



New Haven / Fairfield Counties EMA

Ryan White Part A Planning Council

Christine Romanik & Albana Lame, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, October 4, 2018
Start Time: 12:04 pm
End Time: 1:33 pm
Location: Burrough's Community Center
Presiding Chair: Albana Lame
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from September 6, 2018 meeting

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2018 PCAT for the Quality Improvement Committee

(1.0) Moment of Silence

Albana called the meeting to order at 12:04 pm. 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 September 6, 2018 QI Meeting Minutes

A motion to approve the September 6, 2018 committee minutes was made by Joanne Montgomery and Roberta Stewart seconded it.

For: (3) Montgomery, Stewart, Lame

Against: (0)

Abstain: (2) Cole, Ardila

(4.0) New Business/Old Business

- **Discuss Responsibilities of the Quality Improvement Committee**
 1. The Assessment of the Administrative Mechanism – we discussed the feedback from the survey that was conducted last month:
 - i. Staff presented the 2 separate surveys requested and attendees made updates. Staff will present these updated surveys next month.
 - ii. Add question: Were there any gaps in service for a client. Did a lag in funding cause a client to have an interruption of services?

(5.0) Part A Office Report

The Recipient needed to leave early



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(6.0) Unresolved Parking Lot Items

ITEM	STATUS
Develop a client satisfaction survey	10/4: Joanne and Inthiany are going to work on this and have a 1 st draft in January.

(7.0) Announcements

The next Quality Improvement meeting is November 1, 2018 from 12:00pm – 2:00pm (Burrough’s Community Center).

Quality Improvement Committee Attendance 2018

	Planning Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	A	A	A	A	X	A	-	A	X	
2.	Max Cisneros	A	A	A	X	A	X	-	X	A	
3.	Cassandra Cokley	A	A	A	A	X	A	-	A	A	
4.	<i>Christopher Cole PC Co-Chair</i>	X	X	X	X	X	X	-	A	X	
5.	Wallace Daniels	A	A	A	A	A	A	-	A	A	
6.	Sabrina Delgado	A	X	X	X	X	A	-	X	A	
7.	Thomas Evans	A	A	A	A	A	A	-	A	A	
8.	Heather Garofalo	A	A	A	A	A	A	-	A	A	
9.	Lauren Gau	X	A	X	A	A	X	-	A	A	
10.	Heidi Jenkins	A	A	A	A	A	A	-	A	A	
11.	Albana Lame Co-Chair	X	X	X	X	X	X	-	X	X	
12.	Joanne Montgomery	X	X	X	A	X	X	-	X	X	
13.	Raphael Muniz	X	X	X	A	A	A	-	X	A	
14.	Richard Radocchia	-	-	-	-	A	A	-	A	A	
15.	Christine Romanik Co-Chair	X	X	X	X	X	X	-	X	X	
16.	<i>Roberta Stewart PC Co-Chair</i>	X	X	A	A	X	X	-	X	X	
17.	Charlotte Teel	A	A	A	A	A	A	-	A	A	
	Ryan White Office	X	X	X	A	X	X	-	X	X	
	Planning Council Staff	X	X	X	A	X	X	-	X	X	
	% of Council present:	32%	32%	32%	23%	22%	33%	-	39%	35%	

Guests: Sara Burns, Jean Brown, Christina Rizk, Yanira Diaz, Tequetta Valeriano