



Charlotte Burch and Ric Browne, Co-Chairs

**Quality Improvement Committee
 Meeting Summary**

Meeting Date: Friday, July 2nd, 2010
Start Time: 12:13 p.m.
End Time: 1:58 p.m.
Location: The Greek Olive, New Haven
Presiding Chair: Charlotte Burch
Recorder: Jeananne Cappetta

- **Summary of Committee Business Vote**
- Approval of Committee meeting minutes from May 7th, 2010

Council Member Assignments:

- Review and comment on Quality Management Plan for 2010 prior to next meeting

Staff Member Assignments:

- E-mail Quality Management Plan with changes as per this meeting to committee members

Attendance Record – 2010

Committee Members	5/7	7/2	9/3	11/5
Adaline DeMarrais	●	●		
Beverly Leach				
Brian Datcher				
Caesar Moffett, Jr.				
Charlotte Burch	●	●		
Christine Romanik	●			
Clara Ramos				
Dennis Torres				
Jennifer Loschiavo	●			
Joanne Montgomery (Co-Chair)	●			
Krystle Moore				
Leif Mitchell (Council Co-Chair)				
Ric Browne	●	●		
Richard Coover				
Robert Sideleau	●	●		
Roberta Stewart (Co-Chair)				
Ronald Lee				
Tom Kidder (Council Co-Chair)	●	●		
Other Attendees				
Ryan White Office	●	●		
Planning Council Staff	●	●		
Other Participants	Ken Teel			

(1.0) Moment of Silence

Charlotte Burch called the meeting to order at 12:13 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.



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(2.0) Welcome and Introduction

Committee members introduced themselves.

(3.0) Co-Chair Announcements

What the current roles of the Quality Management committee were asked to be clarified by several committee members.

Tom Butcher explained the difference in what the grantees responsibilities are with Quality Management and the responsibilities of the Planning Council and Quality Management. Currently the Quality Management Improvement Committee is a functioning committee under the Planning Council and will continue with Planning Council support, however, the PODs that meet regarding quality management will continue to do so and all QI members are welcome to continue attending. This committee will approve the quality management plan and standards of care prior to submission to the Planning Council. Below is the definition of the roles of the Quality Improvement Committee as per the Planning Council By-Laws.

1. Develop a Quality Management Plan to set forth the Council's expectations for health and service delivery to people living with HIV/AIDS in our EMA.
2. Establish and review the standards of care.

(4.0) Approval of May 7th, 2010 Meeting Summary

Bob Sideleau moved that the minutes of the May 7th Quality Improvement Committee meeting summary be approved. Tom Kidder seconded the motion.

For: Demarrais, Browne, Sideleau, Kidder

Abstain: Burch

No: None

(5.0) New Business/Old Business

a. Review Quality Improvement PCAT

The committee is on target with the PCAT and will review the Quality Management Plan for today.

b. Quality Management Plan Development

The committee reviewed the 2009 plan and began revising and updating the new plan for 2010. The revised plan will be sent to committee members to continue to review and comment prior to the September meeting. At the next meeting the updated plan will be reviewed and approved and then forwarded to the Planning Council.

(6.0) Adjournment

The meeting adjourned at 1:58 p.m.