



SPA Committee Meeting Minutes

Meeting Date: Friday, February 02, 2023
Start Time: 9:30 am
End Time: 11:10 am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Mitchell Namias
Recorder: Cliff Barnett

Summary of Committee Business Votes

- Approval of Minutes from the January 5, 2023, meeting events

(1.0) Moment of Silence

Mitchell called the meeting to order at 9:30am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Mitchell conducted a round of brief introductions.

(3.0) Co-Chair Announcements

- No announcements from the co-chairs, Joanne or Mitchell

(4.0) Approval of January 13, 2022, Meeting Minutes

There was a motion to approve the meeting minutes from January 5, 2022. Motion made by Rich and seconded by Chris. Motion carried.

For: (ALL)

Opposed: (0)

Abstain: (1) Anthony

(5.0) New/Old Business

- **Review Strategic Planning and Assessment Committee and Quality Improvement Committee Activity Timeline**

Reviewed the PCAT to ensure that the committee was on track.

- **Define One New Study and Present Results, discuss aged needs assessment and review the results of the data request from the Recipient's office of female clients in our EMA.**

We received the data and discussed internally with CR staff. It was discussed to have a more data analytically assessment. We currently have a data set of 700+ women of color and demographics. If we add virally suppressed and non-virally suppressed to the data sets, you can see care patterns in the cohort. Then you can look at what services are they assessing?

Andy McCraken: Looking at demographic profiles. Looking at the people who will be more likely and less likely to be virally suppressed. This information can be cross walked into the PSRA process. You can prioritize the services higher based off the data analysis. The work must be approved by the committee before it would begin. We can then give monthly updates at future SPA meetings. The committee may still want to do a survey. There will be space to dig further in to the data. They could do structured interviews. Start with Andy's proposal to guide the qualitative data and guide what questions need to be asked more interactively. It may be a good idea to more engage the planning council in the process.

Sara Seaburg: Spoke about the aging population

- **Review Draft GY2023 Directives**

Directives need to be voted on. Got sidebarred at the last meeting.

The only changes that were made were to the date and under directive 7.0 and making sure it matched the intensive case management component.

Motion to approve the directives. Motion made by Chris and seconded by Danny. Motion carried.

For: (ALL)

Opposed: (0)

Abstain: (1)

- **Review and Update By Laws and Policy & Procedure Manual**

There are no updates to the Bylaws. There was a small workgroup meeting, but until they take a closer look and bring it to a vote. They cannot move forward on it.

The updates to the P&P manual language were finetuned. It needs to be inserted in the Bylaws as well. There were updates to term limits. This would be effective moving forward. Once your term expires you will be applying for a new three-year term. Should be approved at next weeks planning council meetings.

Motion to accept the bylaws with the change of dates and new term limits. Motion carried.

For: (ALL)

Opposed: (0)

Abstain: (0)

Motion to accept the P&P manual with the change of dates and new term limits. Motion made by Chris and seconded by Inthiany. Motion carried.

For: (ALL)

Opposed: (0)

Abstain: (0)

- **Review the of the care continuum**

- Would that be more of looking at PSRA as a data set. It gives us an idea of what's going on in our system. What impact does it have on our decision making? Let's take a look at what our continuum looked like. It sets the stage for PSRA.

- Review the EMA's HIV care continuum, including subpopulations, newly diagnosed and linkage to care. March, April, May June time to work with the Ryan White office to get the information. CR needs time to work with the Ryan White office to get the information.

- **AEAM**

Drafting and approval of the tools as executive reviews the results

Tools are in the process of being updated

- **Review QM Reports from the Recipients Office**

Review 5-year trending documents. We will do an aggregate of the EMA on a trending document.

The program, and fiscal part is a recipient's responsibility to manage. The QM portion is about the standards of care and how well they do. How well did their providers do?

CR will do a 5 year trending document on quality on the service standards without and universal or fiscal data in it. Ex. Here is our AOHS performance measures, and here's how we did.

A power point presentation for the PC.

Ensure the PC is consistent with how they look at data.

(7.0) Review combined Scope of Work for Next Year (PCAT)

The two committees have been combined. The things done in both committees were combined into one big one. There was some discussion on the times the meetings will be held. There was discussion about

Joanne Montgomery & Mitchell Namias

Co-Chairs

the times of the meetings and keeping everyone focused. Executive committee will make the decisions regarding co-chair positions.

It was noted that this was a major part of the meeting thus it would not be discussed in the next meeting. It was decided that both meetings had been merged.

Motion to approve the PCAT as amended. Motion made by Gigi and seconded by Rich. Motion carried.

For: (ALL)

Opposed: (0)

Abstain: (0)

(7.0) Parking Lot Items

None

(7.0) Announcements

None

(8.0) Adjournment – 11:10 am

March Planning Council Meetings:

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

Strategic Planning and Assessment Committee Attendance Record – 2023

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X								
2.	Samuel Bowens	X									
3.	Gigi Chaux	X	X								
4.	<i>Christopher Cole PC Co-Chair</i>	A	X								
5.	Brian Datcher	A									
6.	Ken Flyte	A									
7.	Joanne Montgomery co-chair	X	X								
8.	Mitchell Namias co-chair	X	X								
9.	Katarzyna Olechowska	A									
10.	Richard Radocchia	X	X								
11.	Anthony Santella	A	X								
12.	Carolyn Spencer	X	X								
13.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	62%									

Planning Council Guests: Andrew Mccracken, Jeff Daniel, Rhonda Andrew, Sophia Spivey, Jean Brown , Nitsa Agosto