

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

Quality Improvement Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, October 2, 2025

Start Time: 9:35am

End Time: 12:00pm

Location: Burroughs Community Center and Zoom Teleconference

Presiding Chair: Mitchell Namias

Recorder: Sara Seaburg

Summary of Committee Votes

Approval of the September 4 meeting minutes.

Council Member Assignments

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 9:35 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

Mitchell announced that the Department of Public Health will present updates on the HIV prevention and care plan at upcoming CHPC meetings, with a new integrated plan for 2027-2031 in development.

(4.0) Approval of the September 4, 2025 meeting minutes.

Inthiany Ardila made a motion to approve the meeting minutes from September 4, 2025, and Chris Cole seconded it.

For: (9) Ardila, Burdick, Cole, McNeil, McNair, Namias, Radocchia, Santella, Stewart

Against: (0)

Abstain: (2) Bigby, Datcher

(5.0) New Business/Old Business

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

The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.

- **Review Framework for GY27 Priority Setting and Resource Allocation**

Mitchell and Anthony updated the group that they are working with the City of New Haven's epidemiology department to improve data collection and processes, aiming to finalize updated datasets by April or May next year. The committee also discussed the need to involve consumers in this process and agreed to continue discussions at the next meeting on October 21st.

Certified by Planning Council Co-Chairs on November 6, 2025


Roberta Stewart


Chris Cole

 COLLABORATIVE
RESEARCH

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- **Review and Update Service Category Definitions**

Staff presented the current service category definitions. There were questions regarding eligibility, and it was clarified that HIV status documentation is only required once for initial eligibility, with annual labs needed but not for recertification. There were concerns raised about provider signature delays for lab results, and the group confirmed that once HIV status is documented, it remains valid indefinitely.

The team also clarified that Minority AIDS Fund resources must be used exclusively for populations that are disproportionately impacted, though there is flexibility in caseloads if there are available slots.

Food bank and home delivered meals was discussed, particularly whether to remove home-delivered meals from their service standards. After reviewing HRSA's policy clarification notice, they decided to keep the current wording that allows for home-delivered meals while noting that it is not an exhaustive list. When discussing housing services, there were questions about documentation requirements for housing specialists' salaries.

The separation of service category definitions and standards was discussed, with HRSA directing that monitoring tools be moved to a separate document. The group clarified that while the Planning Council no longer reviews individual site visit data, they can still discuss performance measures related to quality improvement. The conversation ended with a review of the intensive case management service category definition, noting that no changes were proposed at this time.

- **Ryan White Office Report**

Ella gave the following report:

- a. They are currently onboarding the new clinical quality manager, Natalie Oda who began working last week.
- b. They are going to implement client satisfaction surveys quarterly through CQM reporting.
- c. Contracts now can reflect the final award and they are moving through the city's process.
- d.

- **Set the Agenda for the September Meeting along with an allocated timeframe for each agenda item.**

This was discussed and the September agenda is all set.

(7.0) Parking Lot Items

- Minority AIDS Initiative Funding for intensive medical case management – this was discussed, and it was decided to request information from the Recipient's office to be presented at the November meeting.
- Housing performance measure review – this will be a data request to the recipient's office for presentation in November.

(8.0) Announcements

Mitchell shared that there is a statewide needs assessment of people with HIV for anyone receiving Ryan White services. It is primarily driven by the Department of Public Health, the Part B program, but there is also involvement from Ryan White Part A New Haven and Fairfield, Ryan White Part A Hartford, Tolland, and Middlesex, Ryan White Part C Southwest and Stay Well, and Ryan White Part

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D Connecticut Children's and CHC Act. They have almost 2,000 clients that were selected to be surveyed and if they participate, they will receive a \$25 gift card to either Stop and Shop or Walmart. They will use these results as part of the integrated plan for HIV care and prevention development process.

(9.0) Adjournment

The meeting adjourned at 12:00pm

Quality Improvement/Strategic Planning and Assessment Committee Attendance Record – 2025

	Council Member	Jan	Feb	Mar	April	May	June	Aug PSRA	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	X	X	X	X	X	X	
2.	Maria Bigby	A	A	X	A	X	X	X	A	X	
3.	Jeremie Burdick	X	X	X	X	X	X	X	X	X	
4.	<i>Chris Cole PC Co-Chair</i>	A	X	X	X	X	A	X	X	X	
5.	Brian Datcher	X	A	X	X	A	X	X	A	X	
6.	Libra Davis	X	X	X	X	A	X	X	A	A	
7.	Kasima Jeter	-	-	-	-	-	X	A	A	A	
8.	Christopher Johns	A	A	A	A	A	X	X	A	A	
9.	Clara Johnson	A	X	X	A	X	A	A	A	A	
10.	Gloria McNeil	X	X	X	X	X	X	X	X	X	
11.	LaTonya McNair	X	X	X	A	X	X	X	X	X	
12.	Joanne Montgomery, Co-Chair	X	A	X	A	X	X	X	A	A	
13.	Mitchell Namias, Co-Chair	X	X	X	X	X	X	X	X	X	
14.	Ruth Pennacchia	X	X	X	X	X	X	X	X	A	
15.	Richard Radocchia	A	X	X	X	X	A	X	X	X	
16.	Carmella Ricciardelli	X	X	X	A	A	A	A	A	A	
17.	Anthony Santella, Co-Chair	X	X	X	X	A	X	X	X	X	
18.	Eddy Rodriguez	-	-	-	A	X	A	A	A	A	
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X	X	X	
20.	Sophie Walton	-	-	-	-	-	X	X	A	A	
	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Council present:	60%	65%	80%	52%	62%	60%	80%	50%	55%	

Guests: Sofia Swaby, Angie Matthis, Denese Smith Monroe, Jennifer Degaca, Joshua Heggie, Anthony Alleva, Hailey Malcolm