

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

Quality Improvement Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, October 3, 2024
Start Time: 9:00am
End Time: 11:50am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Joanne Montgomery
Recorder: Sara Seaburg

Summary of Committee Votes

Approval of the September 5, 2024 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 9:00 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 September 5, 2024, Meeting Minutes.

Inthiany Ardila made a motion to approve the meeting minutes from September 5, 2024 and Gloria McNeil seconded it.

For: (8) Ardila, Chaux, Cole, Datcher, McNeil, Namias, Radocchia, Stewart

Against: (0)

Abstain: (5) Bigby, McNair, Montgomery, Pennacchia, Santella

(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 all datasets that were used for the GY2025 Priority Setting process. Attendees discussed the datasets rated at a '5' as well as '3' to decide what they would like to see moving forward for GY2026 Priority Setting process. There was discussion regarding a 'triennial' needs assessment which is extremely comprehensive and looks at multiple factors. Staff was asked to send a request to the Recipient's office to see the Early Identification of Individuals with

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HIV/AIDS (EIIHA) of the grant application. This would help us to decide moving forward what we want to focus on in a new needs assessment. Once this is received then staff will make a request to Arvil based on that information.

- **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. Attendees reviewed all service standards and updates were made. The recipient's office also shared the units of service that are used in CAREWare. Staff will present the final draft with updates at November's meeting for review.
- **Review structure of this committee**
Attendees discussed tasks of this committee and agreed that everything is working as planned.
- **Quarterly review of the EMA's CQM performance measure portfolio from the Recipient's Office.**
Ella Pluchino from the Ryan White office presented the CQM Performance Measure Portfolio. This included the following:
 1. What are performance measures, PCN 1502 Guidelines and QI Projects.
 2. FY24 Quality Improvement Initiatives
 - Medical Visits & Viral Load Suppression
 - Screenings Performance Measures
 - Linkage to Care
- **Review Integrated Comprehensive Plan**
Mitchell Namias gave the following update:
 1. They did receive official notice from HRSA, and this was shared with both part a recipients about the needs to make changes to our plans.
 2. HRSA and CDC are going to schedule a call to work with us to see.
 3. We are working on all the action items we've previously discussed. We'll probably be on target for the beginning of next year to review and discuss all the changes that will be made to the plan.
- **Set the Agenda for the November 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

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There were no announcements

(9.0) Adjournment

The meeting adjourned at 11:50pm

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

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	A	X	X	X	X	X	X	
2.	Maria Bigby	-	-	-	-	-	A	A	A	X	
3.	Marco Castro	A	A	A	A	A	A	A	A	A	
4.	Gigi Chaux	X	A	X	X	X	X	X	X	X	
5.	<i>Chris Cole PC Co-Chair</i>	X	X	X	X	X	X	X	X	X	
6.	Brian Datcher	X	A	X	A	X	X	X	X	X	
7.	Libra Davis	-	-	-	-	-	X	X	X	A	
8.	Christopher Johns	A	A	A	A	A	A	A	A	A	
9.	Clara Johnson	A	A	A	A	A	A	A	A	A	
10.	Doris McCoullough	-	-	-	-	-	A	A	A	A	
11.	Gloria McNeil	X	X	X	X	X	X	X	X	X	
12.	LaTonya McNair	-	-	-	-	-	-	-	-	X	
13.	Joanne Montgomery, Co-Chair	X	X	X	A	X	X	X	A	X	
14.	Mitchell Namias, Co-Chair	X	X	X	X	X	X	X	X	X	
15.	Ruth Pennacchia	-	-	-	-	-	-	-	-	X	
16.	Richard Radocchia	A	X	X	X	X	A	X	X	X	
17.	Carmella Ricciardelli	A	X	X	X	X	X	A	A	A	
18.	Anthony Santella, Co-Chair	A	X	X	X	X	A	X	A	X	
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X	X	X	
	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:	44%	50%	56%	44%	61%	50%	67%	50%	68%	

Guests: Jean Brown, Nitza Agosto, Jamelia Beckford, Suzette Davidson, Ruth Pennacchia, Angie Matthis, LaTonya McNair, Sofia Swaby, Jeremie Burdick, Lionel Thomas, Eddy Rodriguez, Denise Munroe Smith