**METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL**

***Quality Management Committee***

***Grady IDP***

***341 Ponce De Leon Ave Atlanta GA***

***November 13, 2017***

***10am-12pm***

***Minutes***

|  |  |
| --- | --- |
| **Members** | **Members** |
| Nicole Roebuck(Chair) AID Atlanta **(P)** | Suzette Thedford(D), DeKalb BOH **(A)** |
| Trevor Pearson(Co Chair) Consumer Caucus **(A)** | Michael Banner(D) Here’s to Life **(P)** |
| Latonya Wilkerson (D) AID Atlanta**(P)** | Ada Figueroa (D) Clarke County **(P)** |
| Sharon Kricun (D) Positive Impact **(P)** | Evan Pitts(D) NAESM **(A)** |
| Zina Age (D)/Francis Adams ANIZ **(P)** | Deb Bauer (D) RW Office Part D **(P)** |
| Stefanie Sparks/ Farley Ezekiel (D) AIDS Legal Project **(P)** | Melissa Beaupierre Grady IDP **(A)** |
| Sonya Wilson (D) Cobb BOH **(P)** | Lisa Roland-Grady IDP **(P)** |
| Nordia Edwards (D) Emory Midtown **(P)** | Alphonso Mills(A) |
| Stacey Coachman/Reggie Goddard **(D)**  Fulton BOH **(P)** | Adron Shepard(D)/ Recovery Consultants **(A)** |
| Laura Carter Williams/Lisa Roland (D) Grady IDP **(P)** | Vacant, GA AETC (Morehouse) |
| Kayla Anderson/Shelby Utter (D) Open Hand **(A)** | Stephen Molldrem, Community member **(A)** |
| Heather Wademan (D) Positive Impact **(P)** | Vivian Momah, GPACC **(A)** |
| Abigail Hicks (Mercy Care) **(A)** | Farzana Badrum-RW Planning Council **(P)** |
| Hawa Kone/Jasminda Johnson (D) Clayton BOH **(P)** | Joshua Stovall **(A)** |
| Tiffany Roan(D) AHF **(P)** | Sharon Lezama **(A)** |
| Bridget Harris Ryan White Office Part A **(P)** | Eric Parker **(A)** |
| Sandra Vincent RW Part A Planning Council **(A)** | Barry Sermons **(A)** |
| Jocelyn McKenzie –RW Office Part A **(A)** | Jonathan Perry **(A)** |
| Pamela Phillips RW Office Part B **(A)** | Katrina Barnes **(A)** |
| Amber McQueen RW Planning Council **(P)** | Rachel Powell-RW Part A office **(P)** |
| Spencer B. Webb COA HOPWA **(A)** | Jahnetta Williams-Emory **(P)** |
| Sanjay Sharma Grady IDP **(P)** | Brandon Pruitt-Community (P) |
| David Reznick-Grady IDP (P) |  |

**Absent (A) Present (P) Designee (D)**

**QUORUM:**

***{The presence of (3) active members of the Committee, Caucus, or Task Force shall constitute a quorum}***

x

Yes No

**CALL TO ORDER:**

***Meeting was called to order at 10:00am***

**AGENDA ITEM # \_1\_\_\_\_\_\_ AGENDA ITEM: Welcome and Introductions**

***{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}***

|  |  |
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| New attendees included:  Brandon Pruitt, Community Member  David Renick, Director of Dental Program Grady IDP | **Old Business** |
| **New**  **Business** |
| ***Motion: {If agenda item does not require a motion, indicate by noting “N/A”}****N/A* | |
| ***Action to be taken:N****/A* | |

**AGENDA ITEM # 2 APPROVAL OF AGENDA:**

***Chair forgot to send copy of agenda to the committee. Committee derived the agenda based on the items to be addressed from the August minutes.***

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| ***Motion:***  November 13, 2017 Agenda was approved as derived by committee |

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| Motioned By: Deb Bauer | Motion  Passes  YES | Motion  Fails |
| Seconded By: Nordia Edwards |

**AGENDA ITEM # 3 APPROVAL OF MINUTES:**

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| Meeting Date: ***October 5, 2017***  Motion made to accept the ***October 5, 2017*** minutes as presented | | | |
| Motioned By: Sharon Kricun | Motion  Passes  YES | Motion  Fails |
| Seconded By: Laura Carter Williams |

**AGENDA ITEM # 4 AGENDA ITEM: 2017 Workplan Review**

***{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}***

|  |  |  |  |  |  |
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| **GOAL 1A: Review and update EMA QM Plan on an annual basis. Progress update**: QM Plan was updated and reviewed at July 2017 meeting. Complete!  **GOAL2A: Develop and review standards of care for funded services as needed and required.** Completed the Standards review and approval of categories: Medical Nutrition Therapy, Food Bank/Delivered Meals, and Oral Health. Oral Health Expert, David Reznick was present to provide helpful input to the Oral Health standards. RW Office will finalize and upload to website once completed. One question regarding the training hours required will be researched by Laura Carter Williams with the IDP Dietitian and updated by RW Office per Committee approval. Committee has the following remaining standards to review/update: medical transportation, linguistic services, and childcare.  **GOAL 2B. Monitor EMA compliance with standards of HIV related care.**  RW Office will be completing reviews of Site visit results. Report of standards compliance across the EMA will be forthcoming.  **GOAL 3A: Develop, review and update performance measures for funded priority categories**. Performance measures were established and updated.  **GOAL 3B. Monitor progress of EMA's performance on performance measures.**  3rd Quarter updates will be provided in January 2018 meeting by RW QM Coordinator.  **GOAL 4A. Establish EMA Wide Quality Improvement initiatives**.  QI initiatives were established and are being implemented.  **GOAL 4B. Promote and implement EMA Wide Quality Improvement initiatives.**  **CW QI Project updates**:  1) Wait time QI Project: Data is collected and are in the process of getting the analysis completed.  Regular updates on the QI Projects will be forthcoming in the January 2018 meeting.  **GOAL 4C. Ensure that QM trainings are offered to agencies and consumers in the EMA.**  Trevor Pearson (Co Chair) has provided QM training to Emory’s Consumer Advisory board in an effort to encourage consumers to be more involved with agencies’ respective QM committees. Part A recipient did indicate that they are now in discussion about determining which EMA wide training they plan to provide by the end of this year.  **GOAL 5A. Engage other HIV funded programs in Quality Management planning and Improvement Initiatives.** JPGG will sunset as an advisory group as of the end of December. There are no details to date on the future of JPGG.  **GOAL 5B. Promote the coordination of prevention and care quality improvement activities. Same** | | | | | **Old Business X** |
| **New**  **Business** |
| ***Motion: {If agenda item does not require a motion, indicate by noting “N/A”}***  *N/A* | | | | | |
| ***Action to be taken:N/A*** | | | | | |
| # of Votes For: | # of Votes  Against: | Motioned By: | Motion  Passes | Motion  Fails | |
| Seconded By: |

**AGENDA ITEM # 5 AGENDA ITEM: QM Part A Update**

***{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}***

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| * RW Office (Recipient) submitted their application to HRSA on October 26th and requested the maximum amount of funding. * Local RW A applications were submitted to the RW Office on October 13th. Reviews of applications will be conducted in December or January. No dates have been confirmed as of yet. * RW Office is still working on the completion off the recent site visit reports for agencies. * Rachel Powell indicated that there will be an upcoming clinical chart review for 2016 records. A bid solicitation has been issued to recruit the reviewers. Currently determining the methodology, measures etc for the review. Only OAHS and Oral Health will be reviewed. More information to follow. | | | | **Old Business**  **X** | |
| **New**  **Business** | |
| ***Motion: {If agenda item does not require a motion, indicate by noting “N/A”}***  *N/A* | | | | | |
| ***Action to be taken:N/A*** | | | | | |
| # of Votes For: | # of Votes  Against: | Motioned By: | Motion  Passes | | Motion  Fails |
| Seconded By: |

**AGENDA ITEM #6 AGENDA ITEM: Part B updates**

***{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}***

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| **Brief Summary of Discussion:**  No Part B updates provide at this time. | | | |  | |
| **New**  **Business** | |
| ***Motion: {If agenda item does not require a motion, indicate by noting “N/A”}***N/A | | | | | |
| ***Action to be taken:*** | | | | | |
| # of Votes For: | # of Votes  Against: | Motioned By:N/A | Motion  Passes | | Motion  Fails |
| Seconded By: |

**AGENDA ITEM #7 AGENDA ITEM: Part D updates**

***{Insert Agenda Number and Item, ex. A. B. C., I. II. III., 1. 2. 3. – Indicate “Old” or “New” Business with a check mark}}***

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| **Brief Summary of Discussion:**  1) Last QM meeting was in October to review their work plan  2) Next QM meeting is on December 11th to review their 1st Qtr progress on the workplan. | | | | **Old Business** | |
| **New**  **Business** | |
| ***Motion: {If agenda item does not require a motion, indicate by noting “N/A”}***N/A | | | | | |
| ***Action to be taken:*** | | | | | |
| # of Votes For: | # of Votes  Against: | Motioned By:N/A | Motion  Passes | | Motion  Fails |
| Seconded By: |

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|  |  | Seconded By: |  |  |

**WORKPLAN UPDATE: {Cut and paste segments from your Committee Workplan and provide updates in the “Progress to Date” column.}**

**SEE ATTACHED WORKPLAN UPDATE**

**NEXT MEETING DATE**: Monday, December 18, 2017

**NEXT MEETING TIME**: 10am-12pm

**NEXT MEETING LOCATION**: Grady IDP P40

**Time Meeting Adjourned: 12:00 PM**

**Attested by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***{Chair’s Signature}***

**Minutes Approval Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

