



Joanne Montgomery, Mitchell Namias & Anthony Santella Co-Chairs

Quality Improvement Strategic Planning & Assessment Committee Agenda

Thursday, February 5, 2026

9:30am – 12:00pm

Burroughs Community Center, 2470 Fairfield Avenue, Bridgeport, CT 06605

To Join Zoom Meeting from your computer/laptop or tablet

<https://us02web.zoom.us/j/84426263426?pwd=6a3Xy9xCreHo2ibiQRklcmi7oDgaFP.1>

To join via Cell Phone/Telephone:

Dial (929) 205-6099

Meeting ID: 844 2626 3426

Password: 611551

- 9:30AM 1. Moment of Silence
2. Welcome and Introductions
3. Co-Chair Announcements
- 9:40AM 4. Approval of the January 8, 2026 meeting minutes
- 9:45AM 5. New/Old Business
- Review the Quality Improvement Strategic Planning & Assessment Committee Activity Timeline
 - Define One New Study and Present Results – Update from Adhoc Committee and Discuss Remaining Details of Needs Assessment Survey.
 - Identify Datasets/Needs for PSRA and Coordinate with Other Committees to Facilitate the Exchange of Information
 - Review Framework for PSRA
 - Update from CHPC on Integrated HIV Prevention & Care Plan
 - Review/Update Service Category Definitions & Review Service Standards - Review Final Draft with Updated Language
 - Review/Update By Laws and Policy & Procedure Manual
 - Review GY26 Planning Council Activity Timeline for New Grant Year
 - Ryan White Office Report – Review Annual Quality Improvement Plan for GY26
 - Set The Agenda for the March Meeting Along with an Allocated Timeframe for Each Agenda Item.
 - Parking Lot Items – Discuss MAI funding reallocation scenarios
- 11:55AM 6. Announcements
- 12:00PM 7. Adjournment

MARCH MEETINGS

- Quality Improvement Strategic Planning & Assessment Committee – Thursday, March 5th, 9:30am – 12:00pm
- Executive Committee – Wednesday, March 11th, 2:00pm – 3:00pm
- Membership/Finance Committee - Friday, March 13th, 10:30 am – 11:30am
- Planning Council – Friday, March 13th, 12:00pm – 2:00pm

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Meetings are open to the public, including representatives from the media and the press. Public Participants may express their opinions during three segments of the monthly meetings: during Public Comment Sections and Announcements. All meetings are digitally recorded for the accuracy of the information presented per the Planning Council's Digital Recording Policy.

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

Quality Improvement Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, January 8, 2026
Start Time: 9:30am
End Time: 11: 27pm
Location: Burroughs Community Center and Zoom Teleconference
Presiding Chair: Anthony Santella
Recorder: Sara Seaburg

Summary of Committee Votes

Approval of the November 6, 2025, 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

Mitchell announced that the CHPC will begin their work on the new integrated plan for 2027-2031 beginning this month.

(4.0) Approval of the November 6, 2025 meeting minutes.

Chris Cole made a motion to approve the meeting minutes from November 6, 2025, and Joanne Montgomery seconded it.

For: (11) Ardila, Bigby, Burdick, Cole, Davis, Jeter, McNeil, McNair, Montgomery, Santella, Stewart

Against: (0)

Abstain: (1) Walton

(5.0) New Business/Old Business

- **Review the Quality Improvement Strategic Planning and Assessment (QISPA) Planning Council Activity Timeline**

The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.

- **Review One New Study and Present Results – Update on Adhoc Committee**

Anthony updated the group that they met on December 11th. The team discussed survey questions and demographics, focusing on income and location questions. They decided to remove the income question due to concerns about household size and eligibility but agreed to keep town information for tracking purposes. Joanne emphasized the importance of following Dorothy's expertise in survey design, as she had reviewed past questions to determine relevance. The group also discussed the need for anonymous responses and the potential for

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stratifying data by demographics. They discussed survey questions about HIV risk factors and diagnosis, with staff facilitating the discussion and voting on whether to keep or remove certain questions. They decided to keep the jail/prison question despite low support and agreed to maintain the "number one HIV risk factor" question as a single-choice format. They also considered implementing skip logic for questions about when and how someone was diagnosed with HIV, particularly for those diagnosed more recently, to ensure accurate responses. They discussed refining survey questions about HIV diagnosis experiences. They debated how to phrase questions about resource provision, ultimately deciding to combine case management and counseling under "provided resources." They reviewed a list of reasons for delayed medical appointments after diagnosis, selecting key items like lack of insurance, unstable housing, and transportation difficulties while removing less relevant factors. The group agreed to streamline the list to focus on the most impactful barriers while maintaining an "other" option for respondents who don't fit the main categories. This final draft will be reviewed one more time in the small group with all updates made.

- **Review and Update Service Category Definitions**

Attendees discussed recommendations for service standards and performance measures, with Ella proposing to move measures to an appendix while keeping highlighted services. They reviewed DEI compliance language in the standards, with Roberta and others agreeing to use specific MAI funding language as recommended by HRSA. The team decided to review DEI language again next month before finalizing it for the new grant year in March. They agreed to use broad language in the main text while specifying disproportionately impacted populations in an appendix. They also addressed personnel qualifications for funded services, deciding to add an explanatory sentence at the beginning of the document rather than listing qualifications for each service category.

- **Updates on the Integrated HIV Prevention and Care Plan**

Here is a summary of the updates about the plan:

New Integrated Plan in Development (2027–2031) Connecticut is developing a new statewide Integrated HIV Prevention and Care Plan aligned with the National HIV/AIDS Strategy and the goal to end the HIV epidemic by 2030, building on the 2022–2026 plan.

Single, Joint Statewide Plan Confirmed All required partners (Ryan White Parts A, B, EMA, TGA, CT DPH Prevention, and CHPC) have agreed to submit one unified statewide plan, with CHPC serving as the coordinating body and partners providing formal approval and letters of concurrence.

Plan Organized Around Four Required Pillars The plan will be structured around four federally required pillars, with draft statewide and pillar-specific goals now available for review and feedback.

Draft Statewide SWOT Analysis Available A preliminary statewide SWOT summary has been developed and shared, with planning councils asked to compare it to regional realities and identify differences or gaps.

January 2026 Input and Engagement Opportunities Multiple January opportunities are highlighted for partner and community input, including review of draft goals, participation in CHPC meetings, discussion of the 2025 Persons with HIV Needs Assessment Survey results, and continued engagement through the HIV Funders Group.

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

- **Review/Update Planning Council Activity Timeline (PCAT) for GY26**
Support staff presented the current PCAT and changes/updates were discussed. It was decided that appropriate tasks are reflected in times that are compliant with HRSA mandates and the PCAT will remain unchanged for GY26.
- **Review Datasets for GY27 Priority Setting & Resource Allocation (PSRA) Process**
Staff presented the datasets that were used for last year's PSRA process for review. It was decided that once the final assessment instrument is completed and disseminated throughout the EMA, this committee will continue to discuss upcoming datasets.
- **Ryan White Office Report**
Ella gave the following report:
 - a. The Annual Quality Improvement Plan for Gy26 will be presented by Natalie at next month's meeting.
 - b. She said that her last working day will be on January 23rd and her return date will be April 20th.
 - c. She also discussed the 2026 National Ryan White Conference scheduled for August 4th-7th, and the need for Planning Council representatives
 - d. They are wrapping up quality assurance monitoring. She sent out final reports to all the regions, so they could take a look at those before exit interviews next week.
- **Set the Agenda for the January Meeting along with an allocated timeframe for each agenda item.**
This was discussed and the January agenda is all set.

(7.0) Parking Lot Items

- Minority AIDS Initiative Funding for intensive medical case management – this will be discussed next month.

(8.0) Announcements

There were no announcements

(9.0) Adjournment

The meeting adjourned at 11:44pm

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Quality Improvement/Strategic Planning and Assessment Committee Attendance Record – 2026

	Council Member	Jan	Feb	Mar	April	May	June	Aug PSRA	Sept	Oct	Nov
1.	Inthiany Ardila	X									
2.	Maria Bigby	X									
3.	Jeremie Burdick	X									
4.	<i>Chris Cole PC Co-Chair</i>	X									
5.	Brian Datcher	A									
6.	Libra Davis	X									
7.	Kasima Jeter	X									
8.	Christopher Johns	A									
9.	Gloria McNeil	X									
10.	LaTonya McNair	X									
11.	Joanne Montgomery, Co-Chair	X									
12.	Mitchell Namias, Co-Chair	A									
13.	Ruth Pennacchia	A									
14.	Richard Radocchia	A									
15.	Anthony Santella, Co-Chair	X									
16.	Eddy Rodriguez	A									
17.	<i>Roberta Stewart PC Co-Chair</i>	X									
18.	Sophie Walton	X									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	67%									

Guests: Keith Taylor, Luis Ortega