NEW HAVEN / FAIRFIELD COUNTIES
RYAN WHITE PLANNING COUNCIL

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

Quality Improvement Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, April 2, 2026
Start Time: 9:32am
End Time: 11:35pm
Location: Burroughs Community Center and Zoom Teleconference
Presiding Chair: Anthony Santella
Recorder: Sara Seaburg

Summary of Committee Votes

Approval of April 2, 2026, 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 9:32 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 the March 5, 2026 meeting minutes.

Joanne Montgomery made a motion to approve the meeting minutes from March 5, 2026, and Anthony Santella seconded it.

For: (10) Ardila, Bigby, Burdick, Cole, Davis, Jeter, McNeil, McNair, Santella, Stewart
Against: (0)
Abstain: (4) Datcher, Namias, Pennacchia, Radocchia

(5.0) New Business/Old Business

- **Review the Quality Improvement Strategic Planning and Assessment (QISPA) Planning Council Activity Timeline**
  The Committee reviewed and updated items within the QISPA Planning Council Activity Timeline, including:
  - Adjusting timing of quality management performance measure reviews
  - Reframing the former “five-year trending document” as a Quality Assurance Process and Findings Review
  - Ensuring alignment between PCAT activities, resource availability, and federal requirements

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- **Review One New Study and Present Results**
  The Committee discussed progress on the Part A client comprehensive needs assessment:
  - As of the meeting date, 66 survey responses have been received.
  - The survey applies to any client who receives a Part A-funded service.
  - The survey deadline is May 15, 2026.
  - Recipient Office staff committed to issuing additional reminder communications to providers to increase response rates.
  - Committee members shared challenges related to staff capacity, competing client service priorities, and recent staffing changes.

  It was agreed that:
  - Response rate updates will be provided between meetings.
  - If response targets are not met, a secondary option may include requesting relevant statewide needs assessment data specific to New Haven and Fairfield Counties.
  - A formal request to CT DPH will be initiated by Committee leadership to ensure sufficient lead time if needed.

- **Updates on the Integrated HIV Prevention and Care Plan**
  Mitchell Namias provided an overview of the Integrated HIV Prevention & Care Plan, a federally required five-year plan developed jointly by Ryan White and HIV Prevention funders and due for submission by June 2026.
  Key points included:
  - The plan aligns with federal Ending the HIV Epidemic goals and pillars: Prevent, Diagnose, Treat, and Respond.
  - A draft plan is nearing release for public comment, anticipated within days.
  - A 3–4 week public comment period will be included.
  - QISPA members and the Planning Council will be asked to provide feedback and vote on concurrence.
  - The plan incorporates multiple datasets, including surveillance data, care continuum data, statewide and prevention needs assessments, workforce data, and prior planning activities.
  - Members were briefed on proposed goals, objectives, and key activities under each pillar.

  Questions were raised regarding timeline feasibility, public comment incorporation, and training readiness. It was confirmed that an expanded presentation and training will be conducted at the upcoming Planning Council meeting.

- **Review Datasets for GY27 Priority Setting & Resource Allocation (PSRA) Process**
  Significant discussion focused on data sources and roles related to PSRA, including:
  - Clarification that the needs assessment informs priority setting, but additional datasets are required for resource allocation.
  - Recognition that previous PSRA processes relied on multiple datasets, including:
    1. Service utilization
    2. Expenditure reports
    3. Unduplicated client counts
    4. Prior needs assessment summaries
  - Concerns were raised regarding unclear roles and responsibilities among Planning Council Support, the Recipient Office, and consultants due to contract transitions and staffing changes.

Committee members emphasized the need for a clear, documented PSRA process, transparency around who manages data and spreadsheets, and a defined backup plan should timelines or datasets be delayed.

Libra along with other attendees emphasized that the primary issue was a lack of preparedness for meetings and the need to prevent similar problems from continuing. Extensive discussion to seek clarification on committee duties, current progress, meeting effectiveness, and whether the committee is adequately positioned to achieve its stated goals took place.

Attendees noted additional challenges including staff absences, short staffing in the recipient's office, contract uncertainty, and data-related concerns**. In light of these issues, it was suggested that the committee consider delaying the PSRA process to allow time for a more fully developed and organized plan moving forward.**

Others expressed that the PSRA process could still proceed using the same datasets utilized in the prior year. Suggestions that, during resource allocation, the committee could determine based on the information presented that no changes to service category allocations were necessary, and that a formal vote would satisfy the requirement.

Concern was expressed that relying on currently available information and maintaining the current approach may be a safer option than delaying decisions until timelines and needed information become clearer. It was noted that contracts were being continued into a second year, and providers were therefore expected to remain the same. It was also noted that prior resource allocation changes have typically involved only minor adjustments rather than major reductions to services. Support was expressed for using this approach to allow additional time to thoroughly evaluate and improve the PSRA process for future years.

A motion was made by Joanne Montgomery to use the same datasets utilized in the prior grant year's PSRA process, with the following updates to review the GY25 service utilization data, GY25 expenditure reports and GY25 unduplicated client counts by service category and Robert Stewart seconded the motion.

These datasets will be validated by the Committee during the PSRA process to determine whether changes to priorities or allocations are warranted.

A roll call vote was recorded with the following results:
For (11) Ardilla, Burdick, Cole, Datcher, Davis, Jeter, Pennacchia, Radocchia, Santella, Stewart, Walton
Against ()
Abstain (2) Montgomery, Namias

- **Ryan White Office Report**
  Krystal Medley provided updates from the Recipient Office:
  - Contracts with providers are in progress and expected to be executed within HRSA timelines.
  - Preparations for the upcoming HRSA site visit in June 2026 are ongoing.
  - Partial Notice of Award funding has been received; final amounts remain pending.

Natalie Oda presented the EMA HIV Care Continuum & CQM Performance Measures which included the following:

1. EMA-wide HIV care continuum data
2. Subpopulation outcomes (including women of color, transgender persons of color, and men who have sex with men of color)
3. Clinical Quality Management performance measures for the most recent full fiscal year
4. Outcomes related to viral suppression, retention in care, gaps in care, and screening measures

Overall outcomes reflected strong provider performance, with discussion noting:

1. Small denominators affecting percentages in certain subpopulations
2. Areas requiring further provider follow-up or clarification
3. Importance of aligning terminology with current federal guidance for reporting purposes

Consumer Incentive Process Development

Staff explained that while the health department has purchased gift cards, a standard operating procedure (SOP) needs to be developed to outline how incentives will be distributed and used. The group discussed using $3,000 from Collaborative's Part A office budget to pay people with lived experience, including for an upcoming site visit. There was confusion about whether incentivizing participation was previously allowed, with Rich clarifying that it was discontinued about 3 years ago due to HRSA policy concerns, though recent clarification suggests it is now allowable.

- **Set the Agenda for the May Meeting along with an allocated timeframe for each agenda item.** This was discussed and the May meeting agenda is all set.

(7.0) Parking Lot Items

Minority AIDS Initiative Funding for intensive medical case management – The committee discussed flexibility in the use of MAI funds when ICM positions are vacant. Potential alternative uses discussed:

- Food cards
- Emergency Financial Assistance (EFA)
- Health insurance premiums / co pays

Action:

- Committee members will solicit feedback within their regions.
- Sara will email the directives and request input prior to the April 2, 2026 meeting.

(8.0) Announcements

Women's History Month and Social Work Month were acknowledged.

(9.0) Adjournment

The meeting adjourned at 11:33pm

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

	Council Member	Jan	Feb	Mar	April	May	June	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	X					
2.	Maria Bigby	X	X	X	A					
3.	Jeremie Burdick	X	X	X	X					
4.	*Chris Cole PC Co-Chair*	X	X	X	X					
5.	Brian Datcher	A	X	X	X					
6.	Libra Davis	X	X	X	X					
7.	Kasima Jeter	X	X	X	X					
8.	Christopher Johns	A	A	A	A					
9.	Gloria McNeil	X	X	X	A					
10.	LaTonya McNair	X	X	X	A					
11.	**Joanne Montgomery, Co-Chair**	X	A	X	X					
12.	**Mitchell Namias, Co-Chair**	A	X	A	X					
13.	Ruth Pennacchia	A	X	X	X					
14.	Richard Radocchia	A	X	X	X					
15.	**Anthony Santella, Co-Chair**	X	X	X	X					
16.	Eddy Rodriguez	A	A	A	A					
17.	*Roberta Stewart PC Co-Chair*	X	X	X	X					
18.	Sophie Walton	X	A	X	X					
	Ryan White Office	X	X	X	X					
	Planning Council Staff	X	X	X	X					
	% of Council present:	67%	78%	83%	72%					

Guests: Jenny Bobadilla, Sofia Swaby, Hailey Malcom, Jen Degraca, Nitza Agosto, Jean Brown, Anthony Allen, Afrika Hinds, Christine Bianchi

Certified by Planning Council Co-Chairs on May 7, 2026

Roberta Stewart *Chris Cole*

COLLABORATIVE RESEARCH