

# Miami-Dade HIV/AIDS Partnership Officer Training

April 30, 2025

Presentation created by Behavioral Science Research Corp.



# Training Objectives

- ▶ Review officer roles and responsibilities.
- ▶ Highlight meeting items and preparation for meetings.
- ▶ Emphasize tools for facilitating meetings.
- ▶ Provide tips for decorum and maintenance of order at meetings.

# Officers of the Partnership

## Miami Dade HIV/AIDS Partnership

Chair: Alecia Tramel-McIntyre  
Vice-Chair: Harold McIntyre

### Executive Committee

Alecia Tramel-McIntyre  
Harold McIntyre

### Care and Treatment Committee

Dr. Steven Santiago  
Dr. Diego Shmuels

### Community Coalition Committee

Joanna Robinson  
Luigi Ferrer

### Housing Committee

Lileaus Hill  
Vacant

### Prevention Committee

Virginia Muñoz  
Tajma Darlington

### Strategic Planning Committee

Stephanie Stonestreet  
Angela Machado

Reports  
To

### Medical Care Subcommittee

James Dougherty  
Christian Ysea

### Joint Integrated Plan Review Team (JIPRT)

Co-Chairs: Stephanie Stonestreet & Virginia Muñoz  
Co-Vice Chairs: Angela Machado & Tajma Darlington

# Characteristics of an Effective Officer



Demonstrates  
Leadership and  
Teamwork



Prepares in  
Advance



Communicates  
Clearly



Maintains Order and  
Keeps Everyone on  
Track



Encourages  
Participation



Is Respectful of  
Everyone's  
Contributions



# Your Role as Committee/ Subcommittee Chair

## Before the Meeting

- Reply to meeting notices.
- Review the Agenda and reply to staff with corrections as needed.
- Review the Minutes and offer corrections as needed.
- Review meeting materials and offer corrections or request clarification as needed.

# Your Role as Committee/ Subcommittee Chair

## During the Meeting

- Arrive on time and stay throughout the entire meeting.
- Guide the meeting agenda while encouraging participation.
- Use the basic structure of Robert's Rules of Order:
  - ❑ Ensure that discussion follows the agenda.
  - ❑ Remind members and guests to address the Chair and speak only after being acknowledged by the Chair.
  - ❑ Announce the queue ("Q" or line) of speakers.
  - ❑ Invite members and guests to speak in the order of the queue.
  - ❑ Ensure motions are moved, seconded, discussed, and voted.

# Your Role as Committee/ Subcommittee Chair

**After the Meeting**



Follow up with Staff on  
future action items.



Sign correspondence as  
needed.



# Your Role as Committee/ Subcommittee Vice Chair

## Before the Meeting

- Reply to meeting notices.
- Review the Agenda and reply to staff with corrections as needed.
- Review the Minutes and offer corrections as needed.
- Review meeting materials and offer corrections or request clarification as needed.

## During the Meeting

- Arrive on time and stay throughout the entire meeting.
- Lead the “Floor Open to the Public” agenda item.
- Assist the Chair with maintaining an orderly queue.
- Lead the “Next Meeting” agenda item.
- Lead the meeting in the absence of the Chair.

# Your Role as Committee Chair or Vice Chair

## At Partnership Meetings

If you are one of the officers of your committee *and* are Partnership member, you are designated to put motions forward at Partnership meetings.

## Committee Report - Motions

2025 Ryan White Program Service Descriptions ~ Pages 43-52 ~	
3	<b>Background</b> The Committee reviewed the <b>Substance Abuse Outpatient Care and Substance Abuse Services (Residential)</b> service description language, service priority rankings, and dates.  Edits include: <ul style="list-style-type: none"><li>□ Service priority ranking, Year, and effective dates (throughout); and</li><li>□ Standard and Guidelines reference updates (page 51).</li></ul> The effective date will be updated to March 1, 2025, pending approval by The Partnership.
	<b>Motion</b> <b>Motion to accept the Substance Abuse Outpatient and Substance Abuse Service Residential service description with edits as presented.</b>

When called on by the Chair:

1. **Review the Background** (read the report or put it into your own words).
  - Members will have a copy of the Report so should be able to follow along. You can cite page numbers as needed.
2. **Make the Motion.**

After you make the motion, the Partnership Chair should call for a Second . . . we'll elaborate on this later . . .

# Your Role as Committee Chair or Vice Chair

## At Partnership Meetings

### Committee Report - General Business

**CARE AND TREATMENT COMMITTEE \*5 MOTIONS\***  
**JANUARY 9, 2025, AND FEBRUARY 13, 2025**

- Elected new officers: Dr. Steven Santiago as Chair, and Dr. Diego Shmuels as Vice Chair.
- Continued review of service descriptions.
- Approved service descriptions for Medical Case Management, Outreach, Substance Abuse Outpatient, and Substance Abuse Residential.
- Approved edits to the Oral Health Care Service Standards.
- Approved the 2025 Provider Capacity Survey.

- You may include these “non-motion” details if you wish.
- If your Committee has no motions, you will not be on the agenda to report. Please let the Chair know if you wish to discuss any business from your meeting.

# Your Role as Partnership Chair

## Before, During, and After the Meeting

- Follow the guidelines of Committee Chairs.

## Additional Responsibilities

- Lead the Executive Committee Meetings.
- Attend meetings and conferences as a representative of the Partnership when authorized by the Partnership.
- Report monthly Partnership activities to the Health Resources and Services Administration Project Officer (HRSA PO) via Microsoft Teams.

## Special Designation

- The Partnership Chair is a voting member of all committees and the subcommittee.

# Your Role as Partnership Vice Chair

## Before, During, and After the Meeting

- Follow the guidelines of Committee Vice Chairs.

## Additional Responsibilities

- Serve as Vice Chair at Executive Committee Meetings.
- Lead Partnership or Executive Committee meetings in the absence of the Chair.





# Terms of Service

- Serve up to two one-year terms as a Chair or Vice Chair\*
- Serve as a voting member of the Executive Committee for the life of your term.
- Elections are held annually in:
  - ❑ January for committees; and
  - ❑ March for the Partnership

\* Under some circumstances, terms may end earlier than two terms or may be extended beyond two terms.

# Tools for Officers



# Training

Partnership Staff offers regular training and meeting briefings to enhance your membership experience.

- **Officer Training** – You're in it!
- **New Member Orientation** – A comprehensive overview of the Ryan White Program and Ryan White Program Planning Council member roles and responsibilities. Offered quarterly.
- **Get on Board!** – A 60-minute deep dive into specific topics or reports. Offered during the months we do not hold New Member Orientation.
- **Report for Action!** – A 30-minute briefing on upcoming Partnership meeting items. Offered on the Friday prior to the regularly scheduled Partnership meeting.
- ☆ Please let us know what topics you would like us to cover in upcoming trainings.
- ☆ Missed a training or want a refresher? Request a session or download presentations at <https://aidsnet.org/the-partnership/#getonboard1>.

# Agenda Guide

An agenda guide will be provided to all officers and can be as detailed or simplified, as requested.

This is just a guide! Feel free to put it into your own words!

Please let Staff know if you would like your Agenda Guide to be more detailed or less detailed.

## Agenda Guide – Strategic Planning Committee March 8, 2024

### I. Call to Order

### II. Introductions

### III. Housekeeping

#### Disclaimer & Code of Conduct

- Audio of this meeting is being recorded and will become part of the public record.

#### Language Matters

- 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 homeless, 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 . . .

#### General Housekeeping

- Please sign in to be counted as present.
- Please set your phones to mute or vibrate.
- Eligible committee members should see [staff for](#) vouchers at the end of the meeting.

#### Meeting Participation

- Please raise your hand if you have questions or to be added to the queue.

#### Resources

- Behavioral Science Research Corp. (BSR) staff are the Resource Persons for this meeting.
- You can find meeting materials online at [www.aidsnet.org](http://www.aidsnet.org) or scan the QR code on your agenda.

### IV. 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 phone line and email for statements to be read into the record. No statements were received.

*Ask if there are any comments from the Public (not for members).*

The floor is now closed for public comment.

# Agendas

- All agendas have a similar structure based on Robert's Rules of Order.
- Agendas outline the topics and leaders of discussions.
- Chairs should read each topic and acknowledge the discussion leader(s).
  - If you are the leader, you can continue per the Agenda Guide.
  - If another person is listed, you should acknowledge that person as the leader.
  - If "All" is listed, you can begin the discussion and invite anyone else to speak. Staff can be called on, if needed.


**IMPORTANT!** Regardless of who is speaking, members, guests, and staff should address the CHAIR to join in the discussion. This ensures an orderly queue is maintained and allows everyone to contribute.






# Agendas

Let's break down a typical agenda . . .





**MIAMI-DADE  
HIV/AIDS PARTNERSHIP**

**Strategic Planning Committee and Prevention Committee  
Joint Integrated Plan Review Team Meeting**

**Tuesday, January 21, 2025**  
10:00 AM – 1:00 PM

Miami-Dade County Main Library  
101 West Flagler Street, Auditorium, Miami, FL 33130

**AGENDA**

I. Call to Order	Virginia Muñoz
II. Introductions	All
III. Housekeeping	Dr. Diana Sheehan
IV. Floor Open to the Public	Virginia Muñoz
V. Review/Approve Agenda	All
VI. Review/Approve Minutes of July 23, 2024	All
VII. Reports (posted on <a href="http://www.aidsnet.org">www.aidsnet.org</a> )	Staff
<ul style="list-style-type: none"> <li>• Membership</li> <li>• Partnership</li> </ul>	
VIII. Standing Business	Staff
<ul style="list-style-type: none"> <li>• Prevention Committee Business</li> <li>• Strategic Planning Committee Business                             <ul style="list-style-type: none"> <li>□ Officer Nominations and Elections Schedule</li> </ul> </li> </ul>	
IX. New Business	All
<ul style="list-style-type: none"> <li>• <i>Miami-Dade County 2027-2031 Integrated HIV Prevention &amp; Care Plan</i> <ul style="list-style-type: none"> <li>□ Plan Guidance and Expectations for Plan Development</li> </ul> </li> <li>• <i>Miami-Dade County 2022-2026 Integrated HIV Prevention &amp; Care Plan</i> Breakout Groups – Updates and Discussion (45-60 minutes)                             <ol style="list-style-type: none"> <li>1. Prevention: HIV Testing; and Women, Infants, and Youth</li> <li>2. Prevention: PrEP; Advertising; Condoms; and Syringe Services Program</li> <li>3. Care: Linkage to Care; Retention in Care; and Special Populations</li> <li>4. Care: Disparities in Retention in Care and Disparities in Viral Load Suppression Rates Among Priority Populations</li> </ol> </li> <li>• Breakouts Recap (15 minutes)</li> <li>• 2025 JIPRT Meeting Schedule and Next Steps</li> </ul>	
X. Announcements and Open Discussion	All
XI. Next Meeting Dates	Virginia Muñoz
<ul style="list-style-type: none"> <li>• February 14, 2025: Strategic Planning Committee at BSR</li> <li>• February 27, 2025: Prevention Committee at FDOH Health District Center</li> </ul>	
XII. Adjournment	Virginia Muñoz

For more information about the Joint Integrated Plan Review Team,  
please contact Christina Bontempo, (305) 445-1076 or [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com).

Follow Us: [www.aidsnet.org](http://www.aidsnet.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/Siv\\_partnership](https://instagram.com/Siv_partnership)

# Agenda

## I. Call to Order

The presiding officer starts the meeting:

- Hit the gavel.
- Welcome everyone.
- Announce the meeting start time.

## II. Introductions

- Request introductions.
  - ❑ Introductions should start at the table and then move out to guests.
  - ❑ You can suggest an ice-breaker if you wish.
  - ☆ Partnership members should be reminded to read their membership assignments as printed on their tent cards.



# Agenda

## III. Housekeeping



- Provides general guidelines to attendees about meeting decorum, preferred language, addressing the chair, and resources.
- Read or summarize each slide or ask members to each read a slide.
  - ❑ If you summarize, please always make sure it is announced that **the meeting is being recorded and will become part of the public record.**





# Agenda

## IV. Floor Open to the Public

### Statement

#### **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.”

The designated leader (usually the Vice Chair), should read this statement as written.

- This is an opportunity for **NON-MEMBERS**, “The Public”, to address items on the **AGENDA**.
- After The Public has spoken, announce, “**The Floor is now closed.**”

# Agenda

## V. Review/Approve Agenda

- Request that members review the agenda.
- Request corrections, if any, or additions, including being added to announcements.
- Call for a motion (more on this later).

## VI. Review/Approve Minutes

- Request that members review the minutes.
- Request corrections, if any.
- Call for a motion (more on this later).

# Agenda

## VII. Reports

There are four regular Partnership Reports:

1. **Committee Report to the Partnership:** Presented by designated leaders at the Partnership meeting (as detailed, above).
2. **Medical Care Subcommittee Report:** Presented by the designated leader at Care and Treatment Committee meetings.
3. **Partnership Report to Committees:** Presented by the designated leader at Committee meetings. Presentation should include a recap of any motions of that committee and other items at your discretion.
4. **Membership Report:** Generally presented by Staff at every meeting or may be presented by the presiding officer.

### Other Reports

- Recipient/Grantee expenditures and other reports may be included on the agenda of any meeting and should be led by the designated leader.



# Agenda

## VIII. Standing Business

Ongoing activities or discussions started at a previous meeting.

## IX. New Business

New items to be addressed at the meeting.

# Agenda

## X. Announcements and Open Discussion

### Announcements

- Announcements are made at the end of the meeting.
- During “Review the Agenda”, the Chair asked if there were any announcements. Anyone who asked to make an announcement should be called in order.
- Staff generally has announcements such as changes to meeting dates, etc.
- Time for additional announcements is at the Chair’s discretion.



### Open Discussion

- As time allows, call for open discussion on any topic not covered on the day’s agenda.
- The topic may be discussed then and/or may be added to a future agenda.

# Agenda

## XI. Next Meeting

- The next meeting date is printed on the agenda and generally announced by the Vice Chair.
- Read the next meeting date and location into the record.
- You may also note the items expected to be covered at the meeting.

### Did you know?

- Meeting dates and locations are conveniently located online with your committee documents.
- There's even a countdown clock to keep you on track!

Next Housing Meeting Coming Up In

...

022: 00 : 31 : 55

Day Hrs Min Sec



A photograph of three female sprinters running on a red track. The lead runner, in the center, is wearing a blue and red singlet and has her arms raised in celebration. She is followed by two other runners, one in a blue singlet on the left and one in a black singlet with yellow and red accents on the right. The background is a blurred crowd in a stadium.

# Agenda


## XII. Adjournment

You did it!

The presiding officer can declare the meeting adjourned or can request a motion to adjourn the meeting.

- Announce the meeting end time, and
- Hit the gavel!





# Rules- Highlights from Code of Conduct and Bylaws





# Reminders from Code of Conduct

- Officers are responsible for maintaining orderly conduct.
- A queue shall be maintained.
- Remarks must be made through the presiding officers.
- No private conversations while business is being conducted.
- Length of time members are allowed to speak may be limited by the presiding officer.
- Presiding officer may restrict an individual from speaking when the individual's comments are repetitive or not germane to the issue.
- Members shall not delay or interrupt proceedings, or disturb other members when speaking except for the presiding officer to call a member to order.
- Officers should not monopolize discussion.
- Any violation of the Code of Conduct may result in removal of a member.

# Reminders from Bylaws

- Any person making impertinent or slanderous remarks or who becomes boisterous while addressing members shall be barred from further appearance by the presiding officers, unless permission to address the group is granted by the majority of members present.
- No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker for their remarks.
- No signs or placards shall be allowed at meetings.
- Persons exiting will do so quietly.
- The use of cell phones is not permitted. Use of pagers is restricted. Electronic devices must be set to silent.
- Individuals who must take a call shall exit the meeting to answer incoming cell phone.

The background of the slide features a photograph of rows of colorful stadium seats in shades of red, orange, green, and blue, receding into the distance. Overlaid on the right side of the image are several large, overlapping blue geometric shapes, including triangles and polygons, creating a modern, abstract design.

# Robert's Rules of Order in Action

Let's look at a brief video about making motions!



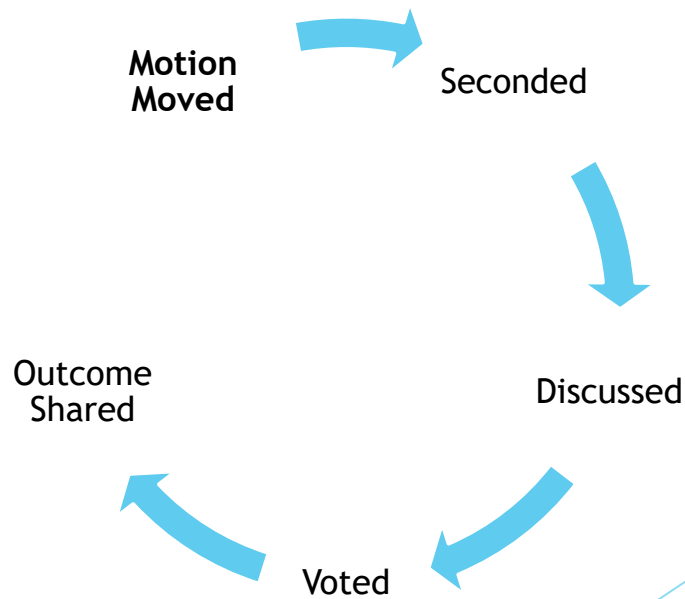
# Action!



- **Motions** are the foundation of group decision-making.
- Chairs lead members through motions.
- Chairs **cannot** make motions; Vice Chairs can make motions.
- Motions should not be made in the negative
- All members, including Officers, must vote on every motion. No abstentions!
- The **Agenda** and **Minutes** are always approved by a **motion**.
- Sometimes discussion leads to a motion – you should still request “Any Discussion”.
- To ensure everyone understands the motion, repeat the motion or ask staff to repeat the motion.

# Motions!

- As a Chair, you will:
  1. Call for a **Motion**
  2. Announce who made the motion.
  3. Call for a **Second**.
  4. Announce who seconded the motion.
  5. Call for **Discussion**
  6. Call for a **Vote**.
  7. Announce the outcome of the vote.



# Questions? Contact Us!

## Partnership Support Staff at BSR Corp.

### **Marlen Meizoso** (Habla Español)

*Project Manager/Research Associate*

Assignments:

- Care and Treatment
- Needs Assessment
- Housing
- Medical Care Subcommittee
- Executive
- New Member Orientation
- Get on Board!

### **Christina Bontempo**

*Project Manager/Community Liaison*

Assignments:

- Partnership
- Prevention
- Strategic Planning
- Integrated Plan
- Community Coalition
- Get on Board!
- Report for Action!

(305) 445-1076

[mdcpartnership@behavioralscience.com](mailto:mdcpartnership@behavioralscience.com)

<https://aidsnet.org/the-partnership/>



Thank you for all you do!  
You are all leaders!