



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Christine Romanik & Albana Lame, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, February 7, 2019
Start Time: 12:00 pm
End Time: 1:06 pm
Location: Burrough's Community Center
Presiding Chair: Albana Lame
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from January 3, 2019 meeting

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 12:00 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 January 3, 2019 QI Meeting Minutes

A motion to approve the January 3, 2019 committee minutes was made by Joanne Montgomery and Christine Romanik seconded it.

For: (3) Stewart, Radocchia, Romanik

Against: (0)

Abstain: (3) Lame, Cole, Montgomery

(5.0) New Business/Old Business

- **Monitoring Visits Update**

Staff gave an update on the monitoring visits that are taking place in regions 2, 4 and 5. They are on track to complete these by next Friday.

- **Review Client Satisfaction Survey**

Joanne presented the client satisfaction survey that she and Inthiany have worked on.

Updates were made and staff will present the updated document at next month's meeting.

- **Review Scope of Work for Next Year**

Staff presented the current QI PCAT and attendees made further updates.



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Chris Cole made a motion to accept the 2019 QI PCAT and Joanne Montgomery seconded it:

For: (5) Stewart, Radocchia, Romanik, Cole, Montgomery

Against: (0)

Abstain: (1) Lame

(6.0) Part A Office Report

Tom Butcher gave the following report:

They are in full swing with the new Clinical Quality Management process. They will have quarterly meetings with all regions represented. They focused on STI screenings at their first meeting and it was a great success. They will continue to focus on data during this process.

(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 st draft in January. 1/3: They will present their 1 st at February's meeting. February 7 th : a 1 st draft was presented, and the updated document will be presented at the March 7 th meeting.

(8.0) Announcements

- The next Quality Improvement meeting is March 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	A								
2.	Max Cisneros	X	A								
3.	Cassandra Cokley	A	A								
4.	<i>Christopher Cole PC Co-Chair</i>	A	X								
5.	Loreen Cuiman	A	A								
6.	Sabrina Delgado	A	A								
7.	Thomas Evans	A	A								
8.	Heather Garofalo	A	A								
9.	Lauren Gau	A	A								
10.	Lisa Gluz	A	A								
11.	Heidi Jenkins	A	A								
12.	Albana Lame Co-Chair	X	X								
13.	Clara Langley	A	A								
14.	Joanne Montgomery	A	X								
15.	Raphael Muniz	A	A								
16.	Richard Radocchia	X	X								
17.	Christine Romanik Co-Chair	X	X								
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
19.	Charlotte Teel	A	A								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	26%	32%								

Guests: Aaron Stewart, Tequetta Valeriano, David Colbert