

Joanne Montgomery, Mitchell Namias & Anthony Santella, Co-Chairs

**Quality Improvement Strategic Planning & Assessment Committee Meeting Minutes**

**Meeting Date:** Thursday, November 2, 2023  
**Start Time:** 9:30am  
**End Time:** 11:49am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Joanne Montgomery  
**Recorder:** Sara Seaburg

**Summary of Committee Votes**

1. Approval of the October 5, 2023 meeting minutes
2. Approval of the updated Service Category Definitions and Service Standards.

**Council Member Assignments**

3. Attend Committee/Council meetings as outlined in the Council Bylaws.

**Staff Member Assignments**

**(1.0) Moment of Silence**

Joanne called the meeting to order at 9:30 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

All participants introduced themselves.

**(3.0) Co-Chair Announcements**

There were none.

**(4.0) Approval of October 5, 2023 Meeting Minutes.**

Mitchell Namias made a motion to approve the meeting minutes from October 5, 2023 and Inthiany Ardila seconded it.

**For: (8)** Ardila, Chaux, McNeil, Namias, Radocchia, Ricciardelli, Santella, Stewart

**Against: (0)**

**Abstain: (2)** Datcher, Montgomery

**(4.0) New Business/Old Business**

- **Review the Quality Improvement/Strategic Planning and Assessment Planning Council Activity Timeline**

The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.

- **Review Framework for Priority Setting and Resource Allocation Process**

The committee discussed the following items:

1. Behavioral Health Needs Assessment – Joanne gave an update on the small workgroup meeting that took place. Natalie Dumont also joined and gave an update as well. The group will continue to meet, and staff will set up the next meeting using a doodle poll.
2. Units of service – This was discussed and decided that this does not fall under the Planning Council responsibilities. Tom will handle this in his office.

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3. A comprehensive needs assessment – Mitchell will report back to the Council at the end of January with and update on where in the process the CT DPH is on their needs assessment.
4. Community forums in each region – Staff gave an update on all of the meeting days/times in each region. They will email each region with this information.

- **Review and Update Service Category Definitions and Service Standards**

The current service category definitions and service standards were reviewed and updated and staff identified all updates with the track changes function.

Gigi Chaux made a motion to approve all updates made to the service category definitions and service standards and Anthony Santella seconded it.

**For: (10)** Ardila, Chaux, Datcher, McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Santella, Stewart

**Against: (0)**

**Abstain: (0)**

- **Review the Integrated Plan**

Mitchell Namias from the CT Department of Public Health presented the most updated information on the integrated plan. This included the following:

1. Review of the integrated plan.
2. Updates of the plan.
3. Concurrence of the plan.

**(7.0) Adjournment**

The meeting adjourned at 11:49pm

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**Quality Improvement/Strategic Planning and Assessment Committee Attendance Record – 2023**

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	X	X	X		X	X	X
2.	Marco Castro	-	-	-	-	-	-	-	A	A	A
3.	Gigi Chaux	A	A	X	X	X	X		X	X	X
4.	Chris Cole PC Co-Chair	A	X	X	A	X	A		X	X	A
5.	Wallace Daniels			A	A	A	A		A	A	A
6.	Brian Datcher	X	X	X	X	X	X		X	A	X
7.	Kisha Gainer				A	A	A		A	A	A
8.	Christopher Johns								X	A	A
9.	Clara Johnson								A	A	A
10.	Gloria McNeil				A	A	A		A	X	X
11.	Joanne Montgomery, Co-Chair	X	X	A	X	A	X		A	A	X
12.	Mitchell Namias, Co-Chair	X	X	X	X	X	X		X	X	X
13.	Richard Radocchia	X	A	X	X	X	A		X	X	X
14.	Carmella Ricciardelli			A	A	A	A		A	X	X
15.	Anthony Santella, Co-Chair	X	X	X	X	X	X		X	X	X
16.	Carolyn Spencer	X	X	X	X	X	A		A	A	A
17.	Roberta Stewart PC Co-Chair	X	X	X	X	X	X		X	X	X
18.	Tracey Webster				A	A	A		X	A	A
19.	Lisa Weeks				A	A	A		A	A	A
	Ryan White Office	X	X	X	X	X	X		X	X	X
	Planning Council Staff	X	X	X	X	X	X		X	X	X
	% of Council present:	75%	75%	65%	50%	50%	44%		50%	47%	53%

Guests: Nitza Agosto, Keith Taylor, Nida Butt, Suzette Davidson, Jamelia Beckford, Guisella Acquire, Nick Boshnack, Sofia Swaby, Jean Brown