

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

Quality Improvement Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, February 1, 2024
Start Time: 9:30am
End Time: 11:39am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Anthony Santella
Recorder: Sara Seaburg

Summary of Committee Votes

Approval of the January 4, 2024 meeting minutes

Council Member Assignments

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

Staff Member Assignments

(1.0) Moment of Silence

Anthony 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 January 4, 2024 Meeting Minutes.

Joanne Montgomery made a motion to approve the meeting minutes from January 4, 2024 and Inthiany Ardila seconded it.

For: (6) Ardila, Cole, McNeil, Montgomery, Namias, Stewart

Against: (0)

Abstain: (3) Radocchia, Ricciardelli, 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**

The committee discussed the following items:

1. Behavioral Health Needs Assessment – Robert Heimer joined our meeting to discuss ways he would suggest and help us move forward with this. Joanne will continue to be the point of contact between Robert and the QISPA committee moving forward.
2. A comprehensive needs assessment – Staff presented the in-care needs assessment survey questions from 2020. Updates were suggested and staff will make those updates and send

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out for review prior to the March meeting. These will be presented at the March meeting for feedback.

3. Community forums in each region – Staff gave an update on the upcoming community forums and will report back next month about the 3 that will have been done at that time.
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 and Update By Laws and the Policy & Procedure Manual**

Staff presented this and discussed all updates that were made based on last month’s meeting.

Anthony Santella made a motion to approve the updated By Laws and Rich Radocchia seconded it.

For: (6) Ardila, Cole, McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Santella, Stewart

Against: (0)

Abstain: (0)

Staff will email these out to all Planning Council members today to follow the By Law mandate which requires any by-law changes to be reviewed 7 days prior to the final Planning Council vote.

- **Review the GY2023 Directives and Update for GY2024**

We discussed updates to the directives, and it was decided to move forward without changes at this time.

(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 11:39pm

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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								
2.	Marco Castro	A	A								
3.	Gigi Chaux	X	A								
4.	<i>Chris Cole PC Co-Chair</i>	X	X								
5.	Wallace Daniels	A	A								
6.	Brian Datcher	X	A								
7.	Kisha Gainer	A	A								
8.	Christopher Johns	A	A								
9.	Clara Johnson	A	A								
10.	Gloria McNeil	X	X								
11.	Joanne Montgomery, Co-Chair	X	X								
12.	Mitchell Namias, Co-Chair	X	X								
13.	Richard Radocchia	A	X								
14.	Carmella Ricciardelli	A	X								
15.	Anthony Santella, Co-Chair	A	X								
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
17.	Tracey Webster	A	A								
18.	Lisa Weeks	A	A								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	44%	50%								

Guests: Africka Hinds, Denise Smith, Jamelia Beckford, Sofia Swaby