



Charlotte Burch, Co-Chair

**Quality Improvement Committee  
 Meeting Summary**

**Meeting Date:** Friday, October 8, 2010  
**Start Time:** 12:20 p.m.  
**End Time:** 12:56 p.m.  
**Location:** Burroughs Community Center, Bridgeport  
**Presiding Chair:** Charlotte Burch  
**Recorder:** Jeananne Cappetta

- **Summary of Committee Business Vote**
- Approval of Committee meeting minutes from July 2, 2010

**Council Member Assignments:**

- Review and comment on Quality Management Plan for 2010 prior to next meeting

**Attendance Record – 2010**

<b>Committee Members</b>	<b>5/7</b>	<b>7/2</b>	<b>10/8</b>	<b>12/3</b>
Adaline DeMarrais	•	•		
Beverly Leach				
Brian Datcher				
Caesar Moffett, Jr.				
Charlotte Burch	•	•	•	
Christine Romanik	•			
Clara Ramos				
Dennis Torres				
Jennifer Loschiavo	•			
Joanne Montgomery	•			
Kenny McCoy				
Ken Teel			•	
Krystle Moore				
Leif Mitchell (Council Co-Chair)				
Ric Browne	•	•		
Richard Coover				
Robert Sideleau	•	•	•	
Roberta Stewart				
Ronald Lee				
Tom Kidder (Council Co-Chair)	•	•	•	
<b>Other Attendees</b>				
Ryan White Office	•	•	•	
Planning Council Staff	•	•	•	
Other Participants	Ric Browne, Brian Kuerze			

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



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**(1.0) Moment of Silence**

Charlotte Burch called the meeting to order at 12:20 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

Committee members introduced themselves.

**(3.0) Co-Chair Announcements**

There were no co-chair announcements today.

**(4.0) Approval of July 2nd, 2010 Meeting Summary**

Bob Sideleau moved that the minutes of the July 2nd Quality Improvement Committee meeting summary be approved. Tom Kidder seconded the motion.

**For:** Sideleau, Kidder

**Abstain:** Burch, Mitchell, Teel

**No:** None

**(5.0) New Business/Old Business**

**a. Quality Management Plan Development and periodic review**

The committee continued to revise and completed the new plan for Quality Management Plan for 2010. The 2010 Plan will be forwarded to the Ryan White Office for review.

**b. Standards of Care Review**

The committee discussed the status of Standards of Care. With the new prioritization of Early Identification Services (EIS) new Standards will need to be developed in conjunction with the Super Pods.

Tom Butcher also provided an update on the pilot of Standards for Mental Health and Substance Abuse that were used for the 2010 Quality Management chart audits. While certain measurement tools may be utilized across a priority it was found that those tools might not be the best measurement option for all providers. For example, for Mental Health using the gaff scores may be a universal measurement tool, it may not provide the best assessment of progress for a program. Discussion also took place as to whether data collection tools may not reflect the current activities and services being provided to programs.

Feedback from the 2010 audits will be presented to the Committee in December.

**c. Other New Business**

Leif Mitchell opened the discussion regarding the selection and selection process of a new co-chair for this committee. The committee reviewed the Bylaws regarding the proper procedures and discussed who may be eligible to become the new co-chair. The committee will review and make a recommendation to the Executive Committee. The Executive Committee will review the recommendation(s), discuss and appoint a new co-chair in December.

**(6.0) Adjournment**

The meeting adjourned at 12:56 p.m.