



Executive Committee Meeting

Behavioral Science Research, 2121 Ponce de Leon Boulevard, Suite 230

June 2nd, 2008 Minutes

Approved December 17th, 2008

#	Members	Present	Absent	Guests
1	Batts, Metris	X		David Adams
2	Burton, Richard Sullivan, Jr.		X	Jeff Hawley
3	Downs, Frederick, Jr.	X		Mandy Mills
4	Hallmon, Rolando	X		Catherine Rogers
5	McGuirk, John	X		
6	Smith, Leroy, Jr.		X	Staff
7	Taquechel, Orlando		X	Christina Bontempo
8	Waterman, Cheryl	X		Marlen Hernandez
9	Williams, Stephen		X	Kim Tardalo
10	Vacant: Chair elect (SP)			
Quorum =4				

I. Call to Order/Introductions

The chair, Rolando Hallmon, called the meeting of the Executive Committee to order at 10:13 a.m. Mr. Hallmon requested a moment of silence for those lost to and living with HIV/AIDS. He welcomed everyone and asked for introductions.

II. Resource Persons

Mr. Hallmon indicated Behavioral Science Research staff as resource individuals.

III. Review Agenda

The committee reviewed the agenda; staff was added to announcements.

IV. Review/Approve Minutes

The committee reviewed the minutes of April 7th, 2008.

Motion to approve the minutes of April 7th, 2008, as presented.

Moved: Frederick Downs, Jr.

Seconded: John McGuirk

Motion: Passed

V. Membership

▪ **New Members Approved by the Mayor**

Rolando Hallmon

Frances Fernandez was appointed as the Hospital/Healthcare Provider Representative, Patricia Gonzalez was appointed as a Member of the Affected Community and Jacqueline Taylor was appointed as the Federally Qualified Health Care Representative. Mr. Hallmon asked members to review the vacancy report (copy on file) in today's meeting materials.

▪ **Request for Reconsideration of Recommended Removal**

At the June Partnership meeting, members decided to recommend the removal of David Adams for his violation of the attendance policy in the Bylaws. Mr. Adams was present at this meeting and explained the

reasons behind his absences and his continued interest in membership. The committee discussed the situation and decided that it is best to table the discussion until the next Partnership meeting so Mr. Adams can assess his availability.

John McGuirk asked staff if there was any response from the recommendations he made to potential new members. Staff explained that one application was received. Mr. McGuirk will follow up with other recommended applicants.

VI. New Business

▪ Assessment of the Administrative Mechanism Survey Review

In 2006 and 2007, two surveys were developed: one for providers and one for Partnership members. In 2006 the provider survey focused on the RFP process; in 2007 it focused on the contracting process. In 2007 the committee noted that the survey should not be changed so much that the County cannot compare one year's findings to the next and that future versions of the Provider survey should use the Likert Scale for all questions. The Partnership survey will be distributed and collected at the July 14th Partnership meeting; the provider survey will be distributed and collected at the July 29th Provider Forum.

Staff asked members to review the surveys (copies on file) and suggest any changes. Mr. McGuirk suggested adding a question about the connection between Partnership and committee business with the needs assessment and Comprehensive Plan. Staff will present the revised surveys to the Strategic Planning Committee in July.

▪ Preparation for HRSA Project Officer Visit

Yukiko Tani, Health Resources and Services Administration (HRSA) Project Officer, will conduct a site visit from June 9th to June 12th. She will attend the Partnership meeting on June 9th, speak to the chair and chair-elect prior to the meeting then spend the remainder of the day at the BSR office with the Partnership staff, Quality Management staff and AIDS Drug Assistance Program (ADAP) staff. Ms. Tani will be at the OSBM and Automated Case Management System (ACMS) offices on June 10th; she will also visit three provider agencies (Care Resource, Miami Beach Community Health Center and SFAN) on June 11th; and will visit the Miami-Dade Department of Health on June 12th.

The chair and chair elect will meet with staff after this meeting and discuss topics for their meeting with Ms. Tani. They will formulate questions and submit them to Theresa Fiaño so that Ms. Tani can receive them in advance. At least one question will inquire about what is expected in the new three year Comprehensive Plan that HRSA has requested.

Frederick Downs, Jr. suggested that if Ms. Tani's schedule allows, she should meet with clients to discuss their experiences with the providers. Mr. McGuirk suggested she meet with a Patient Advisory Board of a provider. If there is not time for her to meet with clients during this visit, it is suggested that it is arranged for Ms. Tani's next visit to Miami-Dade County.

VII. Announcements

Staff reported that Anna Wyman from the University of Miami Department of Pediatric AIDS passed away on May 29th. She was very involved in the Partnership over the years and was the recipient of the Youth Award at the Unity Awards for 2007 World AIDS Day. Ms. Wyman's wake and viewing will be held on June 5th from 5:00 p.m. to 8:00 p.m. at Ferguson Hall, 1900 NW 54th Street, phone number (305) 633-0688. Her funeral will be held on June 6th at 11:00 a.m. at Trinity Cathedral, 464 NE 16th Street, phone number (305) 789-0074. Metris Batts reported that a memorial service for Ms. Wyman is pending.

Ms. Batts announced that for National Testing Day on June 27th most providers plan to have extended hours. Project Health Opportunities for People Everywhere (H.O.P.E.) is holding a health fair on June 28th from 12:00

p.m. to 4:00 p.m. at Liberty City Health Services Center. The Village South will collaborate with Project H.O.P.E. for this event and request that Ryan White Part A providers donate hurricane preparedness kits including care and treatment information, gift cards, HIV/AIDS prevention materials and more. Those who get rapid testing at the event will have the opportunity to receive one of the kits and a tote bag with all informational materials. Staff will send out details as they are received; Metris Batts can be contacted for more information at (305) 696-0738 x 202.

VIII. Next Meeting

The next meeting will be scheduled as needed.

IX. Adjournment

Motion to adjourn.

Moved: Metris Batts

Seconded: John McGuirk

Motion: Passed

The meeting adjourned at 11:05 a.m.