



# New Haven / Fairfield Counties EMA

## Ryan White Part A Planning Council

*Christine Romanik & Albana Lame, Co-Chairs*

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### Quality Improvement Meeting Minutes

**Meeting Date:** Thursday, January 3, 2019  
**Start Time:** 12:03 pm  
**End Time:** 1:33 pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Christine Romanik  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from November 1, 2018 meeting

#### Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2018 PCAT for the Quality Improvement Committee

#### (1.0) Moment of Silence

Christine called the meeting to order at 12:03 pm. 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 November 1, 2018 QI Meeting Minutes

A motion to approve the November 1, 2018 committee minutes was made by Roberta Stewart and Albana Lame seconded it.

**For: (2)** Stewart, Cisneros

**Against: (0)**

**Abstain: (3)** Romanik, Lame, Radocchia

#### (5.0) New Business/Old Business

- **Review Substance Abuse Outpatient Service Standard**

We are going to wait until all monitoring visits are completed within our EMA to review service standards. They should be completed late summer.

- **New Monitoring Visits Protocol**

Staff presented the upcoming monitoring visits protocol that will be conducted for regions 2, 4 and 5 and the process that will take place. This will be a new process that will occur quarterly for each region and much of it is done online.

- **Review Updates to the AAM Tool**

We are also waiting to review the AAM tool until site visits are completed to ensure updates are made accurately.



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**(6.0) Part A Office Report**

Tom Butcher gave the following report:

1. They are working on new RFPs.
2. They are also hiring a new staff person and are hopeful to find someone soon.
3. They have 7 contract amendments to be completed.
4. They are preparing for QI site visits from CR and ensuring all materials are ready.

**(7.0) Unresolved Parking Lot Items**

ITEM	STATUS
Develop a client satisfaction survey	10/4: Joanne and Inthiany are going to work on this and have a 1 <sup>st</sup> draft in January. 1/3: They will present their 1 <sup>st</sup> at February's meeting.

**(8.0) Announcements**

- The next Quality Improvement meeting is February 7, 2019 from 12:00pm – 2:00pm (Burrough's Community Center).
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**Quality Improvement Committee Attendance 2019**

	Planning Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	A									
2.	Max Cisneros	X									
3.	Cassandra Cokley	A									
4.	<i>Christopher Cole PC Co-Chair</i>	A									
5.	Loreen Cuiman	A									
6.	Sabrina Delgado	A									
7.	Thomas Evans	A									
8.	Heather Garofalo	A									
9.	Lauren Gau	A									
10.	Lisa Gluz	A									
11.	Heidi Jenkins	A									
12.	<b>Albana Lame Co-Chair</b>	X									
13.	Clara Langley	A									
14.	Joanne Montgomery	A									
15.	Raphael Muniz	A									
16.	Richard Radocchia	X									
17.	<b>Christine Romanik Co-Chair</b>	X									
18.	<i>Roberta Stewart PC Co-Chair</i>	X									
19.	Charlotte Teel	A									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	26%									

Guests: Sara Burns, Christina Rizk, Tequetta Valeriano, Sarah Lewis-Stowe