



Albana Lame & David Colbert, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, May 7, 2020
Start Time: 12:15 pm
End Time: 2:00 pm
Location: Zoom Video Conference
Presiding Chair: David Colbert
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from March 5, 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

David 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

(4.0) Approval of March 5, 2020 Quality Improvement Committee Meeting Minutes

Joanne Montgomery made a motion to approve the meeting minutes from March 5, 2020 and Chris Cole seconded it.

For: (6) Ardila, Radocchia, Lame, Gau, Montgomery, Cisneros

Against: (0)

Abstain: (2) Colbert, Cole

(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**

We spent most of the meeting discussing what defines a unit of service in each of the service categories. We reviewed the data received from the Recipient's office which outlined the CAREWare options (dropdown lists) for each service category, and displayed results for the unduplicated client count and units of service by region. Attendees reviewed

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all dropdown options listed and updated these to reflect how they should be capturing this data. Arvil will now update those dropdown lists in CAREWare to reflect these changes.

- **Review Annual Quality Improvement Plan**

Staff will work with Dionne, the QA Manager in the Recipient's office to update our current plan.

(6.0) Part A Office Report

The Ryan White office staff gave the following report:

1. They conducted a CQM Zoom meeting on April 22 to discuss QI initiatives in the regions.
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 June 4, 2020 from 12:00pm – 2:00pm (Burroughs Community Center).



NEW HAVEN / FAIRFIELD
COUNTIES
 RYAN WHITE PLANNING COUNCIL

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Quality Improvement Committee Attendance 2020

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	A	A	A	-	X					
2.	Max Cisneros	X	A	X	-	X					
3.	Cassandra Cokley	A	A	A	-	A					
4.	<i>Christopher Cole PC Co-Chair</i>	A	X	A	-	X					
5.	David Colbert, Co-Chair	A	X	X	-	X					
6.	Loreen Cuiman	A	A	A	-	A					
7.	Sabrina Delgado	A	A	A	-	A					
8.	Linda Ferraro	-	-	A	-	A					
9.	Ken Flyte	-	-	A	-	A					
10.	Lauren Gau	A	A	A	-	X					
11.	Lisa Gluz	A	A	A	-	A					
12.	Albana Lame, Co-Chair	X	X	X	-	X					
13.	Ronald Montague	-	-	A	-	A					
14.	Joanne Montgomery	A	A	X	-	X					
15.	Mitchell Namias	-	-	A	-	A					
16.	Daniel Pettit	A	A	A	-	A					
17.	Richard Radocchia	X	X	X	-	X					
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	-	A					
19.	Charlotte Teel	A	A	A	-	A					
	Ryan White Office	X	X	X	-	X					
	Planning Council Staff	X	X	X	-	X					
	% of Council present:	25%	31%	32%	-	42%					

Guests: Ken Teel, Hanif Gilani, Nike Jackson, Sara Burns, Jackson Monarca