



**MIAMI-DADE
HIV/AIDS PARTNERSHIP
Strategic Planning Committee Meeting
Behavioral Science Research, 2121 Ponce de Leon Boulevard, Suite 230
May 8th, 2009 Minutes**

Approved July 31, 2009

| # | Members | Present | Absent |
|------------------|-------------------------|---------|--------|
| 1 | Batts, Metris | | X |
| 2 | Messick, Barbara | X | |
| 3 | Louis, Ray | X | |
| 4 | McGowan, Ed | X | |
| 5 | Siclari, Rick | | X |
| 6 | Valle-Schwenk, Carla | X | |
| 7 | Wilson, Carol | X | |
| 8 | Wooten, Lonnie | X | |
| 9 | Wyatt-Sweeting, Michele | X | |
| | | | |
| | | | |
| | | | |
| Quorum =4 | | | |

| Guests | |
|------------------------|------------------|
| Jackie White | |
| | |
| | |
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| | |
| | |
| Staff | |
| Ariela Eshel Bernstein | Kimberly Tardalo |
| Christina Bontempo | |
| Beth Hayden | |
| Marlen Hernandez | |

I. Call to Order/Introductions

The chair, Michele Wyatt-Sweeting, called the meeting to order at 10:10 a.m., welcomed everyone and asked for introductions.

II. Resource Persons

Ms. Wyatt-Sweeting indicated Behavioral Science Research (BSR) staff as resource individuals.

III. Review Agenda

Members reviewed the agenda; staff was added to announcements.

IV. Review/Approve Minutes of March 13th, 2009

Members reviewed the minutes of March 13th, 2009.

Motion to approve the minutes of March 13th, 2009, as presented.

Moved: Ed McGowan

Seconded: Barbara Messick

Motion: Passed

V. Membership

Carol Wilson

No report.

VI. Standing Business

▪ **Ryan White Program Update**

Carla Valle-Schwenk

The Office of Grants Coordination (OGC) has received the full Part A award of \$23,640,348. That is approximately a one million dollar increase in funding from last year. Miami-Dade County received a score of 100 with many strengths and no mention of weakness on the application.

Sweeps #1 occurred at the May 7th Care and Treatment Committee meeting. The \$1,396,271 of unobligated funds was allocated as following: \$649,757 to outpatient medical care; \$491,039 to medical case management; \$196,876 to oral health care; \$7,046 to mental health therapy; \$41,485 to residential substance abuse; and \$10,074 to transportation vouchers. The Partnership will vote on these recommendations at their next meeting.

All but two of the 24 provider contracts have been approved for execution.

The County's General Fund Award Process Request for Proposal (RFP) has been approved by the Board of County Commissioners and should be released in June, for services to begin in January 2010.

▪ **Research Ad-Hoc Committee**

The County Attorney advised the Partnership that the Ad-Hoc Committee members had to follow the same rules and processes as all other committees. Christina Bontempo suggested that a few Strategic Planning Committee members volunteer to become members of the Ad-Hoc and then invite others to attend meetings as potential future members and guests. Ed McGowan, Barbara Messick and Lonnie Wooten volunteered to be the initial members.

Motion to accept Ed McGowan, Barbara Messick and Lonnie Wooten as the initial members of the Research Ad-Hoc Committee.

Moved: Ed McGowan

Seconded: Lonnie Wooten

Motion: Passed

Members discussed possible dates for the first meeting and decided July is an appropriate month. Staff will send out possible dates to members and invitees of the Research Ad-Hoc Committee; Strategic Planning members decided to move their meeting to the end of July so that they can vote on Ad-Hoc business at that time.

Motion to hold the July Strategic Planning Committee to July 31st.

Moved: Carla Valle-Schwenk

Seconded: Lonnie Wooten

Motion: Passed

▪ **Comprehensive Plan Update**

Members received a set of the full Comprehensive Plan Spreadsheet (copy on file). All committees have received their assignments; the Strategic Planning Committee will be updated periodically. The review date for the Key Points of Entry Survey has passed and the project has not begun; this was added to the July agenda.

▪ **Assessment of the Administrative Mechanism**

Members revised the Assessment of the Administrative Mechanism for Partnership members and providers. Providers will receive a mailed copy of the assessment accompanied by a letter from the County, due in mid-August (date to be determined); Partnership members will be asked to complete the assessment at the August 10th Partnership meeting.

The following revisions were made to the Partnership survey:

- OSBM will be changed to OGC throughout.
- Part A will be changed to Part A/MAI throughout.
- #6 should read, "OGC communicates clearly to the Partnership about the Part A/MAI reallocation process.
- #11 will be broken into two questions: "HIV/AIDS services funded by Part A/MAI are directed toward the demographic population of greatest need." and, "HIV/AIDS services funded by Part A/MAI are directed toward the geographic areas of greatest need."

The following revisions were made to the provider survey:

- OSBM will be changed to OGC throughout.
- Part A will be changed to Part A/MAI throughout.
- Questions #14-16 will be moved to precede questions #10-13 and prior to question #10, a statement will read, "If your agency did not receive a site visit from OGC please stop here."

Members reviewed the 2008 survey results and saw that the ratings were very high. Ms. Wyatt-Sweeting asked members to focus on additional comments; most were very positive. One comment was regarding difficulty becoming a part of the system because the Requests for Proposal (RFP) are not publicized well. Ms. Valle-Schwenk clarified that there are no plans to release an RFP in the near future but when released, Part A RFPs are highly publicized. The committee also discussed the lack of providers in South Dade.

▪ **Needs Assessment Meetings**

Christina Bontempo

Members reviewed the needs assessment meeting flier (copy on file) and staff emphasized the importance of attending as many meetings as possible. Agendas will be sent out in advance so members can decide which meetings will be most appropriate for them to attend.

VII. New Business

▪ **Annual Report**

Members reviewed an excerpt from the Bylaws explaining that the Strategic Planning Committee is responsible for an annual report which has not previously been completed. The formation of an another ad-hoc committee was discussed in order to complete this task; the item will be added to the July agenda.

VIII. Announcements

Staff asked members to review the fliers on the table regarding upcoming events.

Ms. Bontempo announced that Ann D. Carter had passed away. Members discussed her hard work and impact on the HIV/AIDS community over the years. BSR will be contributing a donation to the Dade Community Foundation's Community AIDS Partnership in Ms. Carter's name; members are welcome to contribute to the donation.

IX. Next Meeting

The next meeting is July 31st, 2009 at BSR.

X. Adjournment

Ms. Wyatt-Sweeting adjourned the meeting at 11:55 a.m.