

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

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

**Meeting Date:** Thursday, September 5, 2024  
**Start Time:** 9:00am  
**End Time:** 11:50am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Mitchell Namias  
**Recorder:** Sara Seaburg

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**Summary of Committee Votes**

Approval of the June 6, 2024 meeting minutes

**Council Member Assignments**

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

**Staff Member Assignments**

**(1.0) Moment of Silence**

Mitchell called the meeting to order at 9:00 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 June 6, 2024 Meeting Minutes.**

Roberta Stewart made a motion to approve the meeting minutes from June 6, 2024, Priority Setting meeting minutes from July 30, 2024 and Resource Allocation meeting minutes from August 1, 2024 and Inthiany Ardila seconded it.

**June 6, 2024**

**For: (7)** Ardila, Chau, Cole, Datcher, McNeil, Namias, Stewart

**Against: (0)**

**Abstain: (2)** Davis, Radocchia

**July 30, 2023**

**For: (9)** Ardila, Chau, Cole, Datcher, Davis, McNeil, Namias, Radocchia, Stewart

**Against: (0)**

**Abstain: (0)**

**August 1, 2023**

**For: (9)** Ardila, Chau, Cole, Datcher, Davis, McNeil, Namias, Radocchia, Stewart

**Against: (0)**

**Abstain: (0)**

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**(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**

Staff presented a portion of the Priority Setting and Resource Allocation Process summary report and focused on the area regarding challenges and improvements. The following items were asked to be included in the report:

1. Staff to make a data request to the Recipient's office in March for the utilization information as well as the uninsurable client information.
2. When presenting data sets, list the goal and actual number of completed surveys.
3. M/F committee to look at creating an environment where attendees feel safe and encouraged to speak openly as well as training materials that are more engaging.

There was a discussion regarding the GY2025 grant application and collaborating with the City of New Haven health department. Concerns were heard and staff will work to coordinate a meeting via Zoom to bring everyone together.

- **Review EMA'S HIV Care Continua Including Subpopulations and Newly Diagnosed/Linkage**

Dustin Pawlow from the Department of Public Health presented this data to the committee. It was very easy to understand and concise. Attendees agreed that after reviewing the information, the Hispanic/LatinX communities should be included in our priority populations for the new grant.

Roberta Stewart made a motion to approve the following priority populations based on the data from the presentation discussed above and Inthiany Ardila seconded it:

1. MSM of color
2. Women of color
3. Transgender individuals of color

**For: (9)** Ardila, Chaux, Cole, Datcher, Davis, McNeil, Namias, Radocchia, Stewart

**Against: (0)**

**Abstain: (0)**

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

Staff presented the current service standards and service category definitions document which includes all universal standards, eligibility requirements and all core/support funded services. A request was made to the Recipient's office to develop a document that defines a unit of service for each service category, and we'll review this next month.

- **Quarterly review of the EMA's CQM performance measure portfolio from the Recipient's Office.**

We will review this next month.

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- **Set the Agenda for the October Meeting along with an allocated timeframe for each agenda item.**

Attendees reviewed this and added needed items to the agenda for next month.

**(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) Announcements**

A community member asked that we work on collaborating with CHC Act which is a HRSA health center program, in order to help facilitate a more uniform understanding of the work we do.

**(9.0) Adjournment**

The meeting adjourned at 11:50pm

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**Quality Improvement/Strategic Planning and Assessment Committee Attendance Record – 2024**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Inthiany Ardila	X	X	A	X	X	X	X	X		
2.	Maria Bigby	-	-	-	-	-	A	A	A		
3.	Marco Castro	A	A	A	A	A	A	A	A		
4.	Gigi Chaux	X	A	X	X	X	X	X	X		
5.	<i>Chris Cole PC Co-Chair</i>	X	X	X	X	X	X	X	X		
6.	Brian Datcher	X	A	X	A	X	X	X	X		
7.	Libra Davis	-	-	-	-	-	X	X	X		
8.	Christopher Johns	A	A	A	A	A	A	A	A		
9.	Clara Johnson	A	A	A	A	A	A	A	A		
10.	Doris McCoullough	-	-	-	-	-	A	A	A		
11.	Gloria McNeil	X	X	X	X	X	X	X	X		
12.	<b>Joanne Montgomery, Co-Chair</b>	X	X	X	A	X	X	X	A		
13.	<b>Mitchell Namias, Co-Chair</b>	X	X	X	X	X	X	X	X		
14.	Richard Radocchia	A	X	X	X	X	A	X	X		
15.	Carmella Ricciardelli	A	X	X	X	X	X	A	A		
16.	<b>Anthony Santella, Co-Chair</b>	A	X	X	X	X	A	X	A		
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X	X		
18.	Lisa Weeks	A	A	A	A	A	A	A	A		
	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Council present:	44%	50%	56%	44%	61%	50%	67%	50%		

Guests: Jean Brown, Nitza Agosto, Jamelia Beckford, Suzette Davidson, Ruth Pennacchia, Angie Matthis, LaTonya McNair, Sofia Swaby, Afrika Hinds, Dustin Pawlow, Jeremie Burdick, Mukhtar Mohamed, Keith Taylor, Yardiris Vegas, Lionel Thomas