

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Christine Romanik & Ken Teel, Co-Chairs

## Quality Improvement Meeting Minutes

**Meeting Date:** Thursday, March 3, 2016  
**Start Time:** 12:03 pm  
**End Time:** 1:28 pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Christine Romanik  
**Recorder:** Sara Seaburg

### Summary of Committee Business Votes

- Approval of Minutes from February 4, 2016 meeting

### Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2014 PCAT for the Quality Improvement Committee

#### (1.0) Moment of Silence

Christine called the meeting to order at 12:03pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (1.0) Welcome and Introduction

All participants introduced themselves.

#### (2.0) Co-Chair Announcements

There were none

#### (3.0) Approval of February 4, 2016 QI Meeting Minutes

A motion to approve the minutes from February 4, 2016 was made by Christine Romanik and seconded by Roberta Stewart

**For (3):** Montgomery, Stewart, Romanik

**Against (0):**

**Abstain (3):** Teel, Delgado, Cole

#### (4.0) New Business/Old Business

- **Review 2015 PCAT (Planning Council Activity Timeline)**  
The committee reviewed the QI Planning Council Activity Timeline and the committee is right on track with all tasks.
- **Review Annual Quality Improvement Plan**
- **Review Service Standards**  
The committee looked at the Mental Health Service Standard and staff projected this and made updates based on committee recommendations. Initially the service standard definition was compared to the Service Category Definition from the SPA committee and it was found that one item needed to be added to the service standard:

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Documentation of eligibility must be updated every six (6) months to include proof of income and proof of residency.

The Description of Service and National Fiscal Monitoring Standards (HRSA defined) were reviewed and it was determined that National Fiscal Monitoring Standards would be removed this piece as it was determined that these are HRSA Standards.

The Mental Health Service Components were reviewed next. Updates were made but as the review process went on, it was decided by the committee to continue to work on this offline with Thomas Schucker, Joanne Montgomery and Kelli McDermott. This will be updated and presented during the March meeting.

- **Identify Quality Improvement Datasets to inform the SPA PSRA Process.**

When the SPA committee determines the data that they would like see during the PSRA process, they will communicate this with the QI committee and this will be discussed at that time.

**(5.0) Grantee Report**

Tom Butcher, the Grantee gave this report

- They are working on the scope of work for FY2016 concerning site visits.
- Concerns were heard with removing the item ‘Review EMAs Performance Measures’ and an explanation was given based on the discussion last month.

**(6.0) Unresolved Parking Lot Items**

| ITEM  | STATUS     |
|---|------------|
| When reviewing Service Standards – consistent training hours across all standards | In Process |

Concerns were heard regarding the reliability of the data in CAREWare and requires constant monitoring by Grantees. There is currently a process in place in CAREWare to kick out incomplete data.

**(7.0) Announcements**

- The next Quality Improvement meeting is March 3, 2016 from 12:00pm – 2:00pm (Burrough’s Community Center).

**Quality Improvement Committee Attendance 2016**

|    | Planning Council Member             | Jan | Feb | Mar | Apr | May | June | Aug | Sept | Oct | Nov |
|----|-------------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|
| 1. | <i>Christopher Cole PC Co-Chair</i> | A   | X   |     |     |     |      |     |      |     |     |
| 2. | Sabrina Delgado                     | A   | X   |     |     |     |      |     |      |     |     |
| 3. | Pat Kelly                           | A   | A   |     |     |     |      |     |      |     |     |
| 4. | Heather Garofalo                    | A   | A   |     |     |     |      |     |      |     |     |
| 5. | Heidi Jenkins                       | X   | A   |     |     |     |      |     |      |     |     |
| 6. | Tom Kidder                          | X   | A   |     |     |     |      |     |      |     |     |
| 7. | Joanne Montgomery                   | X   | X   |     |     |     |      |     |      |     |     |

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|     |                                    |     |     |  |  |  |  |  |  |  |  |
|-----|------------------------------------|-----|-----|--|--|--|--|--|--|--|--|
| 8.  | Raphael Muniz                      | A   | A   |  |  |  |  |  |  |  |  |
| 9.  | Alex Ortiz                         | A   | A   |  |  |  |  |  |  |  |  |
| 10. | Johnny Rivera                      | A   | A   |  |  |  |  |  |  |  |  |
| 11. | Jackie Robertson                   | A   | A   |  |  |  |  |  |  |  |  |
| 12. | <b>Christine Romanik Co-Chair</b>  | X   | X   |  |  |  |  |  |  |  |  |
| 13. | Mark Sanchez                       | A   | A   |  |  |  |  |  |  |  |  |
| 14. | <i>Roberta Stewart PC Co-Chair</i> | X   | X   |  |  |  |  |  |  |  |  |
| 15. | <b>Ken Teel Co-Chair</b>           | A   | X   |  |  |  |  |  |  |  |  |
| 16. | Charlotte Teel                     | A   | A   |  |  |  |  |  |  |  |  |
| 17. | Lauren Tierney                     | X   | A   |  |  |  |  |  |  |  |  |
| 18. | Dennis Torres                      | A   | A   |  |  |  |  |  |  |  |  |
|     | Ryan White Office                  | X   | X   |  |  |  |  |  |  |  |  |
|     | Planning Council Staff             | X   | X   |  |  |  |  |  |  |  |  |
|     | % of Council present:              | 33% | 33% |  |  |  |  |  |  |  |  |

Guests: Sarah Burns, Kelli McDermott, Scott Glenn, Jennifer LaSchaivo