

WELCOME

Thank you for attending today's

Strategic Planning Committee Meeting

Please sign in to have your
attendance recorded.



Scan the QR Code for
meeting materials.



Strategic Planning Committee

Tuesday, March 10, 2026

10:00 AM – 12:00 AM

Scan for Meeting Documents

Behavioral Science Research Corp.
2121 Ponce de Leon Boulevard, 2nd Floor Conference Room
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|-----------------------|
| I. | Call to Order | Stephanie Stonestreet |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Stephanie Stonestreet |
| IV. | Floor Open to the Public | Angela Machado |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of September 9, 2025 | All |
| VII. | Reports | Stephanie Stonestreet |
| | ▪ Partnership | |
| | ▪ Membership | |
| VIII. | Standing Business | |
| | ▪ 2027-2031 Integrated Plan Development | All |
| IX. | New Business | |
| | ▪ Member Recruitment Presentation | Roundtable Members |
| | ▪ Officer Elections | All |
| | ▪ Annual Source of Income Filing | Staff |
| | ▪ 2026 Schedule of Activities | All |
| X. | Announcements and Open Discussion | All |
| XI. | Next Meeting | Vice Chair |
| | ▪ Tuesday, April 14, 2026, 10:00 AM – 12:00 PM at BSR Corp., 2121 Ponce de Leon Boulevard, 2nd Floor Conference Room, Coral Gables, FL 33134 | |
| XII. | Adjournment | Chair |

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For more information about the Strategic Planning Committee, please contact Christina Bontempo, (305) 445-1076 x106 or cbontempo@behavioralscience.com.

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Meeting Housekeeping Strategic Planning Committee

Updated March 2026
Behavioral Science Research



Disclaimer & Code of Conduct

- ❑ 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 treat all persons, issues and business fairly.
- ❑ Members shall refrain from side-bar conversations in accordance with Florida Government in the Sunshine laws.
- ❑ All attendees may address the board as time allows and at the discretion of the Chair.
- ❑ Only Strategic Planning Committee members vote at today's meeting.

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 unhoused, 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 . . .

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 www.PartnershipMiami.org/the-partnership-2/#strategicplanning1 or by scanning the QR code on your agenda.

The screenshot displays the website for the Strategic Planning Committee. At the top, the title "Strategic Planning Committee" is prominently displayed in a large, bold, black font. Below the title, the text "Next Meeting: September 9, 2025, at 10:00 a.m." is centered. Underneath, the full address "Behavioral Science Research Corporation, 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134" is provided. The main content area is divided into several sections. On the left, there is a vertical navigation menu with icons and text for "AGENDA" (September 9, 2025, revised), "MINUTES" (July 22, 2025), "PARTNERSHIP REPORT" (Partnership Report of Approved Motions, May 12, 2025), "BYLAWS" (Click here), and "RETURN TO MENU". To the right of this menu is a "Meeting Documents" section containing a list of documents: "September 9, 2025, Meeting Presentation", "Assessment of the Administrative Mechanism Report (September 2025 Draft)", and "2027-2031 Integrated Plan Guidance (February 2025 Revision)". Below the documents are three buttons: "2024 Annual Report", "Reference", and "Getting to the Meeting", each with a small blue person icon. On the far right, there is a blue countdown timer showing "000: 21 : 54 : 44" and a digital display icon with an "RSVP" envelope icon. Below the timer is a "Membership" button with a hand cursor icon.



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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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Strategic Planning Committee
Behavioral Science Research Corp.
2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134
September 9, 2025 Minutes

#	Members	Present	Absent
1	Edwards, Shawneaqua	x	
2	Gonzalez, Nilda	x	
3	Machado, Angela	x	
4	Poblete, Karen	x	
5	Singh, Hardeep	x	
6	Stonestreet, Stephanie	x	
Quorum = 3			

Guests	
Alcala, Carolina	Muñoz, Virginia
Gonzalez De Obando, Tivisay	Valle-Schwenk, Carla
Goubeaux, Dr. Robert	Williams, Stephen
Staff	
Bontempo, Christina	
Ladner, Dr. Robert	

Note: All documents referenced in these minutes are on file and were accessible to members and the public prior to and during the meeting, at <https://partnershipmiami.org/the-partnership-2/#strategicplanning1>.

I. Call to Order

Committee Chair, Stephanie Stonestreet, called the meeting to order at 10:09 a.m. and introduced the discussion topics for the meeting.

II. Introductions

Members, guests, and staff introduced themselves.

III. Housekeeping/Meeting Rules

Members took turns reading the *Meeting Housekeeping* PowerPoint slides, which included general reminders, code of conduct, people-first language, information about the Partnership, and meeting participation best practices.

IV. Floor Open to the Public

Committee Vice Chair, Angela Machado, 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.

There were no comments, so the floor was then closed.

V. Review/Approve Agenda

Members reviewed the agenda and approved it as presented.

Motion to approve the agenda as presented.

Moved: Angela Machado

Seconded: Hardeep Singh

Motion: Passed

VI. Review the Minutes of July 22, 2025

Members reviewed the minutes of July 22, 2025. “August” was misspelled on Page 2 under the Partnership Report. Members approved the minutes with the noted change.

Motion to approve the minutes of July 22, 2025, as corrected.

Moved: Shawneaqua Edwards

Seconded: Hardeep Singh

Motion: Passed

VII. Reports

▪ **Membership**

Ms. Stonestreet announced that there are still a significant number of vacancies on the committee and the Partnership. For those interested in membership, copies of the committee application was available at the meeting.

▪ **Partnership**

Ms. Stonestreet announced that the Partnership met on August 4 and approved the Annual Report. The report is posted online and was shared with participants at Senator Rene Garcia’s event on August 5, 2025.

The Partnership has a new website name, PartnershipMiami.org. Links to the old site, Aidsnet.org, will direct users to the new site and the old site will continue to be active until February 2026..

The Prevention Committee reconvened in mid-August under a four (94) month contract. Prevention Committee members will work solely on development of the 2027-2031 Integrated Plan during that contracted period.

VIII. Standing Business

▪ **2025 Assessment of the Recipient Administrative Mechanism Report**

Members read the Assessment of the Recipient Administrative Mechanism Report and made the following edits and corrections (page numbers refer to the September 9, 2025, draft):

- Insert a page of referenced reports; and change, “See Reports above”, to indicate the page.
- Follow up with respondents whose comments need clarification.
- Page 3, Methodology: reword to “. . . a response **was** for those answers was . . .”
- Page 4, Notable Survey Changes: Combine the sentence, “Beginning in 2024 . . .” with the second bullet.
- Page 4, The Subrecipient AAL Survey: Remove, “#5. Collected specific contract execution dates;” and remove “and” at the end of #8.
- Page 7: “Thank you for the **additional** comment. Please see the related Recipient response on **the previous** page [#].”
- Page 10: “. . . in Miami-Dade **in** for 2024 was . . .”, and add a period to the end of the paragraph.

- Page 10: Staff will offer the respondent opportunity to review in more detail the data presented for a better understanding, instead of adding an additional section to the Top Line Summary.
- Page 21: the 2024 table was removed and the reference to the table was updated in the Subrecipient Survey introduction.
- Page 23: Change Recipient response to the second bullet to, “A recent staffing additions~~s~~ are is part of our efforts to streamline operations and enhance efficiency moving forward.”
- Page 24: Site the relevant page number in the Recipient response bullets.
- Page 25: Correct the title year from 2023 to 2024.
- Page 26: Correct the title year from 2023 to 2024.
- Page 27: Remove “N/A (n=1)”.
- Page 28: Change, “reoccurring” to “recurring” in the second Recipient response bullet.
- Page 42: Insert a period at the end of the second comment.
- Page 45: The Recipient advised that Groupware Technologies is redesigning their system and training on the new system will be provided. This discussion is not captured in the report.
- Page 46: Insert a period at the end of the first comment.

Motion to accept the 2025 Assessment of the Recipient Administrative Mechanism Report with changes as discussed.

Moved: Hardeep Singh

Seconded: Nilda Gonzalez

Motion: Passed

▪ **2027-2031 Integrated Plan Review**

Staff advised that the next Strategic Planning Committee meeting is the Joint Integrated Plan Review Team meeting on October 21 at the Florida Department of Health – Health District Center, from 10:00 a.m. – 1:00 p.m. Members should expect to review 2022-2026 data updates, and for the 2027-2031 Plan, members should expect to review Section 1 of the Plan narrative and to begin refining goals and objectives to the recommended 3 goals/objectives for each area: Diagnose; Treat; and Respond. Updates to the “Prevent” section will be led by the Prevention Committee.

Generally, the Strategic Planning Committee does not meet in November and December. Members were asked to save the date of November 18 for another JIPRT meeting, depending on how much progress is made in October.

IX. New Business

There was no New Business.

X. Announcements and Open Discussion

There were no announcements.

XI. Next Meetings

Ms. Machado announced the next scheduled meeting date is Tuesday, October 21, 2025, at the Florida Department of Health – Health District Center.

XII. Adjournment

Ms. Stonestreet adjourned the meeting at 11:38 a.m.



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Partnership Report to Committees and Subcommittee March 2, 2026, Meeting

Supporting documents related to motions in this report are available online at www.partnershipmiami.org/the-partnership-2/, or from Behavioral Science Research Corp. (BSR) staff at mdcpartnership@behavioralscience.com.

Visit www.partnershipmiami.org/calendars/ for details on future meetings.

Members elected Harold McIntyre as Chair and Joanna Robinson as Vice Chair. Members also awarded outgoing Chair, Alecia Tramel-McIntyre, with a plaque thanking her for her three years of service as Chair.

Community Coalition Roundtable

1. Motion to recommend to Mayor Daniella Levine Cava the appointment of Yvette Gonzalez to the Miami-Dade HIV/AIDS Partnership for the Ryan White Program Part D Representative seat.
 2. Motion to adopt the revised Committee Membership Application.
 3. Motion to adopt the On-Boarding and Mentorship Process.
-

Care and Treatment Committee

4. Motion to recommend as contingency planning under the Part A budget, the revised allocations by percentages indicated on the Miami Dade County Ryan White Program FY 2026-27 Part A Funding Ceiling Budget Edits For Contingency Planning.
 5. Motion to recommend as contingency planning under the MAI budget, the revised allocations by percentages indicated on the Miami Dade County Ryan White Program FY 2026-27 Minority Aids Initiative (MAI) Funding Ceiling Budget Edits For Contingency Planning.
-



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Goal 2: Improve HIV-Related Health Outcomes for People with HIV

Objective 2.1	Ensure that all new RWP clients are linked to comprehensive HIV care and treatment within seven (7) days of enrollment and no later than 30 days. **
Activity 2.1.1	Ensure all new RWP clients receive ARV medication (as a measure of linkage to care).

Measurement #	Measurement	Status	Cumulative Total / Most Recent Measurement	Target
2.1.1.1	Number of newly identified clients enrolled in RWP	Activity Not Started	0	Varies per reporting period
2.1.1.2	Percent of newly enrolled RWP clients with verified receipt of ARV medication within seven days of enrollment	Activity Not Started	0%	100%
2.1.1.3	Percent of newly enrolled RWP clients with verified receipt of ARV medication within 30 days of enrollment	Activity Not Started	0%	100%
2.1.1.4	Percent of newly enrolled RWP clients enrolled in ADAP or other ARV payer source within 30 days of receipt of first ARV medication	Activity Not Started	0%	100%

Activity 2.1.2	Retain a minimum of 75% of newly enrolled RWP clients in medical case management for a minimum of six months (180 days) after enrollment in the RWP Program.
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Measurement #	Measurement	Status	Cumulative Total / Most Recent Measurement	Target
2.1.2.1	Number of newly enrolled RWP clients	Activity Not Started		Varies per reporting period
2.1.2.2	Number of newly enrolled RWP clients retained in medical case management for 60 days after enrollment	Activity Not Started		Varies per reporting period
2.1.2.3	Percent of newly enrolled RWP clients retained in medical case management for 60 days after enrollment	Activity Not Started		75%
2.1.2.4	Number of newly enrolled RWP clients retained in medical case management for 180 days after enrollment	Activity Not Started		Varies per reporting period
2.1.2.5	Percent of newly enrolled RWP clients retained in medical case management for 180 days after enrollment	Activity Not Started		75%

Goal 2: Improve HIV-Related Health Outcomes for People with HIV

Objective 2.2 Improve health outcomes for clients in RWP MCM or OAHS care.

Activity 2.2.1 Improve VL suppression.

Measurement #	Measurement	Status	Most Recent Measurement	Target
2.2.1.1	VL Suppression among RWP clients in MCM care	Activity Not Started	No Measurements Entered	95%
2.2.1.2	VL Suppression among RWP clients in OAHS care	Activity Not Started	No Measurements Entered	95%

Activity 2.2.2 Improve retention in medical care.

Measurement #	Measurement	Status	Most Recent Measurement	Target
2.2.2.1	Retention in Medical Care among RWP clients in MCM care	Activity Not Started	No Measurements Entered	90%
2.2.2.2	Retention in Medical Care among RWP clients in OAHS care	Activity Not Started	No Measurements Entered	90%

Activity 2.2.3 Address health outcome shortfall through Quality Improvement (as needed).

Measurement #	Measurement	Status	Most Recent Measurement	Target
2.2.3.1	QI projects developed addressing improving VL suppression among RWP MCM clients	Activity Not Started	No Measurements Entered	
2.2.3.2	QI projects developed addressing improving VL suppression among RWP OAHS clients	Activity Not Started	No Measurements Entered	
2.2.3.3	QI projects developed addressing improving retention in medical care among RWP MCM clients	Activity Not Started	No Measurements Entered	
2.2.3.4	QI projects developed addressing improving retention in medical care among RWP OAHS clients	Activity Not Started	No Measurements Entered	

Activity 2.2.4 Improve lost to RWP MCM care rates among RWP MCM clients.

Measurement #	Measurement	Status	Cumulative Total / Most Recent Measurement	Target
2.2.4.1	Establishment of '60-day no contact' notification protocol in PE Miami	Activity Not Started	0	
2.2.4.2	Percent of RWP MCM clients with '60 day no-contact' by subrecipient	Activity Not Started	0	
2.2.4.3	Number of RWP MCM clients with no RWP MCM contact in 90 days as tracked in PE Miami	Activity Not Started	0	
2.2.4.4	Percent of RWP MCM clients contacted in 90 days	Activity Not Started	0	
2.2.4.5	Number of RWP MCM clients with no RWP MCM contact in 90 days who are re-engaged in care within 60 days following 'lost to care' 90-day indicator, as tracked in PE Miami	Activity Not Started	0	
2.2.4.6	Percent of RWP MCM clients with no RWP MCM contact in 90 days who are re-engaged in care within 60 days following 'lost to care' 90-day indicator as tracked in PE Miami	Activity Not Started	0	

Goal 2: Improve HIV-Related Health Outcomes for People with HIV

Objective 2.3 Improve health outcomes for people with HIV receiving Ending the HIV Epidemic (EHE) services.

Activity 2.3.1 Number of HIV education folders provided to EHE Quick Connect and TTRA testing sites.

Measurement #	Measurement	Status	Cumulative Total	Target
2.3.1.1	Number and listing of specific information dissemination to newly identified positive people with HIV	Activity Not Started	0	
2.3.1.2	Number of trilingual (English, Spanish, and Creole) brochures designed for these specific campaigns.	Activity Not Started	0	
2.3.1.3	Number of HIV education folders provided to EHE Quick Connect and TTRA testing sites	Activity Not Started	0	

Activity 2.3.2 Expand the use of Telehealth (HealthTec) to agencies and clients to reduce barriers to care for eligible patients.

Measurement #	Measurement	Status	Cumulative Total	Target
2.3.2.1	Number of people with HIV in the EMA who are identified as eligible for EHE HealthTec	Activity Not Started	0	EXAMPLE
2.3.2.2	Number of people with HIV identified as eligible for EHE HealthTec who enroll in this process <i>throughout the remainder of the five-year period of performance</i>	Activity Not Started	0	
2.3.2.3	Number of EHE HealthTec clients continuing this process (i.e., one or more medical visits, CD4 tests, or VL tests within 30 days of the initial client orientation date, documented via follow-up with client or provider) <i>throughout the remainder of the five-year period of performance</i>	Activity Not Started	0	
2.3.2.4	Number of EHE HealthTec clients with a suppressed viral load at last VL test <i>during the measurement year</i>	Activity Not Started	0	

Activity 2.3.3 Implement the use of RWP-EHE Quick Connect services in hospitals, clinics, urgent care centers, and emergency rooms.

Measurement #	Measurement	Status	Cumulative Total	Target
2.3.3.1	Number of people with HIV in the EMA who contact or are contacted by an EHE Quick Connect team	Activity Not Started	0	
2.3.3.2	Number of people with HIV linked to HIV medical care in the RWP Part A/MAL; other community programs; or private insurance	Activity Not Started	0	
2.3.3.3	Number of EHE Quick Connect clients utilizing this process (i.e., one or more medical visits, CD4 tests, or VL tests within 30 days or less, documented via follow-up with client or provider) <i>throughout the remainder of the five-year period of performance</i>	Activity Not Started	0	

Goal 2: Improve HIV-Related Health Outcomes for People with HIV

Objective 2.4	Ensure HIV care includes addressing social determinants of health for all clients.
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Activity 2.4.1	Develop guidelines and procedures for RWP MCMs to facilitate client access to RWP services (e.g. specialty medical services; mental health services; food bank; and substance abuse treatment).
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Measurement #	Measurement	Status	Cumulative Total	Target
2.4.1.1	Conduct review with RWP MCMs, RWP MCM Supervisors and Recipient to determine areas where facilitating client access may be built into RWP MCM activities and documented in PE Miami	Activity Not Started	0	
2.4.1.2	Number of annual training sessions with RWP MCM Supervisors to build RWP MCM capacity to facilitate client access	Activity Not Started	0	
2.4.1.3	Number of annual training sessions with RWP MCMs to build capacity to facilitate client access	Activity Not Started	0	

Activity 2.4.2	Develop guidelines and procedures for RWP MCMs to identify and address the impact of social determinants of health (e.g., childcare, housing, food insecurity, domestic violence, discrimination and other issues) on client clinical outcomes.
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Measurement #	Measurement	Status	Cumulative Total	Target
2.4.2.1	Conduct review with RWP MCMs, RWP MCM Supervisors and Recipient to determine areas where social determinants of health are identified in PE Miami and may be addressed in RWP MCM activities	Activity Not Started	0	
2.4.2.2	Number of annual training sessions with RWP MCM Supervisors to build RWP MCM capacity to address social determinants of health	Activity Not Started	0	
2.4.2.3	Number of annual training sessions with RWP MCMs to build RWP MCM capacity to address social determinants of health	Activity Not Started	0	

Goal 2: Improve HIV-Related Health Outcomes for People with HIV

Objective 2.4 Ensure HIV care includes addressing social determinants of health for all clients.

Activity 2.4.1

Measurement #	Measurement	Status	Cumulative Total	Target
2.4.1.1		Activity Not Started	0	
2.4.1.2		Activity Not Started	0	
2.4.1.3		Activity Not Started	0	

Activity 2.4.2

Measurement #	Measurement	Status	Cumulative Total	Target
2.4.2.1		Activity Not Started	0	
2.4.2.2		Activity Not Started	0	
2.4.2.3		Activity Not Started	0	

Activity 2.4.3

Measurement #	Measurement	Status	Cumulative Total	Target
2.4.3.1		Activity Not Started	0	
2.4.3.2		Activity Not Started	0	
2.4.3.3		Activity Not Started	0	

Goal 2: Improve HIV-Related Health Outcomes for People with HIV

Objective 2.5 Increase Peer (PESN) involvement in client care to improve retention and viral load suppression.

Activity 2.5.1 Convene listening sessions among peers and peer supervisors to identify potential areas of increased peer involvement with client care, advanced peer skill development, and advanced peer skill certification.

Measurement #	Measurement	Status	Cumulative Total	Target
2.5.1.1	Specification of peer certification and/or advanced peer certification areas identified by RWP and approved for training	Activity Not Started	0	
2.5.1.2	Number of listening sessions conducted with peers	Activity Not Started	0	
2.5.1.3	Number of listening sessions conducted with peer supervisors	Activity Not Started	0	
2.5.1.4	Number of peers attending sessions	Activity Not Started	0	
2.5.1.5	Number of peer supervisors attending sessions	Activity Not Started	0	

Activity 2.5.2 Develop or identify peer certification and/or advanced peer certification training/resources; conduct training; and certify peers

Measurement #	Measurement	Status	Cumulative Total	Target
2.5.2.1	Peer certification and/or advanced peer certification training curriculum developed or identified	Activity Not Started	0	
2.5.2.2	Number of advanced certification trainings conducted annually	Activity Not Started	0	
2.5.2.3	Number of peers trained and certified annually	Activity Not Started	0	

Activity 2.5.3 Increase percent of time spent by Peers in adherence counseling to 75% among all subrecipients

Measurement #	Measurement	Status	Cumulative Total	Target
2.5.3.1	Number of RWP Peers	Activity Not Started	0	
2.5.3.2	Number of RWP Peers billing at least 75% adherence counseling	Activity Not Started	0	
2.5.3.3	Percent of RWP Peers billing at least 75% adherence counseling	Activity Not Started	0	
2.5.3.4	Number of clients with documented peer contact once every 90 days	Activity Not Started	0	
2.5.3.5	Percent of clients with documented peer contact once every 90 days who are retained in medical care	Activity Not Started	0	
2.5.3.6	Percent of clients with documented peer contact once every 90 days with suppressed VLs	Activity Not Started	0	

Goal 2: Improve HIV-Related Health Outcomes for People with HIV

Objective 2.5 Increase Peer (PESN) involvement in client care to improve retention and viral load suppression.

Activity 2.5.1

Measurement #	Measurement	Status	Cumulative Total	Target
2.5.1.1		Activity Not Started	0	
2.5.1.2		Activity Not Started	0	
2.5.1.3		Activity Not Started	0	

Activity 2.5.2

Measurement #	Measurement	Status	Cumulative Total	Target
2.5.2.1		Activity Not Started	0	
2.5.2.2		Activity Not Started	0	
2.5.2.3		Activity Not Started	0	

Activity 2.5.3

Measurement #	Measurement	Status	Cumulative Total	Target
2.5.3.1		Activity Not Started	0	
2.5.3.2		Activity Not Started	0	
2.5.3.3		Activity Not Started	0	

Assigned to	Key Partners	Monitoring Data Source	Funding Sources
Key Person or organization assigned for data collection for this measurement	Examples: FQHCs, EHE-funded agencies, urgent care centers, etc.	Examples: Surveillance data, PE-Miami, FOCUS, etc.	Examples: Federal, CDC, RWP, EHE, etc.



Every measurement must have a data source!



Strategic Planning Committee

Tuesday, March 10, 2026

10:00 AM – 12:00 AM

Scan for Meeting Documents

Behavioral Science Research Corp.
2121 Ponce de Leon Boulevard, 2nd Floor Conference Room
Coral Gables, FL 33134

AGENDA

- | | | |
|-------|--|---------------------------|
| I. | Call to Order | Stephanie Stonestreet |
| II. | Introductions | All |
| III. | Meeting Housekeeping | Stephanie Stonestreet |
| IV. | Floor Open to the Public | Angela Machado |
| V. | Review/Approve Agenda | All |
| VI. | Review/Approve Minutes of September 9, 2025 | All |
| VII. | Reports | Stephanie Stonestreet |
| | ▪ Partnership | |
| | ▪ Membership | |
| VIII. | Standing Business | |
| | ▪ 2027-2031 Integrated Plan Development | All |
| IX. | New Business | |
| | ▪ Member Recruitment Presentation | Roundtable Members |
| | ▪ Officer Elections | All |
| | ▪ Annual Source of Income Filing | Staff |
| | ▪ 2026 Schedule of Activities | All |
| X. | Announcements and Open Discussion | All |
| XI. | Next Meeting | Vice Chair |
| | ▪ Tuesday, April 14, 2026, 10:00 AM – 12:00 PM at BSR Corp., 2121 Ponce de Leon Boulevard, 2nd Floor Conference Room, Coral Gables, FL 33134 | |
| XII. | Adjournment | Chair |

Please mute or turn off all cellular devices.

For more information about the Strategic Planning Committee, please contact Christina Bontempo, (305) 445-1076 x106 or cbontempo@behavioralscience.com.

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On-Boarding and Mentorship Process

Miami-Dade HIV/AIDS Partnership

As of March 2, 2026

The purpose of this process is to promote engagement and retention of new members by ensuring they feel prepared for their membership responsibilities and have a connection to one or more Partnership committee members.

1. The applicant will complete the simplified two-page application and staff will process as usual.
2. Staff will bring the applicant contact information to the Community Coalition Roundtable (CCR) and CCR members may assign a CCR mentor for the applicant.
3. First Meeting
 - a. The CCR mentor will correspond with the applicant to ensure meeting attendance and will attend the meeting with the applicant, if possible. NOTE: CCR mentors are not required to give their personal contact information to an applicant; staff will help with coordination as needed.
 - b. The applicant will be assigned a mentor from the committee.
 - c. After the meeting, the CCR mentor will follow up with the applicant to discuss their readiness to be voted onto the committee.
 - d. If the applicant is ready to join, the CCR mentor will advise staff.
4. Next Meeting(s)
 - a. **If the applicant is not ready to join the committee.**
 - 1) The CCR mentor will correspond with the applicant to ensure meeting attendance and will attend the meeting with the applicant, if possible.
 - 2) The applicant will sit with their assigned committee mentor or CCR mentor for guidance throughout the meeting.
 - 3) After the meeting, the CCR mentor will follow up with the applicant to discuss their readiness to be voted onto the committee.
 - 4) The CCR mentor will advise staff of the applicant's readiness to join.
 - b. **If the applicant is ready to join the committee.**
 - 1) The CCR mentor will correspond with the applicant to ensure meeting attendance and will attend the meeting with the applicant, if possible.
 - 2) The applicant will sit with their assigned committee mentor or CCR mentor for guidance throughout the meeting.
 - 3) The Chair will request a motion to accept the applicant as a new member and the committee will vote. If the motion is approved, **the CCR mentorship will end in compliance with Government in the Sunshine**, and the committee members will provide ongoing support.
 - 4) Staff will correspond with the new member through regular channels.



Committee and Subcommittee Membership Application

This is the membership application for the committees and subcommittees of the Miami-Dade HIV/AIDS Partnership, Miami-Dade County's Ryan White Program Planning Council.

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. If you share this vision and have a reputation for integrity, community service, and a demonstrated interest in the field of HIV, you are invited to join!

Your commitment for membership includes:

- Monthly meeting preparation, attendance, and participation.
- Completion of Partnership and/or Miami-Dade County training and annual filing requirements.

1. Are you registered to vote in Miami-Dade County?

Yes. No. I'm not sure. *Committee and Subcommittee applicants **must be registered to vote** in Miami-Dade County. Please confirm or update your voter status before completing this application.*

2. Contact Information

First Name: _____ Middle Initial: _____ Last Name: _____

Email: _____

Your email will be added to the Partnership listserv and will be used for regular Partnership correspondence.

Home Address: _____

Home or Cell Phone: _____ May we text this phone? Yes No

Employer (if applicable): _____

Business Address: _____

Business Phone Number: _____ May we text this phone? Yes No

Are you an officer, employee, representative, or consultant to any Ryan White Program Part A funded service provider? Yes No I'm not sure

3. Demographic Information

Sex: Male Female

Language(s) I speak: English Spanish Haitian Creole Other (please specify) _____

Race/Ethnicity: White/Non-Hispanic Black/Non-Hispanic Hispanic Asian/Pacific Islander
 American Indian/Alaska Native Other (please specify) _____

Date of Birth: _____

<i>Your initials here</i>	I understand that Partnership Staff will use this information to confirm my voter information from the website https://registration.dos.fl.gov/en/CheckVoterStatus/Index .
---------------------------	--

4. Committees and Subcommittees of Interest Check all that apply.

- Care and Treatment Committee** *Service guidelines, Annual Needs Assessment, funding allocations.*
- Community Coalition Roundtable** *Member recruitment and community engagement.*
- Housing Committee** *HOPWA housing and related programs.*
- Medical Care Subcommittee** *Medical standards of care and HIV medications. Seat: _____ (e.g, MCM,MD)*
- Prevention Committee/Joint Integrated Plan Review Team** *HIV/STI testing, prevention activities, integrated planning.*
- Strategic Planning/Joint Integrated Plan Review Team** *Program assessment, annual reporting, integrated planning.*

5. Disclosure of Personal Health Information Authorization

This authorization shall become valid immediately and shall remain in effect until revoked.

Meaningful involvement of people with HIV/AIDS is a cornerstone of Partnership and committee membership.

- ▶ I am applying for membership as a person with HIV. Yes No
- I prefer not to disclose my HIV status.** *I understand that I will be considered for membership in other membership categories, provided there is an open seat, and I meet the qualifications for that seat.*
- ▶ I, (print your full name) _____, understand that if I wish to be considered for membership as a person with HIV it is necessary to identify my HIV status. By signing this authorization, I willingly disclose my HIV status.

Signature: _____

Date: _____

<i>Your initials here</i>	I understand that this information will become public record and may be discussed in open, public meetings. The Florida Government in the Sunshine Law requires open discussion in a public forum. In addition, I further understand that by signing this release, I waive any exemptions of the information concerning my HIV status pursuant to Chapter 119.07 of the Florida Statutes. My status will be released to anyone who requests a copy of this document.
<i>Your initials here</i>	I further understand that I may revoke this authorization to disclose my HIV status, in writing, prior to my application being considered at the next committee or subcommittee meeting. However, I understand that the information may have already been disclosed on the basis of this authorization.
<i>Your initials here</i>	I authorize the release and exchange of information about my HIV status among and between the Miami-Dade County Office of Management and Budget-Grants Coordination, the Office of the Mayor of Miami-Dade County, the Miami-Dade County Office of the Inspector General, the Miami-Dade HIV/AIDS Partnership, the United States Office of Inspector General, the United States Department of Health and Human Services, and Behavioral Science Research Corporation.

Cancellation Of Disclosure Authorization

I wish to cancel this Disclosure of Personal Health Information Authorization. I understand that I am entitled to a copy of this canceled Authorization.

Signature: _____

Date: _____

6. Signature and Next Steps

Bring your completed application to a meeting or send by:

- Mail: Behavioral Science Research Corporation (BSR), Attn: Staff Support, 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134;
- Email: mdcpartnership@behavioralscience.com; or
- Fax: (305) 448-3325.

Please contact Partnership staff at (305) 445-1076 or mdcpartnership@behavioralscience.com, if you need assistance. Upon receipt of your application, BSR staff and/or a Community Coalition Roundtable mentoring member will contact you to review next steps for membership. Following that review, your application will go before the committee or subcommittee to which you have applied. You are required to attend the meeting of that committee or subcommittee to introduce yourself and state your interest in serving as a member.

I, (print your full name) _____, certify I have thoroughly read this application and will abide by the rules and regulations governing the Miami-Dade HIV/AIDS Partnership. I further certify that all the statements made in this application are true and correct.

Signature: _____

Date: _____

Application valid for 6 months from this date.



Strategic Planning Committee

Tuesday, March 10, 2026

10:00 AM – 12:00 AM

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| VII. | Reports | Stephanie Stonestreet |
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| | ▪ 2027-2031 Integrated Plan Development | All |
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| | ▪ Member Recruitment Presentation | Roundtable Members |
| | ▪ Officer Elections | All |
| | ▪ Annual Source of Income Filing | Staff |
| | ▪ 2026 Schedule of Activities | All |
| X. | Announcements and Open Discussion | All |
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| XII. | Adjournment | Chair |

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Memo

To: Strategic Planning Committee Members

From: Christina Bontempo

Date: December 30, 2025

Re: 2026 Officer Nominations and Elections

Nominations and elections for the Strategic Planning Committee Chair and Vice Chair (Officers) are scheduled for the January 13, 2026, Strategic Planning Committee meeting; (see Miami-Dade HIV/AIDS Partnership Bylaws, Section 5.4). Current Officers who have served less than two one-year terms are eligible for nomination.

Serving as an Officer provides you a great opportunity to enhance your leadership skills, add a new title to your resume, and become a more involved Planning Council member!

Committee Officers develop agendas with support staff, lead committee meetings, and serve as members of the Executive Committee. Executive Committee meetings are held every other month beginning in January.

Staff provides comprehensive training for all Officers.

For reference, below are the qualifications for Officers as they relate to committees; (see Bylaws, Section 5.1.B.):

1. 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.
2. Officers shall be full voting members.
3. 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.
4. Standing committees, subcommittees, and workgroups shall strive to elect at least one (1) officer who is a person with HIV.
5. 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 may add your name as a nominee in advance of the meeting and nominations will also be taken from the floor at the January 13, 2026, meeting. If you are interested in this opportunity or if you have any questions, please contact me at (305) 445-1076 or by email at cbontempo@behavioralscience.com.



Strategic Planning Committee

Tuesday, March 10, 2026

10:00 AM – 12:00 AM

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SOURCE OF INCOME STATEMENT

Section 2-11.1(i) of the County Ethics Code requires that certain employees, public officials, and consultants file a financial disclosure Statement on a yearly basis by July 1st of every year. For the last year of service, file SOI-F.

Disclosure for Tax Year Ending	Last Name (or, Consultant or Consulting Firm name)	First Name	Middle Name/Initial
Mailing Address – Street Number, Street Name, or P.O. Box			
City, State, Zip			

If your home address is your mailing address, and your home address is exempt from public records pursuant to Fla. Stat. §119.07, read instructions on the following page **and check here.**

Filing as an Employee (check one)

<input type="checkbox"/> County <input type="checkbox"/> Public Health Trust <input type="checkbox"/> Municipal: _____ <div style="text-align: right; font-size: small;">(Municipality)</div>		
Department		
Position or Title		Employee ID Number
Work address	Work telephone	Employment began on/ended on

Filing as (check one)

<input type="checkbox"/> County Board <input type="checkbox"/> Municipal Board: _____ <div style="text-align: right; font-size: small;">(Municipality)</div> <input type="checkbox"/> Consultant for County or Municipal Agency		
Board where serving or name of County or Municipal Agency Consultant is providing professional services to		
Alternate address (if home address is exempt)	Work telephone	Term began on/ended on

List below every source of income you received, along with the address and the principal activity of each source. Include your public salary. Place the sources of income in descending order, with the largest source first. Examples of sources of income include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, and social security payments. Also, include any source of income received by another person for your benefit. However, the income of your spouse or any business partner need not be disclosed. **If continued on a separate sheet, check here.**

Name of Source of Income	Address	Description of the Principal Business Activity

I hereby swear (or affirm) that the information above is a true and correct statement.

Signature of Person Disclosing

Date

ETHICS COMMISSION USE ONLY:

SOURCE OF INCOME INFORMATION

Required by the Miami-Dade County Code, Section 2-11.1(i)

The term **INCOME** shall include, but is not limited to, the following items: wages, salaries; tips; bonuses; commissions & fees; dividends, interest; profits from businesses and professions; your share of profits from partnerships and small business corporations; pensions, annuities & endowments; profits from the sale or exchange of real estate, securities or other property, including personal residence; rents and royalties; your share or estate or trust income, including accumulated distributions; alimony, separate maintenance or support payments; prizes; awards; fees as an Executor, Administrator or Director; disability retirement payments; workmen's compensation, insurance; damages; social security payments, etc.

FILING INSTRUCTIONS

A "Source of Income Form," (SOI) or a signed copy of the personal income tax forms may be filed to satisfy the filing requirement for County/Public Health Trust employees, municipal employees, advisory board members, and consultants providing professional services to the County or a Municipality who are not required to file under State law. State filers who also hold County or Municipal positions (for example, State filers who also serve on County or Municipal boards) meet the County financial disclosure requirement by filing their state form with the Florida Commission on Ethics.

The Source of income Form must be filed yearly no later than 12:00 noon of July 1st. Consultants file within thirty (30) days of execution of a contract arising out of competitive negotiations and prior to any payments from the County, municipalities or other agencies and thereafter on a yearly basis no later than 12:00 noon of July 1st. For the last year of service, file "Final Source of Income Form "(SOI-F). The SOI and SOI-F can not be used as a substitute for State Form 1 or State Form 1F for those required to file under state requirements.

Filers whose address is exempt pursuant to Fla. Stat. §119.07 must provide an alternate address such as a business address or the address of the board if the filer serves on a board.

This form must be filed by July 1st of each year and can not be used as a substitute for State Form 1 for those required to file under state requirements. For the last year of service, file SOI-F.

Example (Review sources of income above; note - no monetary amount required).

Name of Source of Income	Address	Description of Principal Business Activity
Name of place of employment	Address where employed	Salary
Rental Property	123 Anywhere Street Miami, FL 00000	Rental income
Social Security	Social Security office closest to your zip code	Social Security income

Miami-Dade County (including Public Health Trust) Personnel and Advisory Board members shall file completed forms with: Miami-Dade County Commission on Ethics and Public Trust

Via EMAIL: financial.disclosures@miamidade.gov

or by mail to:

**Miami-Dade County Commission on Ethics and Public Trust
701 NW 1st Court 8th Floor, East
Miami, FL 33136**

Municipal Personnel and Advisory Board Members shall file completed forms with their respective Municipal Clerk. Municipal employees may contact their respective Municipal Clerk's Office. For further information, Miami-Dade County and Public Health Trust employees may contact the Miami-Dade County Commission on Ethics and Public Trust via telephone at 305-579-2594 or via email at financial.disclosures@miamidade.gov.

Note RE: Florida Statutes § 119.07: The role of our office is to receive and maintain forms filed as public records. If your home address is exempt from disclosure and you do not wish your home address to be made public, please use your office or other address for your mailing address. A full list of positions and offices eligible for public records exemption can be found at Florida Statutes § 119.071.



Strategic Planning Committee

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2026 Agenda Setting Calendar
Strategic Planning Committee and Joint Integrated Plan Review Team
 As of January 13, 2026

Date Time Location	Integrated Planning	Assessment of the Recipient Administrative Mechanism (AAM)	Annual Report	Other
Tuesday, January 13 10:00 a.m.-12:00 p.m. Behavioral Science Research Corp., (BSR Corp.)	2027-2031 Integrated Plan development.	/	/	<ul style="list-style-type: none"> - Officer Elections. - Agenda Setting Calendar. - Regular reports
Thursday, February 17 10:00 a.m.-1:00 p.m. FDOH, Health District Center	Joint Integrated Plan Review Team Meeting <ul style="list-style-type: none"> - 2022-2026 Integrated Plan progress reports - 2027-2031 Integrated Plan development 	/	/	<ul style="list-style-type: none"> - Complete Source of Income Forms (if available). - Regular reports
Tuesday, March 10 10:00 a.m.-12:00 p.m. BSR Corp.	2027-2031 Integrated Plan development.	Begin survey review and follow up from last survey results.	/	<ul style="list-style-type: none"> - Complete Source of Income Forms. - Regular reports
Thursday, April 14 10:00 a.m.-12:00 p.m. BSR Corp.	Final 2027-2031 Integrated Plan development.	Final Survey review. <i>Staff: Distribute and collect surveys; due date to be determined.</i>	1st draft review.	<ul style="list-style-type: none"> - Complete Source of Income Forms (as needed).
Tuesday, May 19 10:00 a.m.-1:00 p.m. FDOH, Health District Center	Joint Integrated Plan Review Team Meeting <ul style="list-style-type: none"> - Final 2027-2031 Integrated Plan review 	<i>Staff: Final survey collection.</i>	/	<ul style="list-style-type: none"> - Regular reports
Tuesday, June 9 10:00 a.m.-12:00 p.m. BSR Corp.	/	<i>Staff: Produce FY 2024 AAM Report and submit to the Recipient and Groupware Technologies (draft without comments will be posted online for review).</i>	2nd draft review. (Draft may be finalized at this meeting. Activity is completed pending Partnership approval).	<ul style="list-style-type: none"> - Regular reports

Date Time Location	Integrated Planning	Assessment of the Recipient Administrative Mechanism (AAM)	Annual Report	Other
Tuesday, July 14 10:00 a.m.-12:00 p.m. BSR Corp.	/	Final AAM report review. (Activity is completed pending Partnership approval).	Final draft review. (Activity is completed pending Partnership approval).	- Regular reports
Tuesday, August 18 10:00 a.m.-1:00 p.m. FDOH, Health District Center	Joint Integrated Plan Review Team Meeting - 2022-2026 Integrated Plan progress reports	/	/	- Regular reports
Tuesday, September 15 10:00 a.m.-12:00 p.m. BSR Corp.	Review JIPRT recommendations	TBD	TBD	- Regular reports
Tuesday, October 13 10:00 a.m.-12:00 p.m. BSR Corp.	Save the date. Committee will meet if there are actionable business items.			
November No meeting	/	/	/	/
Tuesday, December 15 10:00 a.m.-1:00 p.m. FDOH, Health District Center	Joint Integrated Plan Review Team Meeting - 2022-2026 Integrated Plan Progress Reports - 2027-2031 Integrated Plan Development	/	/	- Regular reports - Officer nominations
Locations	<ul style="list-style-type: none"> ▪ Committee Meetings: Behavioral Science Research Corp., 2121 Ponce de Leon Boulevard, Suite 240 or 2nd Floor Conference Room, Coral Gables, FL 33134 ▪ Joint Integrated Plan Review Team Meetings: Florida Department of Health – Health District Center, 1350 NW 14th Street, Conference Room 401B, Miami, FL 33125 			



Strategic Planning Committee

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