



Christine Romanik & Albana Lame, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, May 2, 2019
Start Time: 12:00 pm
End Time: 1:32 pm
Location: Burroughs Community Center
Presiding Chair: Christine Romanik
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from April 4, 2019 meetings

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2019 PCAT for the Quality Improvement Committee

(1.0) Moment of Silence

Christine called the meeting to order at 12:00 pm. 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 none

(4.0) Approval of April 4, 2019 QI Meeting Minutes

A motion to approve the April 4, 2019 committee minutes was made by Roberta Stewart and Christine Romanik seconded it.

For: (2) Stewart, Cole

Against: (0)

Abstain: (4) Romanik, Lame, Cisneros, Radocchia

A motion to approve the March 7, 2019 committee minutes was made by Chris Cole and Christine Romanik seconded it.

For: (2) Stewart, Cole

Against: (0)

Abstain: (4) Romanik, Lame, Cisneros, Radocchia

(5.0) New Business/Old Business

- **Review 2018 Monitoring Process**

Region 2 fiscal exit interview took place on April 3rd and Region 5 will take place next week. All reports for regions 2, 4 and 5 will go out on April 15th to all subrecipients. There will be a video conference for the remaining 2 regions prior to their site visits.

- **Review Client Satisfaction Survey**

Attendees discussed the 2 different versions of the client satisfaction survey that was piloted by regions 2 and 5. Clients felt that the version without all of the funded services listed was much easier to understand.

Rich Radocchia made a motion to use the client satisfaction survey without services listed and Chris Cole seconded it.

For: (6) Stewart, Cole, Romanik, Lame, Cisneros, Radocchia

Against: (0)

Abstain: (0)

- **Review Data Request from Arvil – Unduplicated Client Count by Service Category by Region for 2018.**

This data request was made to Arvil and will be ready for the May meeting. A 2nd data request will also be made for the following service categories. Unduplicated Client Count and units of service by type of service:

mental health, substance abuse outpatient, substance abuse inpatient, food bank and housing.

(6.0) Part A Office Report

Tom Butcher gave the following report:

1. They are finalizing the details on hiring their new Quality Assurance Manager, hopefully starting on April 16th
2. They are having Jesse Thomas from ECompass present a training on a new possible software program to replace CAREWare.

(7.0) 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. 1/3: They will present their 1 st at February's meeting. February 7 th : a 1 st draft was presented, and the updated document will be presented at the March 7 th meeting. 4/7: this is now closed since the committee voted on using the version without funded services listed.

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(8.0) Announcements

- The next Quality Improvement meeting is June 6, 2019 from 12:00pm – 2:00pm (Burrough’s Community Center).

Quality Improvement Committee Attendance 2019

	Planning Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	A	A	A	A	X					
2.	Max Cisneros	X	A	X	X	X					
3.	Cassandra Cokley	A	A	A	A	A					
4.	David Colbert	-	-	-	X	X					
5.	<i>Christopher Cole PC Co-Chair</i>	A	X	A	X	X					
6.	Loreen Cuiman	A	A	A	A	A					
7.	Sabrina Delgado	A	A	A	A	A					
8.	Thomas Evans	A	A	A	A	A					
9.	Heather Garofalo	A	A	A	A	A					
10.	Lauren Gau	A	A	A	A	X					
11.	Lisa Gluz	A	A	A	A	A					
12.	Heidi Jenkins	A	A	A	A	A					
13.	Albana Lame Co-Chair	X	X	X	X	X					
14.	Joanne Montgomery	A	X	X	A	X					
15.	Richard Radocchia	X	X	A	X	A					
16.	Christine Romanik Co-Chair	X	X	A	X	X					
17.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X					
18.	Aaron Stuart	-	-	-	-	X					
19.	Charlotte Teel	A	A	A	A	A					
20.	Donald Winfrey	-	-	-	-	A					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Council present:	26%	32%	21%	32%	45%					

Guests: Sara Burns, Christina Rizk, Tequetta Valeriano, Bonnie Hopkins