

*Albana Lame & David Colbert, Co-Chairs*

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**Quality Improvement Meeting Minutes**

**Meeting Date:** Thursday, February 3, 2022  
**Start Time:** 12:00 pm  
**End Time:** 1:57 pm  
**Location:** Zoom Video Conference  
**Presiding Chair:** David Colbert  
**Recorder:** Sara Seaburg

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**Summary of Committee Votes**

- Approval of Minutes from January 6, 2022, meetings
- Approval of all Service Standards for GY2022
- Approval of the Scope of Work for GY2022

**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 12:00 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 January 6, 2022, Quality Improvement Committee Meeting Minutes**

Chris Cole made a motion to approve the meeting minutes from January 6, 2022, and Gigi Chaux seconded it.

**For: (6)** Ardila, Cole, Chaux, 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.

- **Review Annual Quality Improvement Plan**

Rhonda Stewart from Germain Solutions presented the following:

1. The Annual QI Plan is for the current FY2021 Part A grant cycle and is due to review for updates with the Regional CQM Leads starting in March 2022 for this next year.
2. Recommendations will include:
  - a. Updating the epi profile
  - b. Updating the HIV Care Continuum Cascade (state data)
  - c. Updating the RW Part A data for the continuum

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- d. A full review of data for the annual goals – did we meet? Are we increasing the percentages? Will we add additional goals?
- e. Review of current performance measures tracked to determine any updates for the plan
- f. Inclusion of the population health CQM projects with additional toolkits to be used in the EMA to improve PDSAs and overall health outcomes
- g. Updates to the Appendices will occur
- h. Updates to the EMA Work Plan will occur, specifically with the population health data sets for performance measures. Focus is CQM is to achieve improvements in populations (our subpopulations from the grant application) that show disparities in achieving viral suppression and other performance measures in the EMA.

- **Review and Update Service Standards**

The committee reviewed the Housing and Outpatient Ambulatory Health Services service standards in track changes format to see the edits that have been made. These updates were discussed in detail. They also reviewed the eligibility component based on updates from PCN 21-02.

Gigi Chaux made a motion to approve the above service standards as presented and Inthiany Ardila seconded it.

**For: (6)** Ardila, Cole, Chaux, Lame, Radocchia, Stewart

**Against: (0)**

**Abstain: (1)** Colbert

- **Review data requested by SPA to inform the PSRA process and/or needs Assessments**

Nothing to review at this time

- **Review Scope of Work for Next Year, Grant Year 2022 (Planning Council Activity Timeline, PCAT)**

Staff presented the Planning Council Activity Timeline (PCAT) for GY2022 and no updates were made.

Rich Radocchia made a motion to approve the above service standards as presented and Gigi Chaux seconded it.

**For: (6)** Ardila, Cole, Chaux, Lame, Radocchia, Stewart

**Against: (0)**

**Abstain: (1)** Colbert

## **(6.0) Recipient's Office Report**

Tom Butcher gave the following report:

- Tom announced that Collaborative Research will continue to provide support for the Planning Council.
- They are working on the proposal reviews next week and will be issuing the award letters the following week to lead agencies.
- At his time, the formula is 66% of the award, estimating about 3million dollars and contracts will be amended when the full award comes out.
- There will be a HRSA virtual site visit in March.
- A new staff member for the Quality Manager position will be starting on March 1st.

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**(7.0) Parking Lot Items**

None

**(8.0) Announcements**

**(9.0) Adjournment**

The meeting adjourned at 1:57p.m.

**Quality Improvement Committee Attendance 2022**

|     | <b>Council Member</b>               | <b>Jan</b> | <b>Feb</b> | <b>Mar</b> | <b>Apr</b> | <b>May</b> | <b>June</b> | <b>Aug</b> | <b>Sept</b> | <b>Oct</b> | <b>Nov</b> |
|-----|-------------------------------------|------------|------------|------------|------------|------------|-------------|------------|-------------|------------|------------|
| 1.  | Inthiany Ardila                     | X          | X          |            |            |            |             |            |             |            |            |
| 2.  | Gigi Chaux                          | X          | X          |            |            |            |             |            |             |            |            |
| 3.  | Max Cisneros                        | A          | A          |            |            |            |             |            |             |            |            |
| 4.  | Cassandra Cokley                    | A          | A          |            |            |            |             |            |             |            |            |
| 5.  | <i>Christopher Cole PC Co-Chair</i> | X          | X          |            |            |            |             |            |             |            |            |
| 6.  | <b>David Colbert Co-Chair</b>       | X          | X          |            |            |            |             |            |             |            |            |
| 7.  | Brian Datcher                       | A          | A          |            |            |            |             |            |             |            |            |
| 8.  | Armando Erba                        | A          | A          |            |            |            |             |            |             |            |            |
| 9.  | Ken Flyte                           | A          | A          |            |            |            |             |            |             |            |            |
| 10. | Lisa Gluz                           | A          | A          |            |            |            |             |            |             |            |            |
| 11. | Robert James                        | A          | A          |            |            |            |             |            |             |            |            |
| 12. | <b>Albana Lame Co-Chair</b>         | X          | X          |            |            |            |             |            |             |            |            |
| 13. | Ronald Montague                     | A          | A          |            |            |            |             |            |             |            |            |
| 14. | Joanne Montgomery                   | A          | A          |            |            |            |             |            |             |            |            |
| 15. | Mitchell Namias                     | A          | A          |            |            |            |             |            |             |            |            |
| 16. | Daniel Pettit                       | A          | A          |            |            |            |             |            |             |            |            |
| 17. | Kathy Pitner                        | A          | A          |            |            |            |             |            |             |            |            |
| 18. | Richard Radocchia                   | X          | X          |            |            |            |             |            |             |            |            |
| 19. | Anthony Santella                    | A          | A          |            |            |            |             |            |             |            |            |
| 20. | <i>Roberta Stewart PC Co-Chair</i>  | X          | X          |            |            |            |             |            |             |            |            |
| 21. | Charlotte Teel                      | A          | A          |            |            |            |             |            |             |            |            |
|     | Ryan White Office                   | X          | X          |            |            |            |             |            |             |            |            |
|     | Planning Council Staff              | X          | X          |            |            |            |             |            |             |            |            |
|     | % of Council present:               | 33%        | 33%        |            |            |            |             |            |             |            |            |

Guests: Jean Brown, Sam Bowens, Tequetta Valeriano