MIAMI-DADE HIV/AIDS PARTNERSHIP

Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134
November 19, 2025

Approved March 25, 2026

#	Members	Present	Absent	Guests	
1	Darlington, Tajma		X		
2	Ferrer, Luigi	X			
3	Hill, Lileaus	X			
4	Machado, Angela	X			
5	McIntyre, Harold		X		
6	Muñoz, Virginia	X			
7	Robinson, Joanna		X		
8	Santiago, Steven		X		
9	Shmuels, Diego		X	**Staff**	
10	Stonestreet, Stephanie	X		Ladner, Robert	
11	Tramel-McIntyre, Alecia		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 *Stephanie Stonestreet*

Stephanie Stonestreet volunteered to chair the meeting in the absence of a Chair or Vice-Chair. She called the meeting to order at 10:09 a.m., welcoming everyone to the Executive Committee. She indicated the Committee would be reviewing Quarter Two staff support expenditures, continue with edits to the policy and procedure manual, review and approve meeting dates for 2026, and discuss bylaw edits.

II. Introductions *All*

Ms. Stonestreet introduced herself and requested introductions from all the participants around the room.

III. Meeting Housekeeping and Rules *Stephanie Stonestreet*

Ms. Stonestreet and members each took turns reviewing selections of the meeting housekeeping presentation which provided the ground rules and reminders for the meeting.

IV. Floor Open to the Public *Stephanie Stonestreet*

Ms. Stonestreet 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 request to change all items with Alecia Tramel-McIntire to Stephanie Stonestreet. The Committee moved to approve the agenda with the change discussed.

Motion to approve the agenda with the change.
Moved: Angela Machado Seconded: Virgina Munoz Motion: Passed

VI. Review/Approve Minutes of September 24, 2025 *All*

The Committee reviewed the September 24, 2025, minutes and approve them as written.

Motion to approve the minutes of September 24, 2025, as presented.
Moved: Luigi Ferrer Seconded: Angela Machado Motion: Passed

VII. Reports

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

Staff shared the report of vacancies as of October 13, 2025, reflecting all vacancies on the Partnership and its committees. Community Coalition Roundtable continues in its efforts to promote membership and has recruited one new member for the Partnership. Next year, the Roundtable will focus on targeted recruitment along with a brand refresh with a new logo.

VIII. Standing Business

- **Planning Council Expenditures FY 2025 Quarter Two** *All*

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

- **2025 Edits Continued-Policy and Procedure Manual Review** *All*

At the last meeting, the Executive Committee reviewed the Partnership's policy and procedure manual, and additional edits were suggested which were incorporated in the version that was reviewed. Additional edits were suggested as follows:

- On page 12, split the section into two with parking to include locations and details, and the other section to include the travel offset information.
- On page 24, keep struck items under number 3.

Requested edits will be brought to the next meeting.

IX. New Business

- **2026 Meeting Dates** *All*

The suggested meeting dates for 2026 and location were shared and reviewed. The Committee meets every other month on the last Wednesday. Alternating months are placeholders in case issues arise that need to be addressed. The Committee voted to accept the document as presented.

Motion to accept the proposed 2026 meeting dates.
Moved: Lileaus Hill **Seconded: Luigi Ferrer** **Motion: Passed**

- **2025 Edits-Bylaws** *All*

The Committee discussed beginning the review of bylaws. Members agreed to review up to page 26 and bring back comments for the next meeting.

X. Announcements and Open Discussion *All*

The Committee was reminded that the State Department of Health Needs Assessment survey is still open until the end of the month. The survey will be used to determine the needs of individuals living with HIV. The survey is accessible via the QR code and is posted online at www.partnershipmiami.org.,

No open discussion items were shared.

XI. Next Meeting *Stephanie Stonestreet*

The next scheduled Executive Committee meeting is Wednesday, January 28, 2026, at BSR.

XII. Adjournment *Stephanie Stonestreet*

With the conclusion of all business, Ms. Stonestreet thanked everyone for participating, wished everyone happy holidays, and adjourned the meeting at 10:57 a.m.