MIAMI-DADE HIV/AIDS PARTNERSHIP

Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

March 25, 2026, Minutes

Approved May 27, 2026

#	Members	Present	Absent	Guests	
1	Ferrer, Luigi	X			
2	Hallmon, Rolando		X		
3	Hill, Lileaus	X			
4	Lopez, Crystal		X		
5	Machado, Angela	X			
6	McIntyre, Harold	X			
7	Muñoz, Virginia	X			
8	Robinson, Joanna	X			
9	Santiago, Steven		X		
10	Shmuels, Diego		X	**Staff**	
11	Stonestreet, Stephanie	X		Meizoso, Marlen	
Quorum = 5					

Note that all documents referenced in these minutes were accessible to members and the public prior to and during the meeting, at https://partnershipmiami.org/the-partnership-2/#excom1.

I. Call to Order *Harold McIntyre*

Harold McIntyre, Chair, called the meeting to order at 10:05 a.m., welcoming everyone to the Executive Committee meeting. He indicated the main tasks for the day will include officer training, continued review of edits to the Policy and Procedure Manual, review of quarter three planning council expenditures, review of the FY 2026-2027 Scope of Service, and Bylaw edits.

II. Introductions *All*

Mr. McIntrye introduced himself and requested introductions from all the participants around the room.

III. Meeting Housekeeping *Harold McIntyre*

Mr. McIntyre reviewed the meeting housekeeping presentation which provided the ground rules and reminders for the meeting.

IV. Floor Open to the Public *Joanna Robinson*

Joanna Robinson, Vice Chair, 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."

No comments were made, so the floor was closed.

V. Review/Approve Agenda *All*

The Committee reviewed the agenda which had been posted online in advance of the meeting. There was a correction on the date of the minutes on the agenda which should be the 19th and not the 18th. The Committee moved to approve the agenda with the change discussed.

Motion to approve the agenda with the change.
Moved: Luigi Ferrer **Seconded: Angela Machado** **Motion: Passed**

VI. Review/Approve Minutes of November 19, 2025 *All*

The Committee reviewed the November 19, 2025, minutes and approve them as written.

Motion to approve the minutes of November 19, 2025, as presented.
Moved: Angela Machado **Seconded: Virginia Muñoz** **Motion: Passed**

VII. Special Presentation: Miami-Dade HIV/AIDS Partnership Officer Training

Marlen Meizoso reviewed the officer training presentation. The presentation provided an overview of the responsibilities and roles of officers within the planning council, tips and tools for running effective meetings, including the use of an agenda guide, and highlights on Roberts Rules of Order, Code of Conduct, and the Bylaws.

VIII. Reports

- **Vacancies/Membership Updates** *All*

Staff shared the report of vacancies as of March 12, 2026, reflecting all vacancies on the Partnership and its committees. The Community Coalition Roundtable is continuing efforts to promote membership and this month is visiting every committee to promote the new application and mentoring process.

IX. Standing Business

- **Revisions to Policy and Procedure Manual Review** *All*

The Committee reviewed the edits made from the past several meetings and staff pointed out an additional edit that was needed to the membership section because of the newly adopted membership process. All edits were incorporated into the draft that was reviewed.

Motion as accept the Policy and Procedure manual as presented.
Moved: Stephanie Stonestreet **Seconded: Luigi Ferrer** **Motion: Passed**

- **Planning Council Expenditures FY 2025-2026 Quarter Three** *All*

The Committee reviewed the Quarter Three FY 2025 planning council expenditures.

X. New Business

- **Staff Support FY 2026-27 Scope of Service Review** *All*

The Committee reviewed and discussed the proposed draft FY 2026-2027 Staff Support Scope of Work Deliverables which includes details of all the activities, deadlines, and status of items for the new fiscal year cycle. The review was originally scheduled at the January meeting and was delayed due to cancellation of that meeting. The Committee approved the document.

Motion to accept the Staff Support FY 2026-2027 Scope of Work Deliverables as presented.
Moved: Angela Machado Seconded: Lileaus Hill Motion: Passed

- **Edits to Bylaws** *All*

Neither staff nor new members have had a chance to review the Bylaws and updates. The Committee decided to postpone review until the next meeting to allow everyone an opportunity to review.

XI. Announcements and Open Discussion *All*

Attendees were reminded that New Member Orientation was rescheduled and is now taking place on April 1, 2026. Registration for the event is accessible via the posted QR code.

No open discussion items were shared.

XII. Next Meeting *Harold McIntyre*

The next scheduled Executive Committee meeting is Wednesday, May 27, 2026, at BSR.

XIII. Adjournment *Harold McIntyre*

With the conclusion of all business, Mr. McIntyre thanked everyone for participating, and adjourned the meeting at 11:30 a.m.