

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

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

**Meeting Date:** Thursday, June 6, 2024  
**Start Time:** 9:00am  
**End Time:** 11:47am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Joanne Montgomery  
**Recorder:** Sara Seaburg

**Summary of Committee Votes**

Approval of the May 2, 2024 meeting minutes  
Approval of datasets for the GY2025 PSRA process

**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 9:00 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 May 2, 2024 Meeting Minutes.**

Inthiany Ardila made a motion to approve the meeting minutes from May 2, 2024 and Chris Cole seconded it.

**For: (7)** Ardila, Chaux, Cole, Datcher, Montgomery, Namias, Ricciardelli

**Against: (0)**

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

**(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 EMA'S HIV Care Continua Including Subpopulations and Newly Diagnosed/Linkage**

There have been new policies regarding requested data from DPH and we will not be able to have this information until our September meeting.

• **Review Framework for Priority Setting and Resource Allocation Process**

The committee discussed the following items:

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1. Data Utilization Report from the Recipient’s Office – Joanne presented this data and there were some questions about units of service and how each region was recording this data in CAREWare. We will request that the Recipient’s office develop a policy on how units of service should be recorded.
2. Large Needs Assessment - we reviewed the results from the large comprehensive needs assessment and determined what data will be used for the priority setting process. There was discussion regarding the trans women of color population of focus and concerns were heard about data on the survey and the concern that more trans people should have been represented. We will continue to work towards improving our needs assessments.

We will combine data from the following columns to prioritize services:

- a. Services received but needed more
- b. needed but could not get
- c. needed but did not seek

Anthony Santella made a motion to accept the data above for the priority setting process and Gigi Chau seconded it.

**For: (8)** Ardila, Chau, Cole, Datcher, McNeil, Namias, Ricciardelli, Stewart

**Against: (0)**

**Abstain: (1)** Montgomery

- **Assist in the Assessment of the Administrative Mechanism**

Staff presented the survey questions for the Subrecipients and Sub/subrecipients and minor changes were made. The GY referenced on each survey was updated and specific examples of types of technical assistance were added.

**(7.0) Parking Lot Items**

ITEM	DESCRIPTION	UPDATE
EMA Regional System Evaluation	How to best evaluate the EMA’s regional system.	ON HOLD

**(8.0) Announcements**

A community member asked that we work on collaborating with CHC Act which is a HRSA health center program, in order to help facilitate a more uniform understanding of the work we do.

**(9.0) Adjournment**

The meeting adjourned at 11:47pm

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**Quality Improvement/Strategic Planning and Assessment Committee Attendance Record – 2024**

	<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	A	X	X	X				
2.	Maria Bigby	-	-	-	-	-	A				
3.	Marco Castro	A	A	A	A	A	A				
4.	Gigi Chaux	X	A	X	X	X	X				
5.	<i>Chris Cole PC Co-Chair</i>	X	X	X	X	X	X				
6.	Brian Datcher	X	A	X	A	X	X				
7.	Libra Davis	-	-	-	-	-	X				
8.	Christopher Johns	A	A	A	A	A	A				
9.	Clara Johnson	A	A	A	A	A	A				
10.	Doris McCoullough	-	-	-	-	-	A				
11.	Gloria McNeil	X	X	X	X	X	X				
12.	<b>Joanne Montgomery, Co-Chair</b>	X	X	X	A	X	X				
13.	<b>Mitchell Namias, Co-Chair</b>	X	X	X	X	X	X				
14.	Richard Radocchia	A	X	X	X	X	A				
15.	Carmella Ricciardelli	A	X	X	X	X	X				
16.	<b>Anthony Santella, Co-Chair</b>	A	X	X	X	X	A				
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X				
18.	Lisa Weeks	A	A	A	A	A	A				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Council present:	44%	50%	56%	44%	61%	50%				

Guests: Jean Brown, Nitza Agosto, Jamelia Beckford, Denese Smith Monroe, Suzette Davidson, Ruth Pennacchia, Angie Matthews, LaTonya McNair