

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Christine Romanik & Ken Teel, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, August 4, 2016
Start Time: 12:32 pm
End Time: 12:40 pm
Location: Burrough's Community Center
Presiding Chair: Christine Romanik
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from June 9, 2016 meeting

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2016 PCAT for the Quality Improvement Committee

(1.0) Moment of Silence

Chris called the meeting to order at 12:32pm. 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 June 9, 2016 QI Meeting Minutes

A motion to approve the minutes from June 9, 2016 was made by Chris Cole and seconded by Roberta Stewart

For (2): Stewart, Cole

Against (0):

Abstain (3): Romanik, Muniz, Jenkins

(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 Food Bank/Home Delivered Meals service standard that was reviewed by Thomas Schucker, Chris Cole and Roberta Stewart. Staff outlined the updates that were made. Staff also presented the newly updated Medical Transportation service standard that was reviewed by Thomas Schucker, Chris Cole and Roberta Stewart. Staff outlined the updates that were made.

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Chris Cole made a motion to accept the updates to the Food Bank/Home Delivered Meals and Medical Transportation Service Standards and seconded by Roberta Stewart.

For (5): Stewart, Cole, Romanik, Muniz, Jenkins

Against (0):

Abstain (0):

The next Service Standard to be looked at will be Housing and Roberta will work on this with Staff.

- **Review HIV Continuum of Care**

Staff presented the HIV Continuum of Care provided by DPH for New Haven and Fairfield Counties for 2014 and discussed the improvements that will be made moving forward with this graphic.

- **Review QI Portion of the Grant Guidance**

We are still waiting on this to come out.

(5.0) Grantee Report

Tom Butcher, the Grantee gave this report:

- They are in process of reviewing the site visit reports and will be sent to the regional leads for their review prior to publishing these results. These should be finalized in October.

(6.0) Unresolved Parking Lot Items

ITEM	STATUS
none	

(7.0) Announcements

- The next Quality Improvement meeting is September 1, 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	A	A	X	A			
2.	Bradford Briggs	-	-	-	A	A	A	A			
3.	<i>Christopher Cole PC Co-Chair</i>	A	X	X	X	X	X	X			
4.	Sabrina Delgado	A	X	X	X	X	A	A			
5.	Pat Kelly	A	A	A	A	A	A	A			
6.	Heather Garofalo	A	A	A	X	A	A	A			
7.	Heidi Jenkins	X	A	A	A	A	A	X			
8.	Gerald Lewis	-	-	-	-	-	A	A			
9.	Joanne Montgomery	X	X	X	X	X	X	A			
10.	Raphael Muniz	A	A	A	X	X	A	X			
11.	Jackie Robertson	A	A	A	A	A	A	A			
12.	Christine Romanik Co-Chair	X	X	X	A	A	X	X			
13.	Mark Sanchez	A	A	A	A	A	A	A			
14.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X			
15.	Ken Teel Co-Chair	A	X	A	X	A	A	A			
16.	Charlotte Teel	A	A	A	A	A	A	A			
17.	Lauren Tierney	X	A	A	A	A	A	A			
18.	Dennis Torres	A	A	A	A	A	A	A			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Council present:	33%	33%	26%	35%	25%	26%	28%			

Guests: Sara Burns, Kelli McDermott