Community Coalition Roundtable

Borinquen Medical Centers
3601 Federal Highway, 3rd Floor, Miami, FL 33137

September 29, 2026, Minutes

#	Members	Present	Absent
1	Burks, Laurie Ann		x
2	Davis, Debra		x
3	Farshchi, Auva	x	
4	Ferrer, Luigi	x	
5	Hallmon, Rolando	x	
6	Jones, Keddrick		x
7	Jones, Sandra	x	
8	McIntyre, Harold		x
9	Mitchell, Synthia		x
10	Robinson, Joanna	x	
11	Tramel-McIntyre, Alecia		x
12	Worthy, William		x
Quorum = 5			

Guests
Bigler, Erin
Brown, Dedra
Cunningham, Keisha
Joseph, Woudline
Lopez Garcia, Sharon
Ortiz, Chanon
Perez Bermudez, Alberto
Stonestreet, Stephanie
Wall, Daniel T.
Staff
Bontempo, Christina

All documents referenced in these minutes are on file and were accessible to members and the public prior to and during the Roundtable, at https://partnershipmiami.org/partnership/#roundtable1.

I. Call to Order

Rolando Hallmon, Chair, called the meeting to order at 4:10 p.m. and highlighted the documents in the meeting packets.

II. Introductions

Members, guests, and staff introduced themselves.

III. Recognition of Meeting Host

Mr. Ferrer acknowledged and thanked Borinquen Medical Centers for hosting the meeting.

IV. Housekeeping

Attendees each took a turn reading from the *Meeting Housekeeping* PowerPoint, which included code of conduct, meeting participation best practices, and resource persons.

V. Floor Open to the Public

Mr. Ferrer 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

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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 closed.

VI. Review/Approve Agenda

Members reviewed the agenda and several people asked to give announcements, as time allowed.

Motion to approve the agenda as presented.
Moved: Sandra Jones **Seconded: Luigi Ferrer** **Motion: Passed**

VII. Review the Minutes of August 31, 2026

Members reviewed the minutes of August 31, 2026, and approved them as presented.

Motion to approve the minutes of August 31, 2026, Minutes, as presented.
Moved: Sandra Jones **Seconded: Joanna Robinson** **Motion: Passed**

VIII. Reports

- **Partnership Report**

The Partnership met on September 21, 2026, and passed several motions. The full report is online. The next meeting is November 2, 2026, at the FDOH-Health District Center.

- **Membership / Vacancies**

Staff advised that the Partnership and all committees are in need of new members, especially Ryan White Program clients and other people with HIV. Further discussion on membership was on the agenda under Standing Business.

IX. Standing Business

- **Final Logo Review**

Members reviewed the updated logo samples submitted by the Miami-Dade County Communications Department. Daniel T. Wall was present to represent the County and gathered the committee's input. After much discussion, members agreed on the Logo Sample 1/b with the following edits:

- Change the ribbon to a traditional red ribbon (like the ribbon in the current logo) in both the vertical and round samples;
- Add Ryan White Planning Council under "The Partnership" in the vertical logo; and
- Add Ryan White Planning Council around the circle in the round logo.

Mr. Wall will bring the revised logo back to the committee as soon as possible, although he was not certain it would be ready in time for the October meeting. Members agreed to go forward with the revisions and to bring the recommendation forward to the Partnership once the logo samples are updated.

Motion to accept the new Miami-Dade HIV/AIDS Partnership logo, as corrected, as the final version to print.
Moved: Joanna Robinson **Seconded: Luigi Ferrer** **Motion: Passed**

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- **Membership and Recruitment**

  - **Vacancy Flyer Updates**

Staff advised that the vacancy flyer/recruitment handout was being updated, which will include additional information about each committee, and would be presented at the next meeting.

  - **Mentoring Program Development**

The mentoring opportunity is being promoted and needs more structure so that committee members understand the responsibilities and importance of being a mentor. Staff will draft a brief Power Point which can be presented at each committee meeting over the next few months. Roundtable members and/or committee officers can lead the presentation. The draft Power Point will be reviewed next month.

  - **Partnership Training – Get on Board and Report for Action**

Staff indicated that participation has been low at the Get on Board and Report for Action trainings, and asked members to advise on ways to bolster participation. Staff noted that the trainings were originally developed based on responses to the Assessment of the Efficiency of the Administrative Mechanism surveys indicating there was confusion about some of the Partnership processes. Development and facilitation of the series is labor intensive with little to no community participation. If the trainings are not helpful, the series may need to be discontinued.

It will be helpful to know what members feel they need to learn to be more effective planning council members. A list of the trainings will be brought to the next meeting for review and to discuss how the series can be improved.

Since the timing of the trainings may be one of the issues with getting participation, it was suggested to record trainings via Teams. Staff will look into this option.

  - **ViiV Immersive Learning Experiences Event Planning**

Members were polled as to which ViiV trainings were of most interest. The selected trainings were Slow to Heal and 101 Ways to be Human. The following details were agreed upon:

- Slow to Heal: November 19, 11:30 a.m. – 1:30 p.m. Theme: Friendsgiving! Location: Greater Bethel AME Church (confirmation pending).
- 101 Ways to be Human: December 10, 11:30 a.m. – 1:30 p.m. Theme: Celebrating Life! Location: Senior Planet (confirmation pending).

  - **Additional Recruitment Events**

There are many upcoming events, particularly around World AIDS Day, which may be good opportunities for Partnership recruitment and publicity. Members were asked to send dates and details to staff for a comprehensive list. At the next meeting, members can review and commit to participation at one or more events.

X. New Business

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- **Committee Bylaws Review**

  The Executive Committee is conducting their annual Bylaws review. As part of their process, they asked each committee to review their committee responsibilities and bring updates back to the Executive Committee. Members read the Community Coalition Roundtable Bylaws excerpt, including suggested edits indicated by ~~red strikethrough~~ for deletions, and blue underlined for additions. In addition to the suggested edits, members made changes to item b., as indicated in green underline:

  The Community Coalition Roundtable shall:

  a. Meet monthly, ~~but~~ and may choose to cancel a scheduled meeting if there is no business to transact;
  b. Recruit potential Partnership and committee members ~~from the community~~ and encourage people living with HIV ~~others from the affected HIV/AIDS communities~~ to become more involved in Partnership activities;
  c. Publicize an open Partnership membership nominations process, review applications, and ~~nominate~~ recommend candidates for appointment; ~~for Partnership membership~~
  d. Develop and implement education and recruitment programs for the community to learn more about the Partnership and its activities;
  e. Develop and implement programs for training of Partnership and community members; and
  f. Complete community outreach initiatives and report input and action items to the Partnership from community-based organizations and other groups.

  Motion to approve the Community Coalition Roundtable Bylaws edits as discussed.
  Moved: Joanna Robinson Seconded: Auva Farshchi Motion: Passed

XI. Announcements and Open Discussion

Members announced community events, including a World AIDS Day health fair on the Miami-Dade College campus on December 1, and a faith-based event on December 3. Details will be forwarded to staff.

XII. Next Roundtable

Mr. Ferrer announced the next meeting is October 26, 2026, at Latinos Salud (Southwest Miami), 8946 SW 40th Street, Miami, FL 33165. Members were reminded that this is the south location, and not the North Miami location. Carpools will be arranged closer to the meeting date, as needed.

XIII. Adjournment

Mr. Hallmon adjourned the meeting at 5:55 p.m.

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