

Albana Lame & David Colbert, Co-Chairs

Quality Improvement Meeting Minutes

Meeting Date: Thursday, September 3, 2020
Start Time: 12:06 pm
End Time: 12:40 pm
Location: Zoom Video Conference
Presiding Chair: David Colbert
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of Minutes from June 4, 2020 meetings

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws

(1.0) Moment of Silence

David called the meeting to order at 12:06 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 June 4, 2020 Quality Improvement Committee Meeting Minutes

Albana Lame made a motion to approve the meeting minutes from June 4, 2020 and Max Cisneros seconded it.

For: (5) Ardila, Cole, Colbert, Stewart, Lame

Against: (0)

Abstain: (1) Cisneros

(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**

Dionne Kotey from the Recipient's office updated attendees on the EMA's Clinical Quality Management (CQM) Plan. She explained how all regions have submitted their own plans and that these were used in developing an EMA wide plan. She will send PC Support staff the plan and they will create a high-level presentation for October's meeting. The committee will also determine if there are ways they can provide support to ensure the EMA meets its CQM goals.

(6.0) Recipient's Office Report

The Recipient office staff gave the following report:

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1. Kudos to Dionne for all her hard work on the CQM plan.
2. Site visits will begin at the end of October and run through December.

(7.0) Unresolved Parking Lot Items

Review Universal MCM Forms packet (Intake, Assessment, Acuity and Care Plans)	NEW
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(8.0) Announcements

The next Quality Improvement meeting is October 1, 2020 from 12:00pm – 2:00pm via Zoom video conference.

(9.0) Adjournment

The meeting adjourned at 12:40 p.m.

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	X			
2.	Max Cisneros	X	A	X	-	X	A	X			
3.	Cassandra Cokley	A	A	A	-	A	A	A			
4.	<i>Christopher Cole PC Co-Chair</i>	A	X	A	-	X	X	X			
5.	David Colbert, Co-Chair	A	X	X	-	X	X	X			
6.	Loreen Cuiman	A	A	A	-	A	A	A			
7.	Sabrina Delgado	A	A	A	-	A	A	A			
8.	Armando Erba							A			
9.	Linda Ferraro	-	-	A	-	A	A	A			
10.	Ken Flyte	-	-	A	-	A	A	A			
11.	Lisa Gluz	A	A	A	-	A	A	A			
12.	Robert James							A			
13.	Albana Lame, Co-Chair	X	X	X	-	X	X	X			
14.	Ronald Montague	-	-	A	-	A	A	X			
15.	Joanne Montgomery	A	A	X	-	X	A	A			
16.	Mitchell Namias	-	-	A	-	A	A	A			
17.	Daniel Pettit	A	A	A	-	A	A	A			
18.	Richard Radocchia	X	X	X	-	X	X	A			
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	-	A	X	X			
20.	Charlotte Teel	A	A	A	-	A	A	A			
	Ryan White Office	X	X	X	-	X	X	X			
	Planning Council Staff	X	X	X	-	X	X	X			
	% of Council present:	25%	31%	32%	-	42%	37%	35%			

Guests: Jen LoSchiavo, Tequetta Valeriano