



*Albana Lame & David Colbert, Co-Chairs*

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**Quality Improvement Meeting Minutes**

**Meeting Date:** Thursday, February 6, 2020  
**Start Time:** 12:53 pm  
**End Time:** 2:10 pm  
**Location:** Burroughs Community Center  
**Presiding Chair:** Albana Lame  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from January 9, 2019 meetings

**Council Member Assignments**

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2020 PCAT for the Quality Improvement Committee

**(1.0) Moment of Silence**

Albana called the meeting to order at 12:53 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**

This committee is in need of a new co-chair.

**(4.0) Approval of November 7, 2019 and January 9, 2020 QI Meeting Minutes**

Chris Cole made a motion to approve the meeting minutes from November 7, 2019 and Rich Radocchia seconded it.

**For: (4)** Cole, Radocchia, Lame

**Against: (0)**

**Abstain: (2)** Stewart, Colbert

Chris Cole made a motion to approve the meeting minutes from January 9, 2020 and Rich Radocchia seconded it.

**For: (2)** Radocchia, Lame

**Against: (0)**

**Abstain: (3)** Cole, Stewart, 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.

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- **Review and Update Service Standards**

Staff presented all service standards and Roberta Stewart made a motion to approve all updated service standards and David Colbert seconded it:

**For: (5)** Radocchia, Lame, Cole, Stewart, Colbert

**Against: (0)**

**Abstain: (0)**

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

Staff presented the updated PCAT for 2020 and Roberta Stewart made a motion to approve this and Rich Radocchia seconded it.

**For: (5)** Radocchia, Lame, Cole, Stewart, Colbert

**Against: (0)**

**Abstain: (0)**

Roberta Stewart made a motion to extend the meeting 10 minutes and David Colbert seconded it.

**For: (5)** Radocchia, Lame, Cole, Stewart, Colbert

**Against: (0)**

**Abstain: (0)**

- **Review Units of Service for Funded Services**

A discussion took place regarding these and a request was made to the Ryan White Office to send us the reports that are used with service units as well as the drop-down lists in CAREWare. We will review this next month.

**(6.0) Part A Office Report**

The Ryan White office staff gave the following report:

1. Site visits will begin in March/April for Regions 2 and 5.
2. They are completing all contract amendments due to the partial award.
3. CQM will be continuing to meet and focus on regional PDSAs.

**(7.0) Unresolved Parking Lot Items**

There are none at this time.

**(8.0) Announcements**

- The next Quality Improvement meeting is March 5, 2020 from 12:00pm – 2:00pm (Burroughs Community Center).



NEW HAVEN / FAIRFIELD  
**COUNTIES**  
 RYAN WHITE PLANNING COUNCIL

*Albana Lame & David Colbert, Co-Chairs*

**Quality Improvement Committee Attendance 2020**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
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.	<b>David Colbert, Co-Chair</b>	A	X								
6.	Loreen Cuiman	A	A								
7.	Sabrina Delgado	A	A								
8.	Lauren Gau	A	A								
9.	Lisa Gluz	A	A								
10.	<b>Albana Lame, Co-Chair</b>	X	X								
11.	Ronald Montague	-	A								
12.	Joanne Montgomery	A	A								
13.	Daniel Pettit	A	A								
14.	Richard Radocchia	X	X								
15.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
16.	Charlotte Teel	A	A								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	25%	31%								

Guests: Tequetta Valeriano, Sara Burns, Linda Ferraro