

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

**Quality Improvement Strategic Planning & Assessment Committee Meeting Minutes**

**Meeting Date:** Thursday, March 7, 2024  
**Start Time:** 9:32am  
**End Time:** 11:50am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Joanne Montgomery  
**Recorder:** Sara Seaburg

**Summary of Committee Votes**

Approval of the February 1, 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 9:32 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 February 1, 2024 Meeting Minutes.**

Inthiany Ardila made a motion to approve the meeting minutes from February 1, 2024 and Chris Cole seconded it.

**For: (7)** McNeil, Montgomery, Namias, Radocchia, Ricciardelli, Santella, Stewart

**Against: (0)**

**Abstain: (3)** Chau, Cole, Datcher

**(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 – Joanne gave an update and referenced the materials that Robert Heimer sent. We discussed the Quality of Life Scale and other items to help us with our survey questions. A small work group will be formed in order to have a more in depth discussion.

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2. A comprehensive needs assessment – Staff presented the in-care needs assessment survey with the suggested updates and more updates were made. This will be reviewed for a final time in April.
  3. Community forums in each region – Staff gave an update on the upcoming community forums and all have been completed.
- **Review EMA’s HIV Care Continuum Including Subpopulations and Newly Diagnosed Linkage**  
A formal request was sent to DPH and there hasn’t been a response yet. We will review this next month.
  - **Quarterly review of the EMA's CQM performance measure portfolio from the Recipient's Office.**  
We did not have enough time to complete this item and will do so in April.
  - **Review Quality Assurance Site Visit 5 Year Trending Document.**  
We did not have enough time to complete this item and will do so in April.

**(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 11:50pm

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

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Inthiany Ardila	X	X	A							
2.	Marco Castro	A	A	A							
3.	Gigi Chaux	X	A	X							
4.	<i>Chris Cole PC Co-Chair</i>	X	X	X							
5.	Wallace Daniels	A	A	A							
6.	Brian Datcher	X	A	X							
7.	Kisha Gainer	A	A	A							
8.	Christopher Johns	A	A	A							
9.	Clara Johnson	A	A	A							
10.	Gloria McNeil	X	X	X							
11.	<b>Joanne Montgomery, Co-Chair</b>	X	X	X							
12.	<b>Mitchell Namias, Co-Chair</b>	X	X	X							
13.	Richard Radocchia	A	X	X							
14.	Carmella Ricciardelli	A	X	X							
15.	<b>Anthony Santella, Co-Chair</b>	A	X	X							
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X							
17.	Tracey Webster	A	A	A							
18.	Lisa Weeks	A	A	A							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Council present:	44%	50%	56%							

Guests: Dante Gennaro, Miguel Rosa, Jean Brown, Angie Mathis, Nitza Agosto Jamelia Beckford, Sofia Swaby