

Meetings can be fast-paced and confusing!


- ❑ Terms and acronyms you might hear at today's meeting are on the back of your Agenda.
- ❑ Please raise your hand at any time if you need more information!

<b>Meeting Guide</b>	
	Meetings can be fast-paced and confusing! These terms and acronyms can help you follow along. Please raise your hand at any time if you need more information!
<b>Partnership, PC, or Planning Council</b>	The Miami-Dade HIV/AIDS Partnership - Official Ryan White Program Planning Council in Miami-Dade County
<b>RWP or RWHP</b>	The Ryan White Program or The Ryan White HIV/AIDS Program (Usually referring to Part A/MAI).
<b>ADAP</b>	AIDS Drug Assistance Program. Provides FDA-approved medications for low-income individuals with HIV who have limited or no coverage from private insurance or Medicaid. Provides insurance coverage for uninsured RWP clients.
<b>BSR</b>	Behavioral Science Research Corp. (aka, Staff).
<b>EHE</b>	Ending the HIV Epidemic: A Plan for America. Four Pillars: 1. Diagnose, 2. Treat, 3. Prevent, 4. Respond.
<b>EMA</b>	Eligible Metropolitan Area (locally, Miami-Dade County).
<b>FDOH or FDOH-MDC</b>	Florida Department of Health in Miami-Dade County.
<b>FPL</b>	Federal Poverty Level. Used to determine RWP eligibility and benefits.
<b>HOPWA</b>	Housing Opportunities for People with AIDS Program. Federal program that provides funding to support housing and housing-related services for people with AIDS and their families. Related terms: STBMU: Short-Term Rentals, Mortgage and Utilities Assistance; Project-based: Funds designated units in a building; LTRA: Long-Term Rental Assistance (voucher program); and FMR: Fair Market Rents.
<b>HRSA</b>	The Health Resources and Services Administration. The source of federal RWP grant funds.
<b>Integrated Plan or IP</b>	The Miami-Dade County Integrated HIV Prevention and Care Plan.
<b>JIPRT</b>	The Joint Integrated Plan Review Team (Prevention Committee & Strategic Planning Committee).
<b>MAI</b>	Minority AIDS Initiative. Additional RWP funding to improve access to HIV care and health outcomes for disproportionately affected racial and ethnic minority populations.
<b>NHAS</b>	National HIV/AIDS Strategy. Four Goals: 1. Prevent new HIV infections; 2. Improve HIV-related health outcomes of people with HIV; 3. Reduce HIV-related disparities and health inequities; 4. Achieve integrated, coordinated efforts that address the HIV epidemic among all partners.
<b>PE-Miami or Provide Enterprise</b>	Provide Enterprise® by Groupware Technologies (RWP client database system).
<b>The Recipient, The County, or OMB</b>	The Miami-Dade County Office of Management and Budget. The Recipient of RWP Part A/MAI funds from HRSA.
<b>TTRA</b>	Test and Treat/Rapid Access. Protocol designed to ensure newly diagnosed people or those returning to care will obtain immediate linkage to medical care and treatment.
More terminology at <a href="http://www.aidsnet.org/the-partnership/@stnboard/">www.aidsnet.org/the-partnership/@stnboard/</a> .	

# Resources

- ❑ Behavioral Science Research Corp. (BSR) staff are the Resource Persons for this meeting.
- ❑ See staff after the meeting if you are interested in membership or if you have a question that wasn't covered during the meeting.
- ❑ Today's presentation and supporting documents are online at <https://aidsnet.org/the-partnership/#excom1> or by scanning the QR code on your agenda.


## The Miami-Dade HIV/AIDS Partnership



Miami-Dade County's Official Ryan White Program Planning Council for HIV Prevention and Care.

**Our vision is to eliminate disparities and improve health outcomes for all people living with or at risk for HIV/AIDS.**

**SERVING**  
**9,468**  
people with HIV



The Partnership

**Executive Committee**

Care and Treatment Committee

Needs Assessment

Medical Care Subcommittee

Community Coalition Roundtable



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## **Floor Open to the Public**

“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 line for statements to be read into the record. No statements were received.”



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

#	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		<b>Staff</b>	
7	Tramel-McIntyre, Alecia		X	Bontempo, Christina	Meizoso, Marlen
8	Trepka, Mary Jo	X		Ladner, Robert	
<b>Quorum = 4</b>					

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 Maimi-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.



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## Membership Report

March 21, 2025

### The Miami-Dade HIV/AIDS Partnership

*The official Ryan White Program Planning Council in Miami-Dade County and the Advisory Board for HIV/AIDS to the Miami-Dade County Mayor and Board of County Commissioners.*

### Opportunities for Ryan White Program Clients

**5** seats are available to Ryan White Program Clients who are not affiliated or employed by a Ryan White Program Part A funded service provider.

### Opportunities for General Membership

**7** seats are open to people with HIV, service providers, and community stakeholders who have reputations of integrity and community service, and possess the relevant knowledge, skills and expertise in these membership categories:

- Hospital or Health Care Planning Agency Representative
- Mental Health Provider Representative
- Housing, Homeless or Social Service Provider
- Other Federal HIV Program Grantee Representative (Part F)
- Other Federal HIV Program Grantee Representative (SAMHSA)
- Non-Ryan White Program Miami-Dade County Representative
- Part D Grantee Representative

### Are you a Member?

***Thank you for your service to people with HIV!***  
Be sure to bring a Ryan White client to your next meeting!

### Do You Qualify for Membership?

*If you answer "Yes" to these questions, you could qualify for membership!*

Are you a resident of Miami-Dade County?

Are you a registered voter in Miami-Dade County?

*Note: Some seats for people with HIV are exempt from this requirement.*

Can you volunteer three to five hours per month for Partnership activities?



Get Started Today!  
Scan the QR Code or contact  
[mdcpartnership@behavioralscience.com](mailto:mdcpartnership@behavioralscience.com).



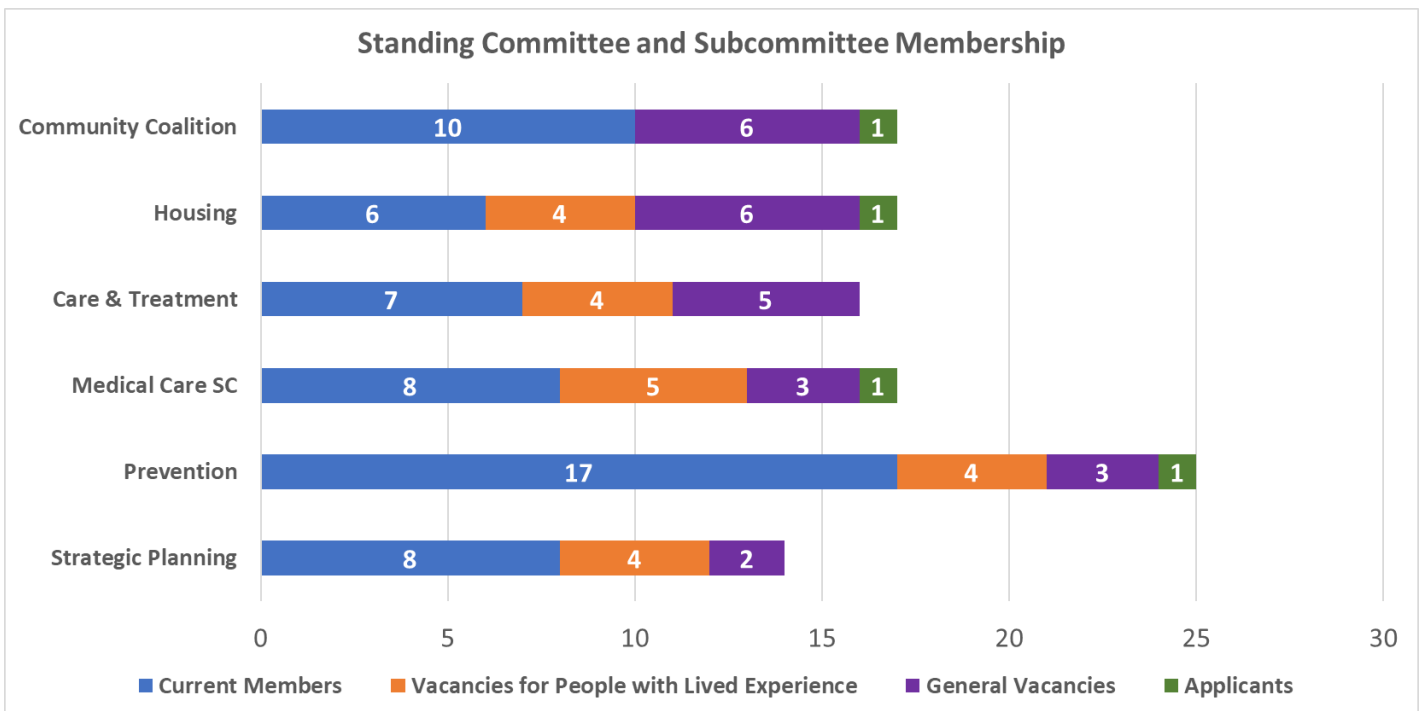


# Committees

Work with a dedicated team of volunteers on these and more Partnership activities to better serve people with HIV in Miami-Dade County!  
*People with HIV are encouraged to join!*

- ⌘ Allocate more than \$27 million in Ryan White Program funds with the **Care and Treatment Committee**
- ⌘ Develop an Annual Report on the State of HIV and the Ryan White Program in Miami-Dade County with the **Strategic Planning Committee**
- ⌘ Recruit and train new Partnership members with the **Community Coalition**
- ⌘ Work with the City of Miami Housing Opportunities for Persons with AIDS Program to address housing challenges for people with HIV/AIDS with the **Housing Committee**
- ⌘ Oversee updates and changes to medical treatment guidelines for the Ryan White Part/MAI Program with the **Medical Care Subcommittee**
- ⌘ Set priorities for Ryan White Program HIV health and support services in Miami-Dade County with the **Care and Treatment Committee**
- ⌘ Share a meal and testimonials at Roundtables with the **Community Coalition**
- ⌘ Develop and monitor the official HIV Prevention and Care Integrated Plan with the **Strategic Planning Committee & Prevention Committee**
- ⌘ Develop your leadership skills and be a committee leader with the **Executive Committee**
- ⌘ Oversee updates and changes to the Ryan White Prescription Drug Formulary with the **Medical Care Subcommittee**
- ⌘ Develop and monitor local Ending the HIV Epidemic activities with the Florida Department of Health in Miami-Dade County with the **Prevention Committee & Strategic Planning Committee**
- ⌘ Be in the know about the latest HIV activities of the Prevention Mobilization Workgroups with the **Prevention Committee**

Visit [www.aidsnet.org/the-partnership/](http://www.aidsnet.org/the-partnership/) for the complete list of applications and details on Partnership and committee membership opportunities. Contact us at [mdcpartnership@behavioralscience.com](mailto:mdcpartnership@behavioralscience.com) or 305-445-1076 for assistance.





# MIAMI-DADE HIV/AIDS PARTNERSHIP

## Executive Committee

Wednesday, March 26, 2025

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,  
2121 Ponce de Leon Blvd, Ste. 240  
Coral Gables, FL 33134

### AGENDA

- |       |   |                        |
|-------|---|------------------------|
| I.    | Call to Order   | Alecia Tramel-McIntyre |
| II.   | Introductions   | All                    |
| III.  | Meeting Housekeeping  | Alecia Tramel-McIntyre |
| IV.   | Floor Open to the Public  | Harold McIntyre        |
| V.    | Review/Approve Agenda   | All                    |
| VI.   | Review/Approve Minutes of December 18, 2024                             | All                    |
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| VIII. | Standing Business   |                        |
|       | • Partnership Staff Support Quarter 4 Expenses                          | All                    |
| IX.   | New Business  |                        |
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| X.    | Announcements and Open Discussions                                      | All                    |
|       | • New Member Orientation April 2, 2025                                  |                        |
| XI.   | Next Meeting: <b>May 28, 2025</b> at <b>Behavioral Science Research</b> | Harold McIntyre        |
| XII.  | Adjournment   | Alecia Tramel-McIntyre |

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Organization

**Behavioral Science Research Corporation**

		Staff Support Part A Budget-Expenses Reconciliation					
		BUDGET	EXPENSE Q1 (March-May)	EXPENSE Q2 (June-August)	EXPENSE Q3 (September- November)	EXPENSE Q4 (December- February)	FINAL EXPENSES
<i>FTE</i>	<i>Personnel 2.54</i>	<b>\$294,699</b>	\$73,675.00	\$73,675	\$ 85,005.00	\$ 76,413.00	\$308,768
Travel: Mileage (local)		<b>\$230</b>	\$84.00		\$ 140.00	\$ 24.00	\$248
Travel: Parking & Tolls (local)		<b>\$266</b>	\$10.00		\$ 16.00	\$ 1.00	\$27
Travel: Long Distance Travel		<b>\$2,256</b>	\$323.00	\$1,333.95	\$ 1,628.00	\$ 30.00	\$3,315
Supplies: Program Office Supplies		<b>\$1,123</b>	\$213.00	\$311.36	\$ 316.00		\$840
Supplies: Copier/PC Maintenance		<b>\$2,920</b>	\$80.00	\$1,848.52		\$ 991.00	\$2,920
Contractual: Surveys and Studies		<b>\$10,500</b>		\$350.00	\$ 4,500.00	\$ 5,650.00	\$10,500
Other Direct Costs: IT Maintenance (Labor Costs)		<b>\$1,659</b>	\$143.00			\$ 612.00	\$755
Other Direct Costs: Partnership Website		<b>\$1,219</b>			\$ 178.00	\$ 156.00	\$334
Other Direct Costs: Surveys and Studies Support		<b>\$5,700</b>			\$ 5,700.00		\$5,700
Other Direct Costs: Partnership Outreach/Public Relations		<b>\$300</b>			\$ 333.00		\$333
Other Direct Costs: Communications (Telephones and Internet)		<b>\$2,826</b>	\$507.00	\$1,330.43	\$ 665.00	\$ 1,140.00	\$3,642
Other Direct Costs: Copier Costs		<b>\$1,913</b>	\$755.00	\$749.00	\$ 393.00	\$ 658.00	\$2,555
Other Direct Costs and Partnership - Postage and Delivery		<b>\$132</b>				\$ 75.00	\$75
Other Direct Costs: Meeting Expenses		<b>\$1,200</b>			\$ 137.00	\$ 1,124.00	\$1,261
Other Direct Costs: Rent		<b>\$62,092</b>	\$10,362.00	\$28,552.34	\$ 13,518.00		\$52,432
Other Indirect/Admin. Costs:		<b>\$10,965</b>	\$252.00	\$2,395.68	\$ 605.00	\$ 10,298.00	\$13,551
<b>TOTAL AWARD</b>		<b>\$400,000</b>	<b>\$86,404.00</b>	<b>\$110,546.28</b>	<b>\$ 113,134.00</b>	<b>\$ 97,172.00</b>	<b>\$407,256</b>

Amendment amount \$ 7,256.



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## 2025 Master Calendar Topics

*All items subject to change.*

as of 3/17/25

Committees	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
<b>Care and Treatment</b>	Elections; 2025 Service Definitions Conclusion; 2025 Capacity Survey			Special Projects Discussion	Needs Assessment Training	Needs Assessment; Rapid Reallocation			Priority Setting Resource Allocation	2026 Service Definitions Discussion; Final Rapid Reallocation		
<b>Strategic Planning</b>	JIPRT	Election; Administrative Mechanism; Integrated Plan		JIPRT	Annual Report Drafts; Finalize Administrative Mechanism Report		JIPRT	Annual Report Finalized		JIPRT		
<b>Housing</b>	Elections; discuss 2025 planning		Special Projects Discussion; Stakeholder Development			Finalize agenda; Review Presentations	Finalize Presentations; Review Assignments	Stakeholder Meeting				
<b>Community Coalition Roundtable</b>	Recruitment Planning; RWP service descriptions										No stand alone meetings; phone banking to contact interested persons for membership (if needed); one-on-one mentoring	
	Educational presentation	Planning for a special recruitment event	Officer training and elections; Determine feasibility of a special recruitment event	On-boarding new applicants; Special recruitment event development; Educational presentation								
<b>Executive</b>			Scope of Work Review; Master Calendar Review	Virtual training	Q4 Expenses		Q1 Expenses; Special Projects Reviewed		Special Projects Must be Completed; Policy and Procedures Review		Q2 Expenses; Policy Procedure Review Concluded; Bylaws	
<b>Prevention</b>	JIPRT			JIPRT	TBA		JIPRT	TBA		JIPRT	TBA	
<b>Medical Care Subcommittee</b>	2025 Service Definitions Conclusion; Minimum Primary Care Standards Conclusion; OHC Items		Special Projects Discussion; Allowable Conditions Discussion	OHC items			OHC items		2026 Service Definitions Discussion; Minimum Primary Care Standards; OHC items			

Key:

placeholder meeting	
no meeting	



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BEHAVIORAL SCIENCE RESEARCH CORPORATION (BSR)

STAFF SUPPORT SERVICES FOR THE MIAMI-DADE HIV/AIDS PARTNERSHIP  
SCOPE OF WORK DELIVERABLES FOR FY 2025

<b>TABLE IX-C Partnership Staff Support Core Workplan Elements</b>				
<b>#</b>	<b>Task</b>	<b>Planned Frequency</b> <i>(monthly, biannually, quarterly, annually)</i>	<b>Deadline</b> <i>(deadline is last day of month unless otherwise indicated)</i>	<b>Status</b> <i>(Not started, As needed, Ongoing, Completed)</i>
1	Prepare/draft/distribute correspondence for the Partnership (A.1)	Ongoing	Through February 2026	Ongoing
2	Facilitate process of identifying, recruiting, and nominating new Partnership members, especially members of the Affected Community, and on-boarding all duly appointed new members (A,1)	Monthly	Through February 2026	Ongoing
3	Assist Recipient in collecting and submitting financial disclosures for Partnership and Committee members (Source of Income statements) for members (C.4.a)	Annually	On or about July 1 <sup>st</sup> each year	In process
4	Assist Executive Committee with updating Bylaws and Policies and Procedures (A.1)	Annually, as needed	Through February 2026	As needed
5	Review Scope of Work and Budget for Partnership Staff Support with Executive Committee	Annually (Scope) Quarterly (Budget)	January 2025 (Scope) Quarterly (Budget)	In process
6	Coordinate logistics and provide clerical support (public meeting notices, monthly meeting calendar, clerical support, agenda, minutes, meeting materials, respond to requests for information, etc.) for Partnership, Committee, Subcommittee and Workgroup meetings (A.2, A.3, A.4, A.5, A.6):	Monthly	Through February 2026	Ongoing

**TABLE IX-C Partnership Staff Support Core Workplan Elements**

#	Task	Planned Frequency <i>(monthly, biannually, quarterly, annually)</i>	Deadline <i>(deadline is last day of month unless otherwise indicated)</i>	Status <i>(Not started, As needed, Ongoing, Completed)</i>
	<ul style="list-style-type: none"> <li>• Partnership</li> <li>• Executive Committee</li> <li>• Care and Treatment Committee</li> <li>• Medical Care Subcommittee</li> <li>• Strategic Planning Committee</li> <li>• Prevention Committee (FDOH)</li> <li>• Joint Integrated Plan Review Team (JIPRT, combined Strategic Planning and Prevention Committees)</li> <li>• Housing Committee</li> <li>• Community Coalition Roundtable</li> </ul>			
7	Assist Partnership in receiving, tracking, and resolving formal grievances or informal complaints against the Partnership (A.8)	As needed	Through February 2026	As needed
8	Assist Recipient with reports, data, and Partnership-related sections of reports, as needed, including annual progress reports and competitive grant application (B.1)	As needed	Through February 2026	As needed
9	Assessment of unmet need and service gaps in Miami-Dade (“Needs Assessment”) (B.2)	Annually	September 2025	Not started
10	Assist the Prevention and Strategic Planning Committees with updates to the Integrated Plan, including data entry into the VMSG Database (B.3)	Ongoing	Through February 2026	Ongoing
11	Assist the Strategic Planning Committee and Partnership with the Assessment of the Administrative Mechanism (B.4)	Annually	August 2025	Not started
12	Assist the Partnership in the annual “State of the HIV/AIDS Epidemic in Miami-Dade County” report (B.4)	Annually	July 2025	Not started

**TABLE IX-C Partnership Staff Support Core Workplan Elements**

#	Task	Planned Frequency (monthly, biannually, quarterly, annually)	Deadline (deadline is last day of month unless otherwise indicated)	Status (Not started, As needed, Ongoing, Completed)
13	Assist the Partnership and its various committees with reviewing and updating the Part A/MAI Program service definitions (B.5)	Annually, or more often as needed	February 2026	Ongoing
14	Conduct new member orientation training and periodic updates, including Get On Board and Report for Action (C.2)	Ongoing	Through February 2026	Ongoing
15	Develop and maintain the Partnership’s website and social media accounts (C.3)	Ongoing	Through February 2026	Ongoing



**MIAMI-DADE  
HIV/AIDS PARTNERSHIP**

**Executive Committee**

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**AGENDA**

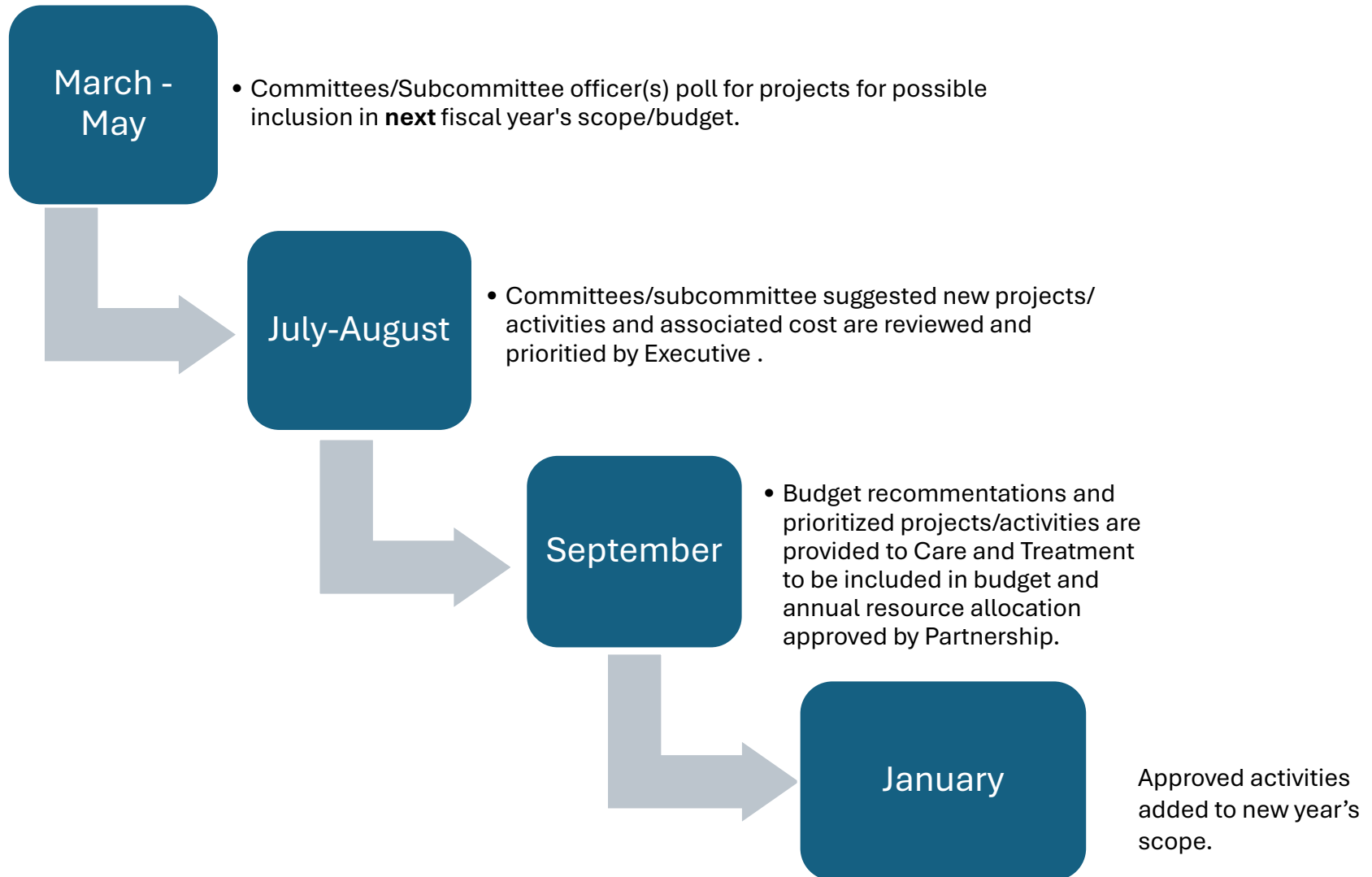
- |            |   |                        |
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# CURRENT Flow Chart of Budget Review

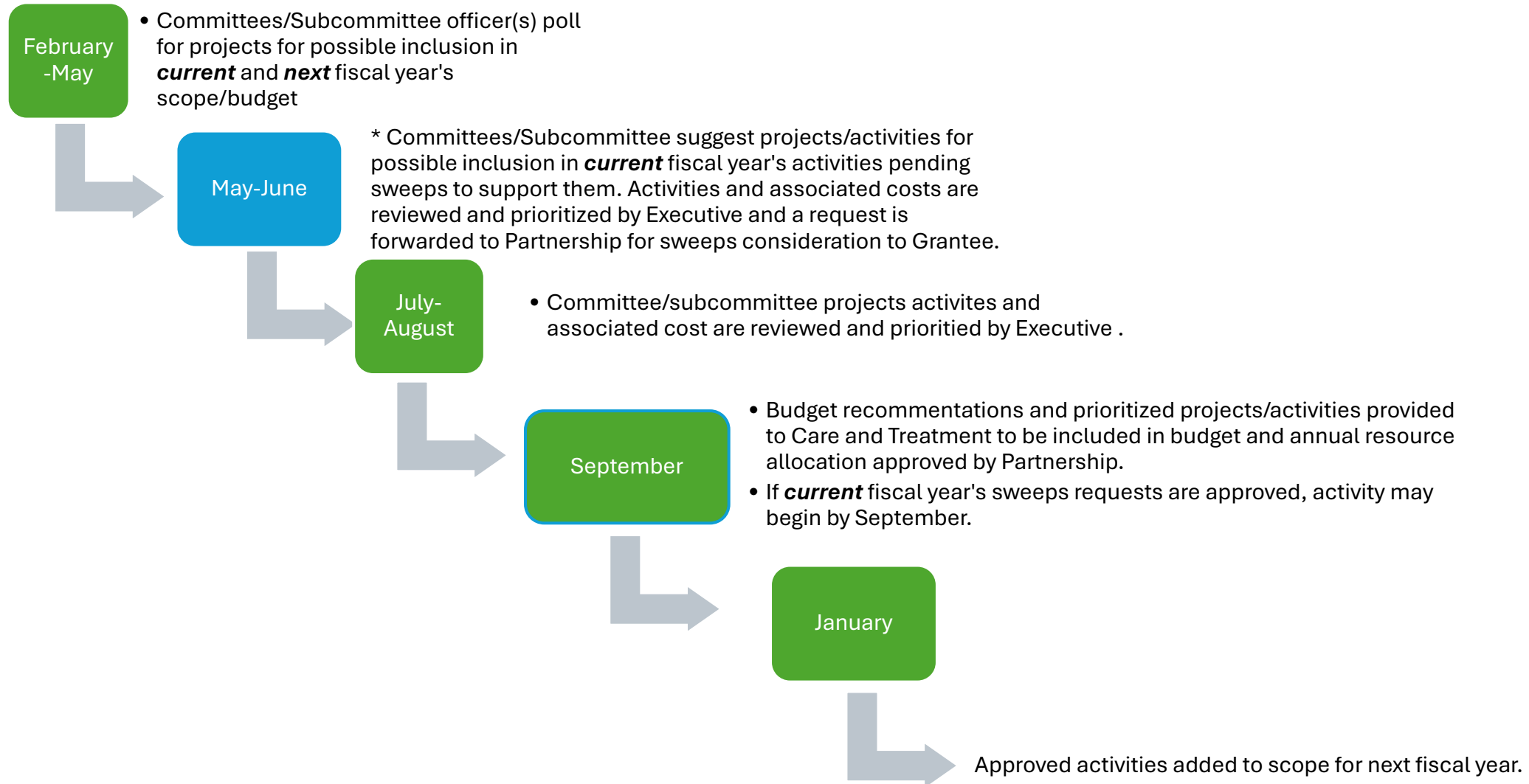


**Proposed Miami-Dade HIV/AIDS Partnership (Planning Council) Staff Support Budget Review Process**

<b>Month</b>	<b>Activity</b>	<b>Committee</b>	<b>Comments</b>
<b>March - May</b>	Committee chairs will poll their respective Committees for any Partnership-based special projects and/or new activities, above and beyond the scheduled annual activities supported by the budget for the following fiscal year. Executive Committee staff will estimate budgetary implications of these activities and projects, and will provide budgetary data back to individual committees for assistance in prioritizing the special projects. Prioritized projects with budgets will be forwarded to the Executive Committee for review and possible inclusion in the Partnership's budget/scope.	<b>Each Committee</b>	Staff provides cost estimates for new projects or activities.
<b>June</b>	Executive Committee reviews Q1 (March 1-May 31) Partnership Staff Support expense report for current fiscal year.	<b>Executive</b>	
<b>July - August</b>	Executive Committee reviews new projects / activities and associated costs, and prioritizes projects for possible inclusion in the budget. Partnership annual budget for following fiscal year will be reviewed at August meeting.	<b>Executive</b>	Staff will provide prioritized projects and activities and associated costs for Executive Committee review.
<b>September</b>	Budget recommendations based on prioritized new projects / activities will be included in the annual resource allocation process (Needs Assessment) provided to the Care and Treatment Committee (due by September).	<b>Care and Treatment</b>	
	The Partnership will approve the annual resource allocation levels.	<b>Partnership</b>	Executive Committee will address in the event the Partnership cannot meet.
<b>October</b>	Reviews Q2 (June 1-August 31) Partnership Staff Support expense report for current fiscal year.	<b>Executive</b>	
<b>December</b>	Reviews Q3 (September 1-November 30) Partnership Staff Support expense report for current fiscal year.	<b>Executive</b>	
<b>January</b>	Reviews individual Committee and contractor scope of services for the following fiscal year and approves based on approved budget.	<b>Executive</b>	
<b>April (following FY)</b>	Reviews Q4 (December 1 - February 28/29) Partnership Staff Support year-end expense report for previous fiscal year.	<b>Executive</b>	



PROPOSED Flow Chart of Budget Review





**MIAMI-DADE  
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# NEW MEMBER ORIENTATION

APRIL 2, 2025  
1:00 PM TO 4:00 PM

Orientation is a requirement for membership and is a great opportunity to learn about the Partnership!

**Via Microsoft Teams**

Register at: [https://bit.ly/Apr022025\\_NMO](https://bit.ly/Apr022025_NMO)  
or scan QR code:



**Executive Committee  
Calendar of Activities 2025**

Dates	Budgets and Deliverables Review	Bylaws review	Policy and Procedures Review	Special Projects Discussion	Other Items	Notes
January 29, 2025						No meeting so items moved to March 2025 meeting.
February 26, 2025						place holder
March 26, 2025	x				x	Scope of services review based on budget; review master calendar
April 30, 2025						place holder; Q4 expenses due; virtual officer training in month of April
May 28, 2025					x	
June 25, 2025						place holder; Q1 expenses due
July 30, 2025	x		x	x		Special projects reviewed for prioritization
August 27, 2025	x		x			place holder;project recommendations must be completed
September 24, 2025			x		x	Resource allocation in event Partnership does not meet; Policy and Procedure review starts
October 29, 2025						place holder; Q2 expenses due
November 19, 2025		x	x		x	Policy and Procedures review concludes, as applicable; Annual bylaw review starts; plan for 2026
December 17, 2025						place holder; Q3 expenses due



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| X.    | Announcements and Open Discussions                                      | All                           |
|       | • New Member Orientation April 2, 2025                                  |                               |
| XI.   | Next Meeting: <b>May 28, 2025</b> at <b>Behavioral Science Research</b> | Harold McIntyre               |
| XII.  | <b>Adjournment</b>  | <b>Alecia Tramel-McIntyre</b> |

*Please mute or turn off all cellular devices.*

For more information about the Executive Committee, please contact Marlen Meizoso,  
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