

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Christine Romanik & Ken Teel, Co-Chairs

## Quality Improvement Meeting Minutes

**Meeting Date:** Thursday, March 3, 2016  
**Start Time:** 12:02 pm  
**End Time:** 1:07 pm  
**Location:** Burrough's Community Center  
**Presiding Chair:** Christine Romanik  
**Recorder:** Sara Seaburg

### Summary of Committee Business Votes

- Approval of Minutes from February 4, 2016 meeting

### 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

Christine called the meeting to order at 12:03pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (1.0) Welcome and Introduction

All participants introduced themselves.

#### (2.0) Co-Chair Announcements

There were none

#### (3.0) Approval of February 4, 2016 QI Meeting Minutes

A motion to approve the minutes from February 4, 2016 was made by Joanne Montgomery and seconded by Roberta Stewart

**For (4):** Montgomery, Stewart, Delgado, Cole

**Against (0):**

**Abstain (1):** Romanik

#### (4.0) New Business/Old Business

- **Review 2016 PCAT (Planning Council Activity Timeline)**  
The committee reviewed the QI Planning Council Activity Timeline and the committee is right on track with all tasks.
- **Review Service Standards**  
Staff presented the newly updated Mental Health Service Standard that was reviewed by Thomas Schucker, Joanne Montgomery and Kelli McDermott. The SPA committee will review the Service Category Definition to ensure it is parallel to the changes updated here. All changes made during the update process were reviewed by the committee.

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Roberta Stewart made a motion to accept all changes made to update the Mental Health Service Standard and Chris Cole seconded it.

**For (4):** Romanik, Stewart, Delgado, Cole

**Against (0):**

**Abstain (1):** Montgomery

The committee began to review the Oral Health Service Standard as well. Staff presented the current service standard. The service standard definition was compared to the service category definition and found there were differences. These were corrected and the service category definition will be brought back to the SPA committee meeting in April for review. Thomas will continue to work on this with Sabrina and Heather and we'll review this next month.

- **Review Annual Quality Improvement Plan**

Staff will email this out to all Planning Council members to review before next month's meeting when the committee will look at this again.

**(5.0) Grantee Report**

Tom Butcher, the Grantee gave this report

- They are working on the scope of work for FY2016 concerning site visits.
- Award letters are coming out on March 4, 2016.

**(6.0) Unresolved Parking Lot Items**

| ITEM  | STATUS   |
|---|--|
| When reviewing Service Standards – consistent training hours across all standards | Closed – this can be closed due to the fact that we are reviewing all service standards including uniform training requirements. |

**(7.0) Announcements**

- The next Quality Improvement meeting is April 7, 2016 from 12:00pm – 2:00pm (Burrough's Community Center).

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## Quality Improvement Committee Attendance 2016

|     | Planning Council Member             | Jan | Feb | Mar | Apr | May | June | Aug | Sept | Oct | Nov |
|-----|-------------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|
| 1.  | Inthiany Ardila                     | -   | -   | A   |     |     |      |     |      |     |     |
| 2.  | <i>Christopher Cole PC Co-Chair</i> | A   | X   | X   |     |     |      |     |      |     |     |
| 3.  | Sabrina Delgado                     | A   | X   | X   |     |     |      |     |      |     |     |
| 4.  | Pat Kelly                           | A   | A   | A   |     |     |      |     |      |     |     |
| 5.  | Heather Garofalo                    | A   | A   | A   |     |     |      |     |      |     |     |
| 6.  | Heidi Jenkins                       | X   | A   | A   |     |     |      |     |      |     |     |
| 7.  | Tom Kidder                          | X   | A   | A   |     |     |      |     |      |     |     |
| 8.  | Joanne Montgomery                   | X   | X   | X   |     |     |      |     |      |     |     |
| 9.  | Raphael Muniz                       | A   | A   | A   |     |     |      |     |      |     |     |
| 10. | Alex Ortiz                          | A   | A   | A   |     |     |      |     |      |     |     |
| 11. | Johnny Rivera                       | A   | A   | A   |     |     |      |     |      |     |     |
| 12. | Jackie Robertson                    | A   | A   | A   |     |     |      |     |      |     |     |
| 13. | <b>Christine Romanik Co-Chair</b>   | X   | X   | X   |     |     |      |     |      |     |     |
| 14. | Mark Sanchez                        | A   | A   | A   |     |     |      |     |      |     |     |
| 15. | <i>Roberta Stewart PC Co-Chair</i>  | X   | X   | X   |     |     |      |     |      |     |     |
| 16. | <b>Ken Teel Co-Chair</b>            | A   | X   | A   |     |     |      |     |      |     |     |
| 17. | Charlotte Teel                      | A   | A   | A   |     |     |      |     |      |     |     |
| 18. | Lauren Tierney                      | X   | A   | A   |     |     |      |     |      |     |     |
| 19. | Dennis Torres                       | A   | A   | A   |     |     |      |     |      |     |     |
|     | Ryan White Office                   | X   | X   | X   |     |     |      |     |      |     |     |
|     | Planning Council Staff              | X   | X   | X   |     |     |      |     |      |     |     |
|     | % of Council present:               | 33% | 33% | 26% |     |     |      |     |      |     |     |

Guests: Sarah Burns