

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Christine Romanik & Ken Teel, Co-Chairs

## Quality Improvement Meeting Minutes

**Meeting Date:** Thursday, April 7, 2016  
**Start Time:** 12:11 pm  
**End Time:** 1:07 pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Ken Teel  
**Recorder:** Sara Seaburg

### Summary of Committee Business Votes

- Approval of Minutes from March 3, 2016 meeting

### Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2016 PCAT for the Quality Improvement Committee

#### (1.0) Moment of Silence

Ken called the meeting to order at 12:11pm. 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 March 3, 2016 QI Meeting Minutes

A motion to approve the minutes from March 3, 2016 was made by Roberta Stewart and seconded by Chris Cole

**For (3):** Stewart, Delgado, Cole

**Against (0):**

**Abstain (1):** Teel, Muniz, Garofalo

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

- **Review 2016 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**  
Staff presented the current Quality Improvement Plan. Changes were made in the Quality Infrastructure section to reflect the current breakdown of responsibilities by party: Grantee, QM Contractor and QI Committee. Also under the Quality Objectives piece, objectives were added to reflect the work that the committee is doing in this fiscal year. These updates to the QIC plan were made with track changes so that all change can be easily viewed. Also under data collection there was an addition of a 3<sup>rd</sup> method of this. We will also create a grid

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to assign tasks to the appropriate parties. Also, the trend line of SOC Compliance grid was removed. Staff will update the NHAS goals to 2020 as well as indicators. Also align with new performance measures and include our new updated 2016 PCAT. The entire QIC plan will be updated for May's QI meeting and e-mail to all PC members ahead of time.

- **Review Service Standards**

Staff presented the newly updated Oral Health Service Standard that was reviewed by Thomas Schucker, Sabrina Delgado and Heather Garofalo. The SPA committee has reviewed the Service Category Definition to ensure it is parallel to the changes updated here. All changes made during the update process were reviewed by the committee. Thomas identified all changes made. There was lots of discussion on this service standard and some items were updated by the committee.

Roberta Stewart made a motion to accept all changes made to update the Oral Health Service Standard and Chris Cole seconded it.

**For (6):** Muniz, Delgado, Cole, Stewart, Montgomery, Garofalo

**Against (0):**

**Abstain (1):** K. Teel

The committee decided to review EFA service standard for May's meeting. Chris Cole and Roberta Stewart will work with Thomas on updating this standard before May's meeting.

**(5.0) Grantee Report**

Tom Butcher, the Grantee gave this report

- They are working with Tracy to have people sign up for site visits beginning in late April through June along with program and fiscal monitoring as well.
- The deadline for the grant application is now August. They have expressed their concern with this early deadline.
- They will be working on partial award contracts to do as well as the grant application now.
- They may change questions they are going to ask on the grant application in order to meet this deadline.

**(6.0) Unresolved Parking Lot Items**

ITEM	STATUS

**(7.0) Announcements**

- The next Quality Improvement meeting is May 5, 2016 from 12:00pm – 2:00pm (Burrough's Community Center).
- Jeff thanked Sabrina, Heather and Thomas for working on the Oral Care Service Standard
- Ken announced a new recovery meeting on Monday nights at the Elm City Phoenix Club.

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## Quality Improvement Committee Attendance 2016

	Planning Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	-	-	A	A						
2.	Bradford Briggs	-	-	-	A						
3.	<i>Christopher Cole PC Co-Chair</i>	A	X	X	X						
4.	Sabrina Delgado	A	X	X	X						
5.	Pat Kelly	A	A	A	A						
6.	Heather Garofalo	A	A	A	X						
7.	Heidi Jenkins	X	A	A	A						
8.	Tom Kidder	X	A	A	A						
9.	Joanne Montgomery	X	X	X	X						
10.	Raphael Muniz	A	A	A	X						
11.	Alex Ortiz	A	A	A	A						
12.	Johnny Rivera	A	A	A	A						
13.	Jackie Robertson	A	A	A	A						
14.	<b>Christine Romanik Co-Chair</b>	X	X	X	A						
15.	Mark Sanchez	A	A	A	A						
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X						
17.	<b>Ken Teel Co-Chair</b>	A	X	A	X						
18.	Charlotte Teel	A	A	A	A						
19.	Lauren Tierney	X	A	A	A						
20.	Dennis Torres	A	A	A	A						
	Ryan White Office	X	X	X	X						
	Planning Council Staff	X	X	X	X						
	% of Council present:	33%	33%	26%	35%						

Guests: Sara Burns