

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Ric Browne, Co-Chair

## Quality Improvement Meeting Minutes

**Meeting Date:** Thursday, May 1, 2014  
**Start Time:** 12:00 pm  
**End Time:** 1:36 pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Ric Browne  
**Recorder:** Sara Seaburg

### Summary of Committee Business Votes

- Approval of Minutes from the April 3, 2014 meetings

### Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2014 PCAT for the Quality Improvement Committee

#### (1.0) Moment of Silence

Ric Browne called the meeting to order at 12:00pm. 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 announcements made

#### (4.0) Approval of April 3, 2014 QI Meeting Minutes

A motion to approve the minutes from April 3, 2014 was made by Christine Romanik and seconded by Tom Kidder

**For: (4)** Kidder, Romanik, Tierney, Muniz

**Against:**

**Abstain: (5)** Stewart, Jenkins, Browne, Kuerze, Mitchell

#### (5.0) New Business/Old Business

##### 1. Review 2014 PCAT

The committee reviewed the QI Planning Council Activity Timeline and determined that everything was on track.

##### 2. Review National HIV/AIDS Strategy ('NHAS') and New Haven-Fairfield Counties – Performance

Rhonda presented on this and focused primarily on Oral Health, Mental Health, and Substance Abuse. Since CAREWare is not completely up to date regarding HAB measures, chart audits are still required. Rhonda reviewed all the changes that were made to the Oral Health, Mental Health and Substance Abuse Standards of Care in order to bring it up the

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HRSA standards. She also discussed the changes made to Ambulatory Outpatient Medical Care Standard as well. A discussion took place regarding the updates and how CAREWare is capturing this information and what information remains in the charts at this point.

Christine Romanik made a motion to accept the changes to Oral Health, Mental Health and Substance Standard of Care and Roberta Stewart seconded it.

**For: (9)** Kidder, Romanik, Tierney, Muniz, Stewart, Jenkins, Browne, Kuerze, Mitchell

**Against: (0)**

**Abstain: (0)**

These changes will be documented by Standard of Care on a summation sheet for all planning council members to review.

### **3. Determine Focus of Site Visits**

The site visits will take place in Late June and Early July and focus will be on charts since CAREWare is unfortunately not capturing the changes to the Standards of Care to ensure compliance with HAB and HRSA.

### **4. Discussion of a new co-chair**

Roberta shared that she thought that Lauren Tierney would make a great co-chair of this committee due to her commitment to the planning council. Ric shared that he also feels that Lauren would make a great partner on this committee. Lauren accepted this nomination and will need to check with her employer to make sure and she will let us know.

### **5. Parking Lot Issues**

1. There are none at this time

### **(6.0) Announcements**

- Tom shared that he had a call with the project officer, Sera Morgan who said that the award was due anytime between now and the middle of May. On Tuesday he saw that other jurisdictions were receiving their award amounts and was told that there were different batches of notices sent and we are in a different batch. He is still waiting on this information. Tom will check in with his region leads to ensure that he will be able to do a 12 month contract which will be much simpler than separate contract time frames.
- The next Quality Improvement Committee meeting will take place on June 5, 2014 from 12:00pm - 2:00pm at The Burrough's Community Center

### **(7.0) Adjournment**

The meeting adjourned at 12:49pm

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## Quality Improvement Committee Attendance 2014

	Planning Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	<b>Ric Browne Co-Chair</b>	X	X	A	X	X					
2.	Heather Garofalo	A	A	A	A	A					
3.	Heidi Jenkins	A	A	X	A	X					
4.	Tom Kidder	A	X	X	X	X					
5.	<i>Brian Kuerze PC Co-Chair</i>	A	A	X	A	X					
6.	Ronald Lee	X	A	X	A	A					
7.	Sylvia Mitchell	-	-	-	-	X					
8.	Joanne Montgomery	A	A	A	A	A					
9.	Raphael Muniz	-	-	-	X	X					
10.	Alex Ortiz	A	A	A	A	A					
11.	Christine Romanik	X	X	X	X	X					
12.	Poonam Sharma	A	A	A	A	A					
13.	Robert Sideleau	A	X	X	A	X					
14.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	A	X					
15.	Lauren Tierney	X	X	X	X	X					
16.	Dennis Torres	A	A	A	A	A					
17.	Ryan White Office	X	X	X	X	X					
18.	Planning Council Staff	X	X	X	X	X					
19.	% of Council present:	41%	47%	53%	39%	63%					

Guests: Jerrod Geter