

Anthony Santella, Co-Chair

Quality Improvement Meeting Minutes

Meeting Date: Thursday, October 6, 2022
Start Time: 11:00am
End Time: 11:50am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Anthony Santella
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of Minutes from September 1, 2022, meetings

Council Member Assignments

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

(1.0) Moment of Silence

Anthony called the meeting to order at 11:00am. 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 September 1, 2022, Quality Improvement Committee Meeting Minutes

Rich Radocchia made a motion to approve the meeting minutes from September 1, 2022, and Inthiany Ardila seconded it.

For: (5) Ardila, Chaux, Cole, Namias, Radocchia

Against: (0)

Abstain: (1) Santella

(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 data requested by SPA to inform the PSRA process and/or needs assessments**
There was none at this time
- **Review and Update Service Standards**
Staff presented a new format for all service standards which included one comprehensive document for all standards including universal standards and with all performance measures removed as directed by the new guidance from HRSA. A draft document will be presented next month for review.

We also discussed the combining of this committee with Strategic Planning & Assessment and will begin to pilot this next month. There will be one meeting from 9:30am – 12:30pm and all tasks for each

Anthony Santella, Co-Chair

committee for November will be addressed. We will continue in this format until the end of the grant year in February.

(6.0) Recipient's Office Report

Tom Butcher gave the following report:

- The Non-competing Continuation Progress report was successfully submitted on September 30, after review by the project officer and changes made.
- The Carryover request has been approved and contracts will be amended to add the carryover funds for food.
- The Data Processing Management Coordinator continues his work with the regional leads to review and clean up the RSR data elements. Also, he has been creating reports for the upcoming CQM meeting, the CQM zip code study and quality assurance chart pulls by service category per sub and subrecipient in each region.

(7.0) Parking Lot Items

None

Announcements

There were none

(8.0) Adjournment

The meeting adjourned at 11:50am

Anthony Santella, Co-Chair

Quality Improvement Committee Attendance 2022

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X	X	A	X	X	-	A	X	
2.	Samuel Bowens	-	-	-	-	-	A	-	X	A	
3.	Gigi Chaux	X	X	X	X	X	A	-	X	X	
4.	Max Cisneros	A	A	A	A	A	A	-	A	A	
5.	Cassandra Cokley	A	A	A	A	A	A	-	A	A	
6.	<i>Christopher Cole PC Co-Chair</i>	X	X	X	X	A	X	-	A	X	
7.	Karina Danvers	-	-	-	-	-	A	-	A	A	
8.	Brian Datcher	A	A	X	A	A	A	-	A	A	
9.	Armando Erba	A	A	A	A	A	A	-	A	A	
10.	Ken Flyte	A	A	A	A	A	A	-	A	A	
11.	Lisa Gluz	A	A	A	A	A	A	-	A	A	
12.	Robert James	A	A	A	A	A	A	-	A	A	
13.	Ronald Montague	A	A	A	A	A	A	-	A	A	
14.	Joanne Montgomery	A	A	A	X	A	A	-	A	A	
15.	Mitchell Namias	A	A	A	A	X	X	-	X	X	
16.	Katarzyna Olechowska	-	-	-	-	-	X	-	X	A	
17.	Richard Radocchia	X	X	X	A	X	A	-	X	X	
18.	Anthony Santella	A	A	A	A	A	A	-	A	X	
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	A	-	X	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:	33%	33%	38%	24%	29%	23%	-	32%	32%	

Guests: Dan Hulton, Nitza Agosto