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, May 7, 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 to acknowledge the purpose of the committee's work and its impact on individuals living with HIV throughout the Eligible Metropolitan Area (EMA).

(2.0) Welcome and Introduction

Introductions were conducted for committee members, Recipient Office staff, Planning Council support, and both in-person and virtual participants.

(3.0) Co-Chair Announcements

There were none

(4.0) Approval of the April 2, 2026 meeting minutes.

Joanne Montgomery made a motion to approve the meeting minutes from April 2, 2026, and Mitchell Namias seconded it. During discussion, concern was raised that the minutes did not reflect a substantive discussion that had occurred regarding whether the PSRA process would remain scheduled in July. Committee members clarified that while PSRA timing was discussed at the previous meeting, it did not result in a formal motion or vote.

Members emphasized the importance of accurately capturing significant procedural discussions, particularly when they relate to major planning activities such as PSRA, even when those discussions do not conclude with a formal action. Following discussion, the original motion to approve the minutes was withdrawn. It was agreed that Planning Council support would revisit the meeting recording to determine whether additional clarifying narrative should be added, and the minutes would be brought back to a future meeting for reconsideration.

(5.0) New Business/Old Business

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

  The committee engaged in a substantive review of the QISPA activity timeline, with particular emphasis on PSRA preparation and scheduling. Members expressed concern that the originally planned July PSRA timeline did not adequately account for multiple overlapping demands,

including HRSA site visit preparation, Integrated HIV Prevention & Care Plan development, data readiness, and changes in Planning Council support capacity.

A detailed discussion followed regarding how and where the decision to move PSRA from July to September occurred. QISPA Co Chairs expressed concern that this decision was made without first being discussed within the committee charged with overseeing PSRA preparation. Recipient Office staff and Planning Council leadership provided context, noting constraints related to staffing transitions, availability of critical datasets, the need for additional time to ensure data accuracy, and competing federal reporting and site visit obligations.

While acknowledging that there was no intent to bypass committee authority, members agreed that the discussion underscored the need for clearer communication pathways and reaffirmed the importance of committee-based review prior to Planning Council action.

- **Review One New Study and Present Results**
  The Committee discussed progress on the Part A client comprehensive needs assessment. Following discussion, the committee reached consensus that the PSRA process would be conducted in September to allow sufficient preparation and to reduce competing demands. The committee confirmed that PSRA sessions will take place on **September 9 and September 11, 2026**, scheduled from **9:00 AM to 1:00 PM** on both days. These sessions will replace the previously scheduled July PSRA meetings. Members agreed that scheduling longer sessions would allow flexibility to conclude early if work is completed ahead of schedule, while ensuring adequate time if needed.

  The committee also agreed that preparation for PSRA requires a dedicated data review session in advance of September. Planning Council support will distribute a Doodle poll to determine whether the data review session should occur on one of the previously scheduled PSRA dates in July or during a later date in August, based on participant availability.

  To support PSRA readiness, the committee established an ad hoc PSRA data workgroup. This group will meet with the Recipient Office to review datasets, confirm assumptions, identify missing information, and ensure a shared understanding of spreadsheet methodology prior to the broader data review meeting. Participation will include QISPA Co-Chairs, Planning Council leadership, Recipient Office representatives, and experienced Planning Council members who volunteered during the meeting.

- **Updates on the Integrated HIV Prevention and Care Plan**
  Mitchell Namias provided an update on the draft Integrated HIV Prevention & Care Plan, noting that the document is approximately 88 percent complete. The plan has been expanded to include additional narrative detail, visual elements, and summary pages to improve clarity and accessibility. Members were directed to focus particular attention on the Goals and Objectives section, which had been substantially revised in response to prior feedback.

  The committee was reminded that the Planning Council must take a concurrence vote on the Integrated Plan at a June meeting. The discussion acknowledged past challenges related to concurrence and underscored the importance of ensuring alignment with federal guidance and

the National HIV Strategy. Members were encouraged to review the document carefully and submit feedback in advance of the vote.

- **Review Datasets for GY27 Priority Setting & Resource Allocation (PSRA) Process**
  The committee revisited previously approved PSRA datasets and confirmed that QISPA had already voted to use the same datasets applied in the prior grant year, with updated Grant Year 2025 service utilization, expenditure data, and unduplicated client count by service category.

  Building on that decision, a motion was introduced to expand—not to replace the approved dataset list by incorporating additional sources as they become available. Specifically, the motion proposed adding data from the current EMA Needs Assessment and the statewide needs assessment data specific to the EMA.

  Discussion emphasized that the intent was to strengthen data relevance while maintaining service stability and that weighting decisions would occur later as part of the PSRA process.

  Robert Stewart made a motion to accept the already approved datasets for GY27 PSRA process in addition to adding the most recent needs assessment completed by the City of New Haven epidemiology department if results are available in time. Rich Radocchia seconded the motion.

  For: (13) Ardila, Burdick, Datcher, Davis, Jeter, McNeil, McNair, Namias, Pennacchia, Radocchia, Santella, Stewart, Walton
  Against: (0)
  Abstain: (1) Montgomery

  The committee agreed that these additional data sources would supplement existing datasets and provide broader context during priority setting, without radically altering the established PSRA framework.

- **Ryan White Office Report**
  The Ryan White Recipient Office provided updates related to HRSA site visit preparation, progress report development, and internal review of the FY2026 CQM Plan. Staff noted that site visit documentation submission deadlines are approaching and that significant administrative effort is currently focused on ensuring compliance readiness.

  An update was also provided regarding Planning Council incentive gift cards. A standard operating procedure for incentive distribution has been drafted and is undergoing final internal review. Once approved, the SOP will be shared with the Executive Committee prior to implementation, and remaining gift cards will be distributed accordingly.

  Natalie Oda presented the review of the FY2026 Clinical Quality Management (CQM) Plan. The presentation included an overview of the CQM framework, annual quality goals, and evaluation approach.

  The FY2026 quality goals were described as follows:
  - Strengthening CQM infrastructure across all Part A subrecipients
  - Increasing meaningful consumer involvement in quality improvement activities

- Increasing the percentage of Part A clients receiving an annual oral health exam by five percent

The committee was informed that the EMA-wide quality improvement initiative for the year will focus on oral health exams, a measure that has historically performed below target and was also highlighted as a need in recent assessment data. Members raised no objections to the proposed plan.

- **Assessment of the Efficiency of the Administrative Mechanism**
  The committee engaged in an in-depth discussion regarding the required annual assessment of the administrative mechanism. Members expressed concern about how this responsibility would be carried out given staffing changes, evolving support scopes, and Planning Council capacity. It was affirmed that the administrative mechanism review is a legislative requirement and cannot be deferred or omitted.

  Due to the complexity of the issue and the need for clearer process definition, the committee agreed not to review or revise the administrative mechanism tool during this meeting. Instead, the Recipient Office was asked to bring forward a proposed process, including roles and responsibilities, to the Executive Committee for guidance. The QISPA Committee will revisit the tool and implementation plan at a future meeting.

- **Set the Agenda for the Junme 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) The agenda item related to MAI funding scenarios and directive implications was Health insurance premiums / co pays

Action:

This item was acknowledged but deferred due to time constraints. This item will be carried forward to a future meeting agenda.

(8.0) Announcements

June 2026 Meeting Schedule was announced as a reminder:

The committee confirmed that the June QISPA and Planning Council meetings will occur on **Thursday, June 4, 2026**, with QISPA meeting from 9:00–10:30 AM followed immediately by the Planning Council meeting from 10:30 AM–12:00 PM. No Membership and Finance Committee meeting will occur in June due to site visit scheduling.

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

Guests: Jenny Bobadilla, Sofia Swaby, Keith Taylor, Jen Degraca, Nitza Agosto, Jean Brown, Anthony Allen, Laura Adams

Certified by Planning Council Co-Chairs on June 4, 2026

Roberta Stewart *Chris Cole*

COLLABORATIVE RESEARCH