



Get on Board: Member Enhancement Training

# Station 22: Kick Off to 2026! From Meeting Notice to Adjournment

January 7, 2026

Presentation created by Behavioral Science Research Corp.





# Get on Board!

## Member Enrichment Training Series



Training sessions are designed to promote understanding of the Ryan White Program planning council (Partnership) and service system.



Your presenters are Marlen Meizoso and Christina Bontempo, Partnership Staff who have more than 40 years combined experience with the Partnership and the Ryan White Program.



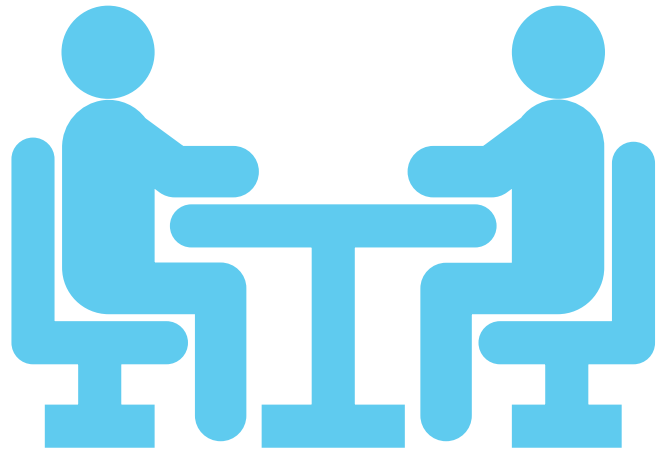
Please come off “mute” or chat questions or comments to us throughout today’s presentation.



This presentation will be posted online at <https://partnershipmiami.org/the-partnership-2/#getonboard1>



Contact us at (305) 445-1076.



# Today's Objectives

1. Changes impacting members in the new year.
2. Review of member responsibilities.
3. Tips to keep track of your meeting dates.
4. How to access meeting documents.
5. Tips for enhanced meeting preparation.



# Changes Impacting Members in the New Year

- ▶ Elections of New Officers
- ▶ Updated “Why Was My Meeting Cancelled?” Fact Sheet
- ▶ No more paper calendars
- ▶ Coming Soon!
  - New Partnership Logo
  - Community Coalition Roundtable – Committee recruitment and mentoring activities
  - New Committee Application process
- ▶ Partnership Meetings
  - New Location - Florida Department of Health – Health District Center

## Memo

**To:** Housing Committee Members

**From:** Marlen Meizoso

**Date:** November 20, 2025

**Re:** 2026 Officer Nominations and Elections

Nominations for the Housing Committee Chair and Vice Chair (Officers) will take place during the Housing Committee meeting November 20, 2024. Elections are scheduled for the January 15, 2026, meeting.

Serving as an Officer is an excellent opportunity to strengthen your leadership skills, enhance your resume, and take a more active role within the Planning Council.

Committee Officers work with support staff to develop meeting agenda, lead committee discussions, and serve as members of the Executive Committee. Comprehensive training and ongoing support are provided for all Officers.

For your reference, below are the Officers qualifications are outlined in Section 5.1 of the Miami-Dade HIV/AIDS Partnership:

- Each standing committee, subcommittee, or workgroup shall elect a Chair and a Vice-Chair from among its members; they shall serve at the will of the standing committee, subcommittee, or workgroup.
- Officers shall be full voting members.
- At least one (1) officer of each standing committee must be a Partnership member who shall be designated to report committee activities to the Partnership.
- Standing committees, committees, and workgroups shall strive to elect at least one (1) officer who is a person with HIV.
- No individual shall serve concurrent terms as an officer of the Partnership and an officer of a standing committee or subcommittee. The exception to this rule is for officers of workgroups, which may be led by the Chair or Vice-Chair of the committee under whose purview the workgroup was authorized.

You are encouraged to submit your name as a nominee in advance of the meeting; however, nominations will also be taken from the floor at the January 15, 2026, meeting. Current Officers who have served less than two years are eligible and encouraged to seek re-election. If you are interested in this opportunity or if you have any questions, please contact me at (305) 445-1076 or by email at [marlen@behavioral-science.com](mailto:marlen@behavioral-science.com).

# Why was my meeting cancelled?



1

## No Actionable Business

Your time is valued! Your time at meetings should be productive and valuable to the community and to YOU! If there are no actionable business items to address, your monthly meeting will be cancelled.

★ When your meeting is scheduled, we have work to do! Please plan to attend your scheduled meetings. Your participation and expertise helps the Ryan White Program in Miami-Dade County make informed decisions that impact more than 9,000 people living with HIV!

2

## Insufficient RSVPs

Without a quorum of members, committees cannot conduct business, and the meeting must be cancelled.

3

## Not Enough Members at the Meeting

Members commit to attending scheduled meetings to conduct the necessary business of the Partnership. Please respect the time of your fellow members – RSVP and attend accordingly.

4

## Mother Nature

During significant weather events, meetings may be cancelled following the County's guidance. This may not allow time to reschedule your meeting that month.

5

## Meeting Space Availability

Reserved meeting spaces may become unavailable for a variety of reasons. This may not allow time to reschedule your meeting that month.

Thank  
You

[See you at your next meeting!](#)

[www.PartnershipMiami.org](http://www.PartnershipMiami.org)



# Review of Member Responsibilities

## All Members

1. RSVP
2. Review meeting materials in advance
3. Attend meetings
4. Complete the Annual Source of Income Form

## Other

1. Complete the Assessment of the Administrative Mechanism survey (Partnership members)
2. Complete required training (new members)

A collage of colorful calendar cutouts with numbers and days of the week. The cutouts are scattered and overlapping, showing various dates and days like 'TUESDAY', 'THURSDAY', 'FRIDAY', 'SUNDAY', and 'TUESDAY'. The numbers are large and colorful, ranging from 2 to 30. The background is a light blue gradient with geometric shapes.

# Tips to Keep Track of Your Meeting Dates

Find Your Next Meeting Dates

1. “Next Meeting” on each Agenda
2. Meeting Notices
3. Committee pages on [PartnershipMiami.org](http://PartnershipMiami.org)
4. [PartnershipMiami.org](http://PartnershipMiami.org) > Calendars
5. Calendar Invitation (members)

Once you’ve found your dates, add them to your work calendars.



Monday, December 8, 2025  
10:00 AM – 12:00 PM

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

**AGENDA**

- |  |                        |
|--|------------------------|
| I. Call to Order   | Alecia Tramel-McIntyre |
| II. Introductions  | All                    |
| III. Housekeeping  | Alecia Tramel-McIntyre |
| IV. Floor Open to the Public   | Harold McIntyre        |
| V. Review/Approve Agenda   | All                    |
| VI. Review/Approve Minutes of November 10, 2025  | All                    |
| VII. Reports   |                        |
| A. Membership  | Staff                  |
| B. Committee Reports on Action Items   |                        |
| ▪ Care and Treatment Committee (2 Motions)   | Dr. Diego Shmuels      |
| □ Housing Services Service Description   |                        |
| □ Maximizing RWP Part A/MAI Expenditures   |                        |
| ▪ Executive, Community Coalition Roundtable Housing, Strategic Planning, and Prevention Committees (No action items)   |                        |
| C. Grantee/Recipient Top Line Summaries  |                        |
| ▪ Ryan White Part A/MAI  | Daniel T. Wall         |
| ▪ Ryan White Part B  | Karen Poblete          |
| ▪ General Revenue at SFAN  | Angela Machado         |
| ▪ AIDS Drug Assistance Program (ADAP)  | Dr. Javier Romero      |
| ▪ Housing Opportunities for Persons With AIDS (HOPWA)  | Roberto Tazoe          |
| D. Approval of Reports (1 Motion)  | All                    |
| VIII. Standing Business  | None                   |
| IX. New Business   |                        |
| ▪ Legislative Update on HIV Decriminalization  | Stratton Pollitzer     |
| ▪ End of Year Member Recognition   | Alecia Tramel-McIntyre |
| X. Announcements and Open Discussion   | All                    |
| XI. Next Meetings  | Harold McIntyre        |
| ▪ Friday, January 2, 2026, Report for Action Meeting Briefing via Teams  |                        |
| ▪ Monday, January 5, 2026, 2025, Partnership Meeting at the Florida Department of Health – Health District Center, 1350 NW 14th Street, Room 401B, Miami, FL 33125 |                        |
| XII. Adjournment   | Alecia Tramel-McIntyre |

*Please mute or turn off all cellular devices.*  
For more information about the Miami-Dade HIV/AIDS Partnership, please contact Christina Bontempo, (305) 445-1076 x106 or cbontempo@behavioralscience.com.  
Follow Us: [www.PartnershipMiami.org](http://www.PartnershipMiami.org) | [facebook.com/HIVPartnership](https://facebook.com/HIVPartnership) | [instagram.com/hiv\\_partnership](https://instagram.com/hiv_partnership)

January 13, 2026 Strategic Planning Committee



Marlen Meizoso  
To ○ Marlen Meizoso

Vote by clicking Vote in the Respond group above.



**Strategic Planning Committee**  
**Tuesday, January 13, 2026, 10:00 a.m. to 12:00 p.m.**

MIAMI-DADE COUNTY, FLORIDA

SUNSHINE NOTICE

NOTICE IS GIVEN that a Sunshine Meeting of the Miami-Dade HIV/AIDS Partnership **Strategic Planning Committee** is scheduled **IN PERSON** for **Tuesday, January 13** at **10:00 a.m.** to elect officers, and work on 2027-2031 Integrated HIV Prevention and Care Plan development, and other such business as may come before the board.

**Quorum of members is required to hold the meeting.**

The meeting will be held at: **Behavioral Science Research**  
**2121 Ponce de Leon Blvd, Ste. 240**  
**Coral Gables, FL 33134**

Behavioral Science Research cannot validate parking in the 2121 Ponce de Leon covered garage. Persons using this garage must pay with a credit card upon exit. On-street metered parking is also available.

**Meeting documents are posted in advance at <https://partnershipmiami.org/the-partnership-2/#strategicplanning1>**

To request meeting materials in accessible format, a sign language interpreter, CART (Communication Access Real-time Translation) services, and/or any other accommodation to participate in this or any other Miami-Dade HIV/AIDS Partnership meeting, please contact Christina Bontempo at **(305) 445-1076** or send an e-mail to

# Care and Treatment Committee

Next Meeting: February 12, 2026, at 10:00 a.m.

Care Resource Community Health Centers, Midtown Miami, 3510 Biscayne Boulevard, 1st Floor Community Room, Miami, FL 33137

- AGENDA**  
February 12, 2026
- MINUTES**  
December 11, 2025
- PARTNERSHIP REPORT**  
Partnership Report of Approved Motions, December 8, 2025
- BYLAWS**  
[Click here.](#)
- RETURN TO MENU**

## Meeting Documents

- Medical Care Subcommittee Report
- Outreach Service Description Draft
- Psychosocial Services Service Description Draft
- Health Insurance Service Description Draft
- Officer Nominations Memo
- 2026 Calendar of Activities
- FCPN Call for Nominations

## Reference

## Getting to the Meeting

Next Care & Treatment Meeting  
Coming Up In ...

036: 17 : 21 : 01

Day Hrs Min Sec

**PARTNERSHIP MIAMI** The Partnership Services for People with HIV MCM Hub Quality Management News and Resources **Calendars**

Search for events **Find Events** List **Month** Day

< > This Month January 2026

S	M	T	W	T	F	S
28	29	30	31	1 BSR Offices are Closed ...	2 BSR Offices are Closed ...	3
4	5 10:00 am - 12:00 pm Canceled Miami-Dade HIV/AIDS Partnership	6	7 12:00 pm - 1:00 pm Get on Board!	8 10:00 am - 12:00 pm Canceled Care and Treatment Committee	9	10
11	12	13 10:00 am - 12:00 pm Strategic Planning Committee	14	15 2:00 pm - 4:00 pm Housing Committee	16	17



# How to Access Meeting Documents

1. Link in Meeting Notice
2. QR Code on Agendas
3. Committee pages on PartnershipMiami.org
4. Link in calendar listing

Documents are posted in PDF format.

A free PDF reader is available at <https://get.adobe.com/reader/>

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Marlen Meizoso  
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**HIV/AIDS PARTNERSHIP**

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Next Care & Treatment Meeting  
Coming Up In ...

036: 17 : 21 : 01

Day Hrs Min Sec

## DETAILS

**Date:**  
[January 26](#)

**Time:**  
3:30 pm - 6:00 pm

**Series:**  
[Community Coalition Roundtable](#)

**Event Category:**  
[Miami-Dade HIV/AIDS Partnership](#)

**Website:**  
<https://partnershipmiami.org/the-partnership-2/#roundtable1>

## ORGANIZER

**Christina Bontempo**

**Email:**  
[cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com)

## VENUE

**Borinquen Medical Centers**

3601 Federal Highway, 3rd Floor  
Miami, FL 33137 + [Google Map](#)

[View Venue Website](#)



Reference

Getting to the Meeting



# Tips for Enhanced Meeting Preparation

1. RSVP
2. Visit your Committee page
3. Review meeting documents

Always check the calendar for updates!

# Let's Take a Look at Some Live Examples

Follow on the screen or on your device at [www.partnershipmiami.org/the-partnership/](http://www.partnershipmiami.org/the-partnership/)



## The Miami-Dade HIV/AIDS Partnership

HIV Care Needs Survey for People with HIV! 



Miami-Dade County's Official Open-Source Planning Council for HIV Prevention and Care.

Our vision is to eliminate barriers and disparities, improve health outcomes, and create a healthier, empowered Miami-Dade County for all people living with, impacted by, or vulnerable to HIV.

SERVING

**9,316**

people with HIV



# Q&A

- ▶ Please raise your hand or chat your questions.
- ▶ Answers to questions we do not get to today will be posted with this presentation at:

<https://partnershipmiami.org/the-partnership-2/#getonboard1>

Contact us for more information and to learn how you can be a decision-maker with the Partnership!

- ▶ Marlen Meizoso, M.A., Project Manager/Research Associate, [marlen@behavioralscience.com](mailto:marlen@behavioralscience.com)
- ▶ Christina Bontempo, Project Manager/Community Liaison, [cbontempo@behavioralscience.com](mailto:cbontempo@behavioralscience.com)

*Thank You*

