

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

Quality Improvement Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, June 1, 2023
Start Time: 9:34am
End Time: 12:10pm
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Anthony Santella
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval from the May 4, 2023 Meeting Minutes
- Approval of Datasets
- Approval of AEAM Survey Questions

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 9:34 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

Anthony announced that this the last meeting before the Priority Setting and Resource Allocation Process meetings in August.

(4.0) Approval of May 4, 2023 Meeting Minutes

Roberta Stewart made a motion to approve the Quality Improvement Strategic Planning & Assessment meeting minutes from May 4, 2023 and Inthiany Ardila seconded it.

For: (6) Ardila, Chaux, Datcher, Namias, Santella, Stewart

Against: (0)

Abstain: (2) Bowens, Montgomery

(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.

- **Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information.**

The data requested from DPH was received and staff presented this data. There was a great deal of data and the committee discussed how to use this data moving forward for the Priority

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Setting and Resource Allocation Process in August. There was discussion that this data will be important for the Integrated Plan and should be considered there specifically prevention, care and testing.

The committee discussed the needs assessments that will be done in the EMA:

1. Each region will complete 30 surveys with a variety of clients addressing the importance of ALL services categories, not only services that are funded in the EMA for a total goal of 150 completed surveys.
2. Staff will also coordinate with each region to identify all newly diagnosed clients and ask for their feedback regarding Ryan White services. This will update the currently used newly diagnosed survey.

The committee finalized the list of datasets to be included in the Priority Setting process:

1. In Care Needs Assessment 2020
2. Non-Virally Suppressed Needs Assessment 2021
3. Late Diagnosed Needs Assessment 2022
4. Priority Populations Needs Assessment 2019
5. MCM Needs Assessment 2021
6. Updated Newly Diagnosed Needs Assessment 2023
7. ALL Services Needs Assessment 2023
8. Behavioral Health Needs Assessment 2022

Roberta Stewart made a motion to approve the above datasets to be included in the Priority Setting process and Inthiany Ardila seconded it.

For: (8) Ardila, Bowens, Chaux, Datcher, Montgomery, Namias, Santella, Stewart

Against: (0)

Abstain: (0)

- **Review and Update the Assessment of the Efficiency of the Administrative Mechanism**

Staff presented the updated survey questions for the Assessment of the Efficiency of the Administrative Mechanism, and these were reviewed.

Roberta Stewart made a motion to accept the survey questions for the AEAM and Inthiany Ardila seconded it.

For: (8) Ardila, Bowens, Chaux, Datcher, Montgomery, Namias, Santella, Stewart

Against: (0)

Abstain: (0)

(5.0) Announcements

There were none.

(6.0) Adjournment

The meeting adjourned at 12:10pm

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

	Council Member	Jan	Feb	Mar	April	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	X	X	X				
2.	Samuel Bowens	A	A	A	A	A	X				
3.	Gigi Chaux	A	A	X	X	X	X				
4.	<i>Chris Cole PC Co-Chair</i>	A	X	X	A	X	A				
5.	Wallace Daniels			A	A	A	A				
6.	Brian Datcher	X	X	X	X	X	X				
7.	Kimberly Fair				A	A	A				
8.	Kisha Gainer				A	A	A				
9.	Gloria McNeil				A	A	A				
10.	Joanne Montgomery, Co-Chair	X	X	A	X	A	X				
11.	Mitchell Namias, Co-Chair	X	X	X	X	X	X				
12.	Richard Radocchia	X	A	X	X	X	A				
13.	Carmella Ricciardelli			A	A	A	A				
14.	Anthony Santella, Co-Chair	X	X	X	X	X	X				
15.	Carolyn Spencer	X	X	X	X	X	A				
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X				
17.	Tracey Webster				A	A	A				
18.	Lisa Weeks				A	A	A				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Council present:	75%	75%	65%	50%	50%	44%				

Guests: Jamelia Beckford, Nitza Agosto, Jean Brown, Nida Butt