



Albana Lame, Co-Chair

Quality Improvement Meeting Minutes

Meeting Date: Thursday, January 9, 2020
Start Time: 12:15 pm
End Time: 2:13 pm
Location: Burroughs Community Center
Presiding Chair: Albana Lame
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from November 7, 2019 meetings

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council Bylaws
- Provide ideas for 2019 PCAT for the Quality Improvement Committee

(1.0) Moment of Silence

Christine 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 none

(4.0) Approval of November 7, 2019 QI Meeting Minutes

We could not vote on these minutes due to lack of quorum

(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 and Update Service Standards**

Staff presented the following service standards for review and updates: Transportation, Food Bank/Home Delivered Meals, Housing and Emergency Financial Assistance. Attendees representing all 5 regions participated in updating all service standards based on service delivery across the EMA. Housing was not completed and will be continued next month. Service category definitions for the following service standards will be sent to SPA for review:

1. Housing
2. Food Bank/Home Delivered Meals
3. Emergency Financial Assistance
4. Transportation
5. Mental Health

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(6.0) Part A Office Report

The Ryan White office staff gave the following report:

1. Site visits will begin in March/April for Regions 2 and 5.
2. They are completing all contract amendments due to the partial award.
3. CQM will be continuing to meet and focus on regional PDSAs.

(7.0) Unresolved Parking Lot Items

There are none at this time.

(8.0) Announcements

- The next Quality Improvement meeting is February 6, 2020 from 12:00pm – 2:00pm (Burroughs Community Center).

Quality Improvement Committee Attendance 2020

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

Guests: Tequetta Valeriano, Sara Burns, Nick Boshnack, Cary Ostrow, Elda Thomas