



Christine Romanik & Albana Lame, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, June 5, 2019
Start Time: 12:14 pm
End Time: 1:30 pm
Location: Burroughs Community Center
Presiding Chair: Albana Lame
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from May 2, 2019 meetings

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2019 PCAT for the Quality Improvement Committee

(1.0) Moment of Silence

Albana called the meeting to order at 12:14 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 May 2, 2019 QI Meeting Minutes

A motion to approve the May 2, 2019 committee minutes was made by Chris Cole and David Colbert seconded it.

For: (3) Stewart, Cole, Romanik

Against: (0)

Abstain: (2) Lame, Colbert

(5.0) New Business/Old Business

- **Review Quality Improvement Committee Activity Timeline**

The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.

- **Review Client Intake Forms used by All 5 regions and Ryan White Part B**

We reviewed all intake forms and determined that we will begin reviewing these in depth and develop a universal intake packet to be used beginning GY2020.

- **Review 2018 Monitoring Process**

Site visits are almost complete for all 5 regions. A detailed report will be developed for each region and sent to all region leads for review. Staff will present on these site visits in September during our meeting.

- **Review and Update Service Standards**

We will do this in September after all site visits have been completed. We will use the data from these visits to make more accurate updates to these.

(6.0) Part A Office Report

Tom Butcher gave the following report:

1. They have completed the progress report and it's very good.
2. They are reviewing data for the quarterly report to determine what is being asked of them.

(7.0) Unresolved Parking Lot Items

There are none at this time.

(8.0) Announcements

- The next Quality Improvement meeting is September 5, 2019 from 12:00pm – 2:00pm (Burroughs 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	A	A	A	X	A				
2.	Max Cisneros	X	A	X	X	X	A				
3.	Cassandra Cokley	A	A	A	A	A	A				
4.	David Colbert	-	-	-	-	X	X				
5.	<i>Christopher Cole PC Co-Chair</i>	A	X	A	X	X	X				
6.	Loreen Cuiman	A	A	A	A	A	A				
7.	Sabrina Delgado	A	A	A	A	A	A				
8.	Thomas Evans	A	A	A	A	A	A				
9.	Heather Garofalo	A	A	A	A	A	A				
10.	Lauren Gau	A	A	A	A	X	A				
11.	Lisa Gluz	A	A	A	A	A	A				
12.	Heidi Jenkins	A	A	A	A	A	A				
13.	Albana Lame Co-Chair	X	X	X	X	X	X				
14.	Joanne Montgomery	A	X	X	A	X	A				
15.	Richard Radocchia	X	X	A	X	A	A				
16.	Christine Romanik Co-Chair	X	X	A	X	X	X				
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X				
18.	Aaron Stuart	-	-	-	-	X	A				
19.	Charlotte Teel	A	A	A	A	A	A				
20.	Donald Winfrey	-	-	-	-	A	A				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Council present:	26%	32%	21%	32%	45%	25%				

Guests: Tequetta Valeriano, Sara Burns