

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Brian Kuerze & Ken Teel, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Friday, August 3, 2012
Start Time: 12:02 p.m.
End Time: 1:54 p.m.
Location: Burroughs Community Center, Bridgeport, CT
Presiding Chair: Brian Kuerze
Recorder: Tracy Kulik

Summary of Committee Business Votes

A motion to approve the July 13, 2012 Quality Improvement Committee minutes was made by Chris Romanik and seconded by Ric Browne. This passed with 4 for, 0 against and 1 abstention - detail in Minutes.

Council Member Assignments – Review the Guidance related to Clinical Quality Improvement (Section 7) for the 2013 Grant Application and the status of the 2012 Site Visits currently in progress.

Staff Member Assignments – To take minutes and provide insight into the 2013 Grant Guidance and 2012 Site Visits

Attendance Record – 2012

	Planning Council Member	1/6	2/3	3/2	4/12	5/4	7/13	8/3	9/7	10/5	11/2	12/7
1.	Ric Browne	Y	Y	Y		Y	Y	Y				
2.	Kenneth Cousar											
3.	Michael Contreras											
4.	Brian Datcher	Y	Y	Y								
5.	Adaline DeMarrais											
6.	Heidi Jenkins											
7.	Tom Kidder	Y	Y	Y	Y	Y	Y	Y				
8.	Brian Kuerze Co-Chair		Y		Y	Y		Y				
9.	<i>Beverly Leach PC Co-Chair</i>	Y	Y	Y	Y	Y						
10.	Ronald Lee				Y							
11.	Andrew Lyons				Y							
12.	<i>Leif Mitchell PC Co-Chair</i>	Y	Y	Y								
13.	Caesar Moffett, Jr.											
14.	Ken Teel Co-Chair	Y	Y	Y	Y	Y	Y					
15.	Joanne Montgomery	Y		Y								
16.	Cedric Reid			Y		Y	Y	Y				
17.	Christine Romanik		Exc	Y	Y	Y	Y	Y				
18.	Gabrielle Rosa											
19.	Robert Sideleau					Y		Y				
20.	Roberta Stewart					Y						
21.	Dennis Torres					Y						
	Ryan White Office	Y	Y		Y	Y	Y	Y				
	Planning Council Staff	Y	Y	Y	Y	Y	Y	Y				
	% of Council present:	35%	40%	40%	35%	38%	24%	29%				
	Guests: Lauren Tierney											

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(1.0) Moment of Silence

Brian Kuerze called the meeting to order at 12:02 p.m. 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

Brian Kuerze reviewed today's agenda and the PCAT with the committee. The Quality Improvement Committee is on pace with its Timeline.

(4.0) Approval of July 13, 2012 QI Meeting Summary

MOTION 1: A motion to approve the minutes of the July 13, 2012 QI Committee was made by Christine Romanik and seconded by Ric Browne.

For: 4 (Ric Browne, Tom Kidder, Cedric Reid and Chris Romanik)

Against: 0

Abstain: 1 (Brian Kuerze)

(5.0) New Business/Old Business

a. Review PCAT

The two items on the PCAT for August are Review of the CQI portion of the 2013 Grant for the entire EMA and Review of the Status of 2012 Site Visits. The QI Committee is on track for all items on the PCAT.

b. Review Section 7. Clinical Quality Improvement of 2013 Grant Guidance

An excerpt from the 2013 Grant Guidance was reviewed, briefly discussed and consensus reached that the QI Committee has supported the Grantee in being able to fully populate this section. Tom Butcher reminded the group that data from the QI process, including the site visits currently underway, is critical in supplying information for the two big point sections—Section 1. Demonstrated Need and Section 2. Early Identification of Individuals with HIV/AIDS that are Unaware of their HIV status.

c. Review status of 2012 Site Visits

Rhonda Stewart reviewed the status of the 2012 site visits with only one week remaining in the six week schedule. She discussed the integration of Program Monitoring Standards into the Standard of Care compliance monitoring and derivation of HIV/AIDS Bureau performance measures. Significant discussion occurred about the depth and comprehensive nature of these visits, with the desire by the Grantee to stay ahead of Program Monitoring and provide all contracted providers with awareness of these standards and customized reports about where they stand as HRSA and the HIV/AIDS Bureau integrate this process into performance review.

(6.0) Announcements

The next meeting is on Friday, September 7, 2012 at the Greek Olive Restaurant in New Haven, CT from Noon to 2 p.m.

(7.0) Adjournment

The meeting adjourned at 1:55 p.m.