



Albana Lame & David Colbert, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, March 5, 2020
Start Time: 12:15 pm
End Time: 2:00 pm
Location: Burroughs Community Center
Presiding Chair: Albana Lame
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from February 6, 2020 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 12:15 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

David Colbert is the new co-chair of this committee, congratulations David!

(4.0) Approval of February 6, 2020 Quality Improvement Committee Meeting Minutes

Joanne Montgomery made a motion to approve the meeting minutes from February 6, 2020 and Rich Radocchia seconded it.

For: (4) Radocchia, Lame, Stewart, Colbert

Against: (0)

Abstain: (2) Cisneros, Montgomery

(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 Units of Service for Funded Services**

Staff presented the data requested from the Ryan White Office that identified the units of service used in the quarterly reports and also in the CAREWare dropdown lists. Attendees reviewed these at length and discussed possible updates to each service category with the goal to have each region in our EMA report service units in a uniform way. The majority of the meeting was spent on this topic and various opinions were heard. We will continue to look at this in April.



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(6.0) Part A Office Report

The Ryan White office staff gave the following report:

1. They are completing all contract amendments due to the partial award.
2. 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 April 2, 2020 from 12:00pm – 2:00pm (Burroughs Community Center).

Quality Improvement Committee Attendance 2020

	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.	David Colbert, Co-Chair	A	X	X							
6.	Loreen Cuiman	A	A	A							
7.	Sabrina Delgado	A	A	A							
8.	Linda Ferraro	-	-	A							
9.	Ken Flyte	-	-	A							
10.	Lauren Gau	A	A	A							
11.	Lisa Gluz	A	A	A							
12.	Albana Lame, Co-Chair	X	X	X							
13.	Ronald Montague	-	-	A							
14.	Joanne Montgomery	A	A	X							
15.	Mitchell Namias	-	-	A							
16.	Daniel Pettit	A	A	A							
17.	Richard Radocchia	X	X	X							
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:	25%	31%	32%							

Guests: Tequetta Valeriano, Christina Rizk, Carey Ostrow