

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

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

**Meeting Date:** Thursday, October 5, 2023  
**Start Time:** 9:33am  
**End Time:** 11:58am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Mitchell Namias  
**Recorder:** Sara Seaburg

**Summary of Committee Votes**

1. Approval of the September 7, 2023 meeting minutes

**Council Member Assignments**

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

**Staff Member Assignments**

**(1.0) Moment of Silence**

Mitchell 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 September 7, 2023 Meeting Minutes.**

Rich Radocchia made a motion to approve the meeting minutes from September 7, 2023 and Inthiany Ardila seconded it.

**For: (7)** Ardila, Chaux, Cole, Namias, Radocchia, Santella, Stewart

**Against: (0)**

**Abstain: (2)** McNeil, Ricciardelli

**(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 – staff provided a copy of the behavioral health needs assessment that CR had done in the State of Alabama. After reviewing this, the committee discussed the issues of self-reporting on this, acquiring data for ALL PLWH in the state not just our EMA, reaching out to Natalie DuMont at DMHAS, and the State Prevention needs assessments results to be presented by Mitchell in November.

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2. Units of service – Staff presented all drop down lists provided by the Recipient’s office for each service. The committee discussed the data integrity in CAREWare, what service units are actually being counted on the service utilization report and reviewing this data more than once a year and on a more regular basis.
  3. A comprehensive needs assessment – we are in a holding pattern since the state is starting a new contract period on January 1<sup>st</sup> and we’ll need to wait to collaborate at that time.
  4. Community forums in each region – John Farmer and Michael Diaz joined us from Gilead and the committee discussed the format for each community forum and the topic of ‘Stigma’ will be presented along with a needs assessment from the Planning Council. Staff will coordinate with regions to identify dates/times for each of these.
- **Review and Update Service Category Definitions and Service Standards**  
This was discussed and it was determined that staff will email current service standards and service category definitions as well as the drop-down lists of each service standard that Arvil provided.
  - **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. Staff will provide a list of Planning Council in other EMAs and TGAs and review the committees that they have in November.
  - **Review Intensive Medical Case Management Service**  
Staff presented a summary of the newly diagnosed clients and all who are eligible for intensive medical case management. He also presented clients in all 5 regions who are eligible for the IMCM service based on the criteria.

Rich Radocchia made a motion to extend the meeting by 5 minutes and Anthony Santella seconded it.

**For: (9)** Ardila, Chaux, Cole, McNeil, Namias, Radocchia, Ricciardelli, Santella, Stewart

**Against: (0)**

**Abstain: (0)**

It was decided that staff will conduct a chart pull of all IMCM eligible clients throughout the EMA and present those findings in January. We will also invite all medical case managers and intensive medical case managers to the January QISPA meeting to present these findings and have an opportunity to discuss this openly.

**(7.0) Adjournment**

The meeting adjourned at 12:05pm

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**Quality Improvement/Strategic Planning and Assessment Committee Attendance Record – 2023**

	<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	X	X	X	X		X	X	
2.	Marco Castro	-	-	-	-	-	-	-	A	A	
3.	Gigi Chaux	A	A	X	X	X	X		X	X	
4.	<i>Chris Cole PC Co-Chair</i>	A	X	X	A	X	A		X	X	
5.	Wallace Daniels			A	A	A	A		A	A	
6.	Brian Datcher	X	X	X	X	X	X		X	A	
7.	Kisha Gainer				A	A	A		A	A	
8.	Christopher Johns								X	A	
9.	Clara Johnson								A	A	
10.	Gloria McNeil				A	A	A		A	X	
11.	<b>Joanne Montgomery, Co-Chair</b>	X	X	A	X	A	X		A	A	
12.	<b>Mitchell Namias, Co-Chair</b>	X	X	X	X	X	X		X	X	
13.	Richard Radocchia	X	A	X	X	X	A		X	X	
14.	Carmella Ricciardelli			A	A	A	A		A	X	
15.	<b>Anthony Santella, Co-Chair</b>	X	X	X	X	X	X		X	X	
16.	Carolyn Spencer	X	X	X	X	X	A		A	A	
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X		X	X	
18.	Tracey Webster				A	A	A		X	A	
19.	Lisa Weeks				A	A	A		A	A	
	Ryan White Office	X	X	X	X	X	X		X	X	
	Planning Council Staff	X	X	X	X	X	X		X	X	
	% of Council present:	75%	75%	65%	50%	50%	44%		50%	47%	

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