

Ryan White EMA Planning Council
New Haven and Fairfield Counties



Charlotte Burch and Brian Kuerze, Co-Chairs

Quality Improvement Committee
Meeting Minutes

Meeting Date: Friday, February 4, 2011
Start Time: 12:01 pm
End Time: 1:15 pm
Location: Burroughs Community Center, Bridgeport
Presiding Chair: Brian Kuerze
Recorder: Trish Wampler

Summary of Committee Business Votes

- Approval of Minutes from the October 8th and December 3rd meetings in 2010, as well as the minutes from the January 4th, 2011 meeting.

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Recruit/Promote Planning Council to increase PLWHA participation

Staff Member Assignments

- Retain Greek Olive for 10 – 2 pm on March 4th.

Attendance Record – 2011

	Council Member	1/4	2/4	3/4	4/8	5/6	6/3	7/8	8/5	9/2	10/7	11/4	12/2
1.	Charlotte Burch, co-chair	X	X										
2.	Brian Datcher		X										
3.	Adaline DeMarrais		X										
4.	Brian Kuerze, co-chair	X	X										
5.	<i>Beverly Leach PC Co-Chair</i>												
6.	Ronald Lee												
7.	Jennifer Loschiavo												
8.	<i>Leif Mitchell PC Co-Chair</i>	X	X										
9.	Caesar Moffett, Jr.	X											
10.	Ken Teel	X	X										
11.	Kenneth McCoy	X	X										
12.	Krystle Moore												
13.	Joanne Montgomery												
14.	Clara Ramos		X										
15.	Christine Romanik	X	X										
16.	Gabrielle Rosa		X										
17.	Robert Sidleau	X	X										
18.	Roberta Stewart												
19.	Dennis Torres		X										
	Ryan White Office	X	X										
	Planning Council Staff	X	X										
	% of Council present:	44%	63%										



Tracy Kulik from Collaborative Research participated via conference call.

(1.0) Moment of Silence

Brian Kuerze called the meeting to order at 12:02 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 no co-chair announcements today. Brian reviewed today's agenda with the committee.

(4.0) Approval of Minutes Meeting Summary

A motion to approve the revised minutes of the October 8th QI Committee was made by Bob Sideleau and seconded by Charlotte Burch.

Against: None

Abstain: Torres, Romanik, Teel, Mitchell and Kuerze

A motion to approve the minutes of the December 6th QI Committee was made by Bob Sideleau and seconded by Christine Romanik, with the correction that Adaline DeMarrais' name had been misspelled.

Against: None

Abstain: Torres, Mitchell, Romanik and Kuerze

A motion to approve the minutes of the revised January 4th QI Committee was made by Bob Sideleau and seconded by Adaline DeMarrais Charlotte Burch, with the notation that Ken McCoy was present at the meeting, and a minor wording change under Part 6, Announcements.

Against: None

Abstain: Torres, DeMarrais and Kuerze

(5.0) New Business/Old Business

a. Review PCAT and Standards of Care

Tracy and Brian discussed the timeline for the QI Committee first. They noted that:

- 1) In April, significant updates with new guidelines for MCM and OAMC would be made with a possible impact on Standards of Care.
- 2) In May, there is a mandate for the QI Committee to work with the Priority Resource Allocation process.
- 3) In August, they will gather input from the Committee on QI for grants.

At this point, Tom Butcher added that he would like to have the committee look at Performance Measures. He was delighted at the prospect of having the committee review the data with the SPA committee.

Then Brian and Tracy took the Committee through the PCAT in detail.



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b. Discuss Flow of Topics for QI Committee in Relation to Other Committees and Ryan White Office

Tracy and Brian presented a handout showing the PCAT for the entire Planning Council, with bold face type showing where and how the QI committee can inform/assist the other committees.

Lastly, they showed a timeline that paired the QIC to the Ryan White office, and discussed how the two interface. A discussion was also held concerning interface with consumers, where Charlotte Burch is expected to take the lead.

c. Finalize QI Committee Plan for 2011

Discussion then ensued concerning development of a Standard of Care for Early Intervention Services. The group decided it was worthwhile to have one, even though it was bound to change in the future, and would probably look more like the Mental Health SoC than patient care. Adaline DeMarrais suggested that we look at other diseases to see what the government has done in the past, such as tuberculosis.

A meeting is set for March 4th, 2011, at the Greek Olive that will go from 10 am – 2 am, to discuss the EIS programs and to develop the Standard of Care. Tom Butcher suggested that we invite the lead contractors to this meeting. The Committee approved having the co-chairs structure and plan the meeting for optimal results.

Discussion was also brought up over a SPNS Grant – Special Projects of National Significance. Tracy sent the link with the information to Tom.

Finally, the committee reached consensus that the PCAT was approved as is to go to the Executive Committee. No vote was needed.

(6.0) Announcements

- Midfield AIDS dinner at Norwalk Inn, February 10, 6 pm
- Recovery Network in sponsoring a New Trends in Addiction presentation on February 15th, from 9-11 am and again from 12-2 pm in Shelton. Call Joanne Montgomery for details.
- Reminder to spread the news about the Consumer Forum on Friday, February 18th, at the Greek Olive from 10 – 11:30 am. Participants will receive a \$20 Stop and Shop gift card.
- March 23 is AIDS Science Day conference in New Haven at the Omni. Starts at 8:30 am. Register at www.yale.edu/cira. Free.
- Next QI committee meeting is March 4, at noon, at the Greek Olive in New Haven

(7.0) Adjournment

The meeting adjourned at 1:00 pm.