



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Christine Romanik & Albana Lame, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, March 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 February 7, 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 February 7, 2019 QI Meeting Minutes

A motion to approve the February 7, 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.



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- **Review Client Satisfaction Survey**

Staff presented the updated survey and attendees decided to pilot 2 versions of the survey in regions 2 and 5. We will hear bak

(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	A							
2.	Max Cisneros	X	A	X							
3.	Cassandra Cokley	A	A	A							
4.	<i>Christopher Cole PC Co-Chair</i>	A	X	A							
5.	Loreen Cuiman	A	A	A							
6.	Sabrina Delgado	A	A	A							
7.	Thomas Evans	A	A	A							
8.	Heather Garofalo	A	A	A							
9.	Lauren Gau	A	A	A							
10.	Lisa Gluz	A	A	A							
11.	Heidi Jenkins	A	A	A							
12.	Albana Lame Co-Chair	X	X	X							
13.	Clara Langley	A	A	A							
14.	Joanne Montgomery	A	X	X							
15.	Raphael Muniz	A	A	A							
16.	Richard Radocchia	X	X	A							
17.	Christine Romanik Co-Chair	X	X	A							
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X							
19.	Charlotte Teel	A	A	A							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Council present:	26%	32%	21%							

Guests: Aaron Stewart, Tequetta Valeriano, David Colbert



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Quality Improvement Meeting Minutes

Meeting Date: Thursday, March 7, 2019
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End Time: 1:08 pm
Location: Burrough's Community Center
Presiding Chair: Albana Lame
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from February 7, 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

(9.0) 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.

(10.0) Welcome and Introduction

All participants introduced themselves.

(11.0) Co-Chair Announcements

There were none

(12.0) Approval of February 7, 2019 QI Meeting Minutes

Minutes were not approved because we did not have quorum

(13.0) 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.
- **Review Client Satisfaction Survey**
Staff presented the updated client satisfaction survey and attendees suggested that we keep 2 versions, one with all services listed and one without. Region 2 and Region 5 will pilot both versions and see which one clients respond to better.
- **PSRA Data**



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A discussion took place regarding service units and how the different regions are tracking them. Next month staff will present the report from the Recipient's office we received last year for Unduplicated Client Count by Service Category by Region and we will review the data.

(14.0) Part A Office Report

Tom Butcher gave the following report:

1. They are currently interviewing individuals for the QA manager position and feel they will have someone soon.
2. Site visits in regions 2, 4 and 5 have gone well and they are preparing for regions 1 and 3 beginning in May.

(15.0) 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. 3/7: updated survey was presented, and 2 versions were considered, details under topic above.

(16.0) Announcements

- The next Quality Improvement meeting is April 4, 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	Sep	Oct	Nov
20.	Inthiany Ardila	A	A	A							
21.	Max Cisneros	X	A	X							
22.	Cassandra Cokley	A	A	A							
23.	<i>Christopher Cole PC Co-Chair</i>	A	X	A							
24.	Loreen Cuiman	A	A	A							
25.	Sabrina Delgado	A	A	A							
26.	Thomas Evans	A	A	A							
27.	Heather Garofalo	A	A	A							
28.	Lauren Gau	A	A	A							
29.	Lisa Gluz	A	A	A							
30.	Heidi Jenkins	A	A	A							
31.	Albana Lame Co-Chair	X	X	X							
32.	Clara Langley	A	A	A							
33.	Joanne Montgomery	A	X	X							
34.	Raphael Muniz	A	A	A							
35.	Richard Radocchia	X	X	A							
36.	Christine Romanik Co-Chair	X	X	A							
37.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X							
38.	Charlotte Teel	A	A	A							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Council present:	26%	32%	21%							

Guests: Aaron Stewart, Tequetta Valeriano, David Colbert, Christina Rizk, Sara Burns