

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

Quality Improvement Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, September 7, 2023
Start Time: 9:33am
End Time: 11:58am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Anthony Santella
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval from the June 1, 2023 Meeting Minutes, Priority Setting Process meeting on August 1, 2023 and Resource Allocation process meeting on August 3, 2023.

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 9:33 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 1, 2023 Meeting Minutes, August 1, 2023 Priority Setting Meeting Minutes and August 3, 2023 Resource Allocation Meeting Minutes.

Roberta Stewart made a motion to approve the Quality Improvement Strategic Planning & Assessment meeting minutes from June 1, 2023 and Mitchell Namias seconded it.

For: (7) Ardila, Bowens, Chaux, Datcher, Namias, Santella, Stewart

Against: (0)

Abstain: (3) Cole, Radocchia, Webster

Approval of August 1, 2023 Priority Setting Meeting Minutes

Rich Radocchia made a motion to approve the Quality Improvement Strategic Planning & Assessment meeting minutes from August 1, 2023 and Inthiany Ardila seconded it.

For: (8) Ardila, Bowens, Chaux, Cole, Namias, Radocchia, Santella, Stewart

Against: (0)

Abstain: (2) Datcher, Webster

Approval of August 3, 2023 Resource Allocation Meeting Minutes

Inthiany Ardila made a motion to approve the Quality Improvement Strategic Planning & Assessment meeting minutes from August 3, 2023 and Rich Radocchia seconded it.

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

For: (9) Ardila, Bowens, Chaux, Cole, Datcher, Namias, Radocchia, Santella, Stewart

Against: (0)

Abstain: (1) Webster

(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. What datasets need to be brought current and do we want to add any new assessments to the priority setting process. The following datasets will be looked into further; Behavioral Health, Community Forums with Gilead in each of the five regions, regional utilization/expenditures and service units and a collaboration with the state DPH for a comprehensive needs assessment of all clients. Staff will reach out to Gilead and ask them to join us next month via Zoom regarding the community forums and topics to be discussed.
2. We will look at the drop-down lists in CAREWare and review all the service details that can be entered for that service and review consistency across all regions.
3. Another item discussed was the datasets and weighting process, we'll continue to investigate this.
4. A concern regarding the Intensive Medical Case Management component of MCM was brought up and staff will investigate usage of this service.
5. There will be a small workgroup meeting to discuss an evaluation of the regional system and staff will send out a Doodle poll to set up a meeting via Zoom.

(5.0) Review and Update Service Category Definitions and Service Standards

This was discussed and it was determined that we'll review the service category drop down lists from Arvil next month to inform us as to what updates should be made.

(6.0) Discuss Structure of this Committee

Since combining the Quality Improvement and Strategic Planning & Assessment committee, determining if this was working or if any changes should be made was discussed. There was a question if we should drop the Quality Improvement committee portion altogether and go back to being the Strategic Planning & Assessment committee. We will continue to discuss this next month.

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

(7.0) Adjournment

The meeting adjourned at 11:58am

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		
2.	Marco Castro	-	-	-	-	-	-	-	A		
3.	Gigi Chaux	A	A	X	X	X	X		X		
4.	<i>Chris Cole PC Co-Chair</i>	A	X	X	A	X	A		X		
5.	Wallace Daniels			A	A	A	A		A		
6.	Brian Datcher	X	X	X	X	X	X		X		
7.	Kisha Gainer				A	A	A		A		
8.	Christopher Johns								X		
9.	Clara Johnson								A		
10.	Gloria McNeil				A	A	A		A		
11.	Joanne Montgomery, Co-Chair	X	X	A	X	A	X		A		
12.	Mitchell Namias, Co-Chair	X	X	X	X	X	X		X		
13.	Richard Radocchia	X	A	X	X	X	A		X		
14.	Carmella Ricciardelli			A	A	A	A		A		
15.	Anthony Santella, Co-Chair	X	X	X	X	X	X		X		
16.	Carolyn Spencer	X	X	X	X	X	A		A		
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X		X		
18.	Tracey Webster				A	A	A		X		
19.	Lisa Weeks				A	A	A		A		
	Ryan White Office	X	X	X	X	X	X		X		
	Planning Council Staff	X	X	X	X	X	X		X		
	% of Council present:	75%	75%	65%	50%	50%	44%		50%		

Guests: Nitza Agosto, Keith Taylor, Nida Butt, Suzette Davidson