

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Christine Romanik, Co-Chair

## Quality Improvement Meeting Minutes

**Meeting Date:** Thursday, September 1, 2016  
**Start Time:** 12:26 pm  
**End Time:** 1:36 pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Christine Romanik  
**Recorder:** Sara Seaburg

### Summary of Committee Business Votes

- Approval of Minutes from August 4, 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

Chris called the meeting to order at 12:26pm. 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

This committee is in need of a co-chair to work with Christine.

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

There was no quorum at this meeting.

#### (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 Service Standards**  
Staff presented the Housing Service Standard for review. The committee discussed this service standard and made real-time updates after full discussions. It was decided to take a month off from reviewing Service Standards.
- **Review Site Visit Findings**  
Tom has working documents of all aspects of these reports and they will go out to all region leads for their review. Once these have been reviewed by regions, they will be ready to present to the committee.

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- **Review QI Portion of the Grant Guidance**  
Staff presented the CQM, Client Quality Management portion of the Grant Guidance. He walked us through these 60 pages of the grant and with our response totals 100 pages. This includes the description of the plan, data, stakeholders and the Planning Council.

## (5.0) Grantee Report

Tom Butcher, the Grantee gave this report:

- Tom discussed this regarding the site visit findings

## (6.0) Unresolved Parking Lot Items

ITEM	STATUS
None	

## (7.0) Announcements

- The next Quality Improvement meeting is October 6, 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.	Inthiany Ardila	-	-	A	A	A	X	A	A		
2.	Bradford Briggs	-	-	-	A	A	A	A	A		
3.	<i>Christopher Cole PC Co-Chair</i>	A	X	X	X	X	X	X	X		
4.	Sabrina Delgado	A	X	X	X	X	A	A	A		
5.	Pat Kelly	A	A	A	A	A	A	A	A		
6.	Heather Garofalo	A	A	A	X	A	A	A	A		
7.	Heidi Jenkins	X	A	A	A	A	A	X	X		
8.	Gerald Lewis	-	-	-	-	-	A	A	A		
9.	Joanne Montgomery	X	X	X	X	X	X	A	X		
10.	Raphael Muniz	A	A	A	X	X	A	X	A		
11.	Jackie Robertson	A	A	A	A	A	A	A	A		
12.	<b>Christine Romanik Co-Chair</b>	X	X	X	A	A	X	X	X		
13.	Mark Sanchez	A	A	A	A	A	A	A	A		
14.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X	A		
15.	Charlotte Teel	A	A	A	A	A	A	A	A		
16.	Lauren Gau	X	A	A	A	A	A	A	A		
17.	Dennis Torres	A	A	A	A	A	A	A	A		
	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Council present:	33%	33%	26%	35%	25%	26%	28%	24%		

Guests: Sara Burns, Kelli McDermott, Albana Lame