
Quality Improvement Meeting Minutes

Meeting Date: Thursday, June 4, 2020
Start Time: 12:10 pm
End Time: 2:00 pm
Location: Zoom Video Conference
Presiding Chair: Albana Lame
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from May 7, 2020 meetings
- Approval of the Surveys to use for the 2019 Assessment of the Administrative Mechanism for Leads and Sub Sub Recipients.

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2020 PCAT for the Quality Improvement Committee

(1.0) Moment of Silence

Albana called the meeting to order at 12:10 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 no announcements.

(4.0) Approval of May 7, 2020 Quality Improvement Committee Meeting Minutes

Chris Cole made a motion to approve the meeting minutes from May 7, 2020 and Inthiany Ardila seconded it.

For: (5) Ardila, Radocchia, Gau, Chris, Colbert

Against: (0)

Abstain: (2) Stewart, Lame

(5.0) New Business/Old Business

- **Review Quality Improvement Committee Activity Timeline**
The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.
- **Review Annual Quality Improvement Plan**
Staff presented the Quality Improvement Committee plan. The content has changed based on several factors including the Clinical Quality Management addition to the Recipient's office as well as regional Quality Improvement committees. Suggestions were made and staff will update a formal plan to be presented in September. Sara will continue to work with Dionne on this.
- **Assist in the Assessment of the Administrative Mechanism**

Albana Lame & David Colbert, Co-Chairs

The 2019 Assessment of the Administrative Mechanism surveys were presented, and updates were made and approved for both the Regional Leads and Sub Sub Recipients surveys. These will be emailed to all Regional Leads on July 14th with a deadline of July 31st.

Inthiany Ardila made a motion to approve all updates to each of the 2 AAM surveys and Chris Cole seconded it:

For: (7) Ardila, Radocchia, Gau, Chris, Colbert, Stewart, Lame

Against: (0)

Abstain: (0)

(6.0) Recipient's Office Report

The Ryan White office staff gave the following report:

1. CQM will be continuing to meet and focus on regional PDSAs as well as the regional QM plans.
2. They are also working on how to track the work that is getting done more effectively.
3. The Zip Code study is still ongoing and continues to provide great data.
4. The DIS workers at DPH are helping to work with consultants.
5. Lakeisha is working on the Unobligated Balance Estimate.

(7.0) Unresolved Parking Lot Items

None.

(8.0) Announcements

The next Quality Improvement meeting is September 3, 2020 from 12:00pm – 2:00pm via Zoom video conference.

Albana Lame & David Colbert, Co-Chairs

Quality Improvement Committee Attendance 2020

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	A	A	A	-	X	X				
2.	Max Cisneros	X	A	X	-	X	A				
3.	Cassandra Cokley	A	A	A	-	A	A				
4.	<i>Christopher Cole PC Co-Chair</i>	A	X	A	-	X	X				
5.	David Colbert, Co-Chair	A	X	X	-	X	X				
6.	Loreen Cuiman	A	A	A	-	A	A				
7.	Sabrina Delgado	A	A	A	-	A	A				
8.	Linda Ferraro	-	-	A	-	A	A				
9.	Ken Flyte	-	-	A	-	A	A				
10.	Lauren Gau	A	A	A	-	X	X				
11.	Lisa Gluz	A	A	A	-	A	A				
12.	Albana Lame, Co-Chair	X	X	X	-	X	X				
13.	Ronald Montague	-	-	A	-	A	A				
14.	Joanne Montgomery	A	A	X	-	X	A				
15.	Mitchell Namias	-	-	A	-	A	A				
16.	Daniel Pettit	A	A	A	-	A	A				
17.	Richard Radocchia	X	X	X	-	X	X				
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	-	A	X				
19.	Charlotte Teel	A	A	A	-	A	A				
	Ryan White Office	X	X	X	-	X	X				
	Planning Council Staff	X	X	X	-	X	X				
	% of Council present:	25%	31%	32%	-	42%	37%				

Guests: Sara Burns, Christina Rizk, Tequetta Valeriano