
Quality Improvement Meeting Minutes

Meeting Date: Thursday, October 1, 2020
Start Time: 12:01 pm
End Time: 1:15 pm
Location: Zoom Video Conference
Presiding Chair: Albana Lame
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of Minutes from September 3, 2020 meetings

Council Member Assignments

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

(1.0) Moment of Silence

Albana called the meeting to order at 12:01 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 September 3, 2020 Quality Improvement Committee Meeting Minutes

Chris Cole made a motion to approve the meeting minutes from September 3, 2020 and Roberta Stewart seconded it.

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

Against: (0)

Abstain: (1) Radocchia

(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 along with Dionne Kotey, the Quality Assurance Manager from the Recipient's office, presented on the Clinical Quality Management Plan. The presentation reviewed the annual quality goals of the CQM program, explained the CQM committee leadership and their roles, and outlined the structure of the CQM Plan.

- **Review 2019 Assessment of the Administrative Mechanism Tools and Process**

Attendees discussed the Assessment of the Administrative Mechanism process and one change for next year will be that Staff will be conducting the surveys by personally interviewing all Regional

Albana Lame & David Colbert, Co-Chairs

Leads and Sub/sub Recipients. This will ensure clear communication and understanding of the questions that are being asked.

- **Update on 2019 Quality Assurance Monitoring**

Staff announced that there will be a pre-monitoring workshop for 10/14 at 9AM EST to guide all regions through the upcoming monitoring process.

(6.0) Unresolved Parking Lot Items

None

(7.0) Announcements

The next Quality Improvement meeting is November 5, 2020 from 12:00pm – 2:00pm via Zoom video conference.

(8.0) Adjournment

The meeting adjourned at 1:15 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	X	
2.	Max Cisneros	X	A	X	-	X	A	-	X	A	
3.	Cassandra Cokley	A	A	A	-	A	A	-	A	A	
4.	<i>Christopher Cole PC Co-Chair</i>	A	X	A	-	X	X	-	X	X	
5.	David Colbert, Co-Chair	A	X	X	-	X	X	-	X	X	
6.	Loreen Cuiman	A	A	A	-	A	A	-	A	A	
7.	Sabrina Delgado	A	A	A	-	A	A	-	A	A	
8.	Armando Erba							-	A	A	
9.	Linda Ferraro	-	-	A	-	A	A	-	A	A	
10.	Ken Flyte	-	-	A	-	A	A	-	A	A	
11.	Lisa Gluz	A	A	A	-	A	A	-	A	A	
12.	Robert James							-	A	A	
13.	Albana Lame, Co-Chair	X	X	X	-	X	X	-	X	X	
14.	Ronald Montague	-	-	A	-	A	A	-	X	A	
15.	Joanne Montgomery	A	A	X	-	X	A	-	A	A	
16.	Mitchell Namias	-	-	A	-	A	A	-	A	A	
17.	Daniel Pettit	A	A	A	-	A	A	-	A	A	
18.	Richard Radocchia	X	X	X	-	X	X	-	A	X	
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	-	A	X	-	X	X	
20.	Charlotte Teel	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:	25%	31%	32%	-	42%	37%	-	35%	30%	

Guests: Jackson Monarca, Tequetta Valeriano, Gigi Chaux, Brian Datcher