
Quality Improvement Meeting Minutes

Meeting Date: Thursday, November 5, 2020
Start Time: 12:01 pm
End Time: 12:29 pm
Location: Zoom Video Conference
Presiding Chair: David Colbert
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of Minutes from October 1, 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 12:01 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 October 1, 2020 Quality Improvement Committee Meeting Minutes

Chris Cole made a motion to approve the meeting minutes from October 1, 2020 and Albana Lame seconded it.

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

Against: (0)

Abstain: (1) Colbert

(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.

- **Update on 2019 Quality Assurance Monitoring**

- Staff gave a high-level summary of the findings from the site visits which were conducted over the last 2 weeks in all 5 regions. Most commonly, there were issues with recertification of clients and may require a PDSA (Plan Do Study Act) to improve this. Also, there were findings with regions not adhering to CAPS on spending. This will all be detailed in the site visit findings report given to each region.
- There will also be an audit of case manager charts. We need to review the Intensive Case Management service to ensure that it is working based on the service standard approved. The

Albana Lame & David Colbert, Co-Chairs

Strategic Planning and Assessment committee approved the service standard with the ability to make changes based on the actual implementation and outcomes of service delivery.

(6.0) Unresolved Parking Lot Items

None

(7.0) Announcements

The next Quality Improvement meeting is January 7, 2021 from 12:00pm – 2:00pm via Zoom video conference.

(8.0) Adjournment

The meeting adjourned at 12:29 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 | X |
| 2. | Max Cisneros | X | A | X | - | X | A | - | X | A | A |
| 3. | Cassandra Cokley | A | A | A | - | A | A | - | A | A | A |
| 4. | <i>Christopher Cole PC Co-Chair</i> | A | X | A | - | X | X | - | X | X | X |
| 5. | David Colbert, Co-Chair | A | X | X | - | X | X | - | X | X | X |
| 6. | Loreen Cuiman | A | A | A | - | A | A | - | A | A | A |
| 7. | Sabrina Delgado | A | A | A | - | A | A | - | A | A | A |
| 8. | Armando Erba | | | | | | | - | A | A | A |
| 9. | Linda Ferraro | - | - | A | - | A | A | - | A | A | A |
| 10. | Ken Flyte | - | - | A | - | A | A | - | A | A | A |
| 11. | Lisa Gluz | A | A | A | - | A | A | - | A | A | A |
| 12. | Robert James | | | | | | | - | A | A | A |
| 13. | Albana Lame, Co-Chair | X | X | X | - | X | X | - | X | X | X |
| 14. | Ronald Montague | - | - | A | - | A | A | - | X | A | A |
| 15. | Joanne Montgomery | A | A | X | - | X | A | - | A | A | A |
| 16. | Mitchell Namias | - | - | A | - | A | A | - | A | A | A |
| 17. | Daniel Pettit | A | A | A | - | A | A | - | A | A | A |
| 18. | Richard Radocchia | X | X | X | - | X | X | - | A | X | X |
| 19. | <i>Roberta Stewart PC Co-Chair</i> | X | X | X | - | A | X | - | X | X | X |
| 20. | Charlotte Teel | A | A | A | - | A | A | - | A | A | A |
| | Ryan White Office | X | X | X | - | X | X | - | X | X | X |
| | Planning Council Staff | X | X | X | - | X | X | - | X | X | X |
| | % of Council present: | 25% | 31% | 32% | - | 42% | 37% | - | 35% | 30% | 30% |

Guests: Jean Brown, Tequetta Valeriano, Gigi Chau, Francesca Quettant