

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

Quality Improvement Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, January 4, 2024
Start Time: 9:30am
End Time: 11:41am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Joanne Montgomery
Recorder: Sara Seaburg

Summary of Committee Votes

Approval of the November 2, 2023 meeting minutes

Council Member Assignments

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 November 2, 2023 Meeting Minutes.

Chris Cole made a motion to approve the meeting minutes from November 2, 2023 and Mitchell Namias seconded it.

For: (7) Ardila, Chaux, Datcher, McNeil, Montgomery, Namias, Stewart

Against: (0)

Abstain: (1) Cole

(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. Staff will invite Robert Heimer to the February meeting to discuss is work at Yale regarding behavioral health.
2. A comprehensive needs assessment – We will be doing our own in care needs assessment and staff will bring the survey questions to the February meeting to review and update.

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3. Community forums in each region – Staff gave an update on all the meeting days/times in each region. Regions have been reaching out to their providers and other groups in their regions with flyers about the forums.
 4. Review RA process from last year – There are 2 service categories where the resource allocation process needs to be reviewed, specifically, housing and substance abuse inpatient care. The recipient will bring back data on these in April that will include breaking down expenditures from GY2023 by rent, bed days and FTE.
- **Review Intensive Medical Case Management Monitoring Results**
Staff presented the outcome from the IMCM monitoring results from all 5 regions. The IMCM uses funding from minority AIDS initiative only and must meet those requirements for eligibility. The results showed that some clients were enrolled in this but did not meet the eligibility requirements and this will be addressed in the full report that will be done.
 - **Review the GY2023 Directives and Update for GY2024**
Joanne read through the current directives and all directives were good except directive 8.0. There was discussion about this one and we will continue to review this in February.
 - **Review and Update By Laws and the Policy & Procedure Manual**
Staff presented this and discussed all updates that may need to be made. It was decided that this will be emailed out to all PC members for review prior to February’s meeting where we’ll discuss this again.
 - **Review Scope of Work for GY2024**
Staff presented the current Planning Council activity timeline. We will be adding a new item, ‘Quarterly review of the EMA’s CQM performance measure portfolio from the Recipient’s Office’.

(7.0) Parking Lot Items

ITEM	DESCRIPTION	UPDATE
EMA Regional System Evaluation	How to best evaluate the EMA’s regional system.	ON HOLD

(8.0) Adjournment

The meeting adjourned at 11:41pm

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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									
2.	Marco Castro	A									
3.	Gigi Chaux	X									
4.	<i>Chris Cole PC Co-Chair</i>	X									
5.	Wallace Daniels	A									
6.	Brian Datcher	X									
7.	Kisha Gainer	A									
8.	Christopher Johns	A									
9.	Clara Johnson	A									
10.	Gloria McNeil	X									
11.	Joanne Montgomery, Co-Chair	X									
12.	Mitchell Namias, Co-Chair	X									
13.	Richard Radocchia	A									
14.	Carmella Ricciardelli	A									
15.	Anthony Santella, Co-Chair	A									
16.	<i>Roberta Stewart PC Co-Chair</i>	X									
17.	Tracey Webster	A									
18.	Lisa Weeks	A									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	44%									

Guests: Nitza Agosto, Africka Hinds, Denise Smith, Nida Butt, Suzette Davidson, Jamelia Beckford, Sofia Swaby, Jean Brown