

METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL
Quality Management Committee
Grady IDP
341 Ponce De Leon Ave Atlanta GA
June 7, 2018
10am-12pm
Minutes

Designees and Members	Designees and Members
Nicole Roebuck(Chair) AID Atlanta (P)	Nancy Maignan, (M) (A)
Trevor Pearson(Co-Chair) Consumer Caucus (P)	Jennifer Bivins(M)(A)
Latonya Wilkerson (D) AID Atlanta(P)	Brandon Pruitt(M)-Community (A)
Francis Adams(D) ANIZ (P)	Binoy Shah(M), Walgreens(A)
Stefanie Sparks/ (D), AIDS Legal Project (P)	Benjamin Limon(M)(A)
Ann Phosai (D) Cobb BOH (A)	
Nordia Edwards (D) Emory Midtown (P)	
Reggie Goddard (D) Fulton BOH (P)	
Laura Carter Williams (D) Grady IDP (A)	RW Part A Office/Planning Council
Kayla Anderson (D) Open Hand (A)	Jocelyn McKenzie –RW Office Part A (P)
Heather Wademan (D) Positive Impact (PIHC) (P)	Bridget Harris Ryan White Office Part A (P)
Abigail Hicks(D) (Mercy Care) (A)	Sandra Vincent, RW Part A Planning Council (A)
Doryern Teah Clayton BOH (A)	
Tiffany Roan (D) AHF (P)	
Rachel See (D), Southside Med. Ctr (A)	Guests/Visitors/Unofficial Members
Clinton Kelley(D), Someone Cares (A)	Cassandra Jordan (P)
Filson Kelemewark(D), DeKalb BOH (P)	Jane Holik, Emory ID Clinic (P)
Toni Monroe (D) Here's to Life (A)	Christine Ikeazor, Southside Medical Ctr (P)
Donald Eisman(D) Clarke County (A)	Megan Lowry, Southside Medical Ctr (P)
Jordan Chappell (D) NAESM (P)	Andrea Steward, Southside Medical Ctr (P)
Adron Shepard(D)/ Recovery Consultants (A)	Barry Sermons, PIHC (P)
Pamela Phillips (M) RW Office Part B (P)	Samantha Brown, Mercy Care Atlanta (P)
Deb Bauer (M) RW Office Part D (P)	Reggie Dunbar, Consumer Caucus(P)
Katrina Barnes(M) (P)	Ed Duda, Gilead Sciences(P)
Sanjay Sharma Grady IDP(M) (A)	Minister Ken Lazarus (P)
Albert Lee (M), Douglas Co AIDS Advocate(P)	Melissa Beaupierre, Grady IDP/Part D (P)
John Stanton, Emory University(M)(A)	

Absent (A) Present (P) Designee (D) Member (M)

QUORUM:

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

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}}

New attendees/guests/members included: Cassandra “Sunshine” Jordan, Community Member	Old Business
	New Business
<i>Motion: {If agenda item does not require a motion, indicate by noting “N/A”}N/A</i>	
<i>Action to be taken:N/A</i>	

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.

<i>Motion:</i> Agenda was presented and accepted as written.		
Motioned By: Latonya Morrissette	Motion Passes	Motion Fails
Seconded By: Trevor Pearson		

AGENDA ITEM # 3 APPROVAL OF MINUTES:

Meeting Date: <i>May 2, 2018</i> Motion made to accept the minutes as presented.		
Motioned By: Deb Bauer	Motion Passes	Motion Fails
Seconded By: Albert Lee		

AGENDA ITEM # 4 AGENDA ITEM: 2018 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}



<p>GOAL 1A: Review and update EMA QM Plan on an annual basis. Progress update: EMA QM Draft Plan was sent out via email to the QM Committee body earlier this week. The QM Committee will review and then provide any comments to the chair before the next meeting (Monday July 8th), (which will be shared with the recipient for consideration). If no changes are submitted, the QM Committee will officially approve in July's meeting.</p> <p>GOAL 2A: Develop and review standards of care for funded services as needed and required. Completed review of the following standards with minimal to no changes to the drafts prepared by the recipient:</p> <p>Child Care Services-No edits Linguistic Services-No Edits Medical Transportation-No edits Other Professional Services- one edit on page 4 under I.H. needed to add Measures (Site visit, Client records, Program Monitoring)</p> <p>QM Committee finalized edits to the EMA Screening Tool and the Tool Instructions. Suggestion was made to offer helping language for the screener for how to assess for the client's gender at birth vs preferred gender identity. Jocelyn McKenzie will finalize the document and the RW A recipient will share it officially with all agencies within the next month. It will also be uploaded onto the RW website.</p>	<p>Old Business</p>
<p>GOAL 2B. Monitor EMA compliance with standards of HIV related care. The Recipient indicated that the 2018-19 Site Visits are currently underway. The will have a full update and report of standards compliance by February 2019.</p> <p>GOAL 3A: Develop, review and update performance measures for funded priority categories. Completed</p> <p>GOAL 3B. Monitor progress of EMA's performance on performance measures. Next quarterly update will be in July's meeting.</p> <p>GOAL 4A. Establish & Implement EMA Wide Quality Improvement initiatives. QI projects have been underway for months. Next quarterly update on QI Projects will occur in the July meeting.</p> <p>GOAL 4B. Ensure that QM trainings are offered to agencies and consumers in the EMA.</p> <p>The first in a series of TCQ (Quality training for consumers) trainings will be conducted at the next RW A Consumer Caucus meeting on Wednesday June 20, 2018. Flyers were distributed regarding and they will be available electronically as well for distribution..</p>	<p>New Business X</p>



<p>GOAL 5A. Engage other HIV funded programs in Quality Management planning and Improvement Initiatives.</p> <p>Parts A, B and D continue to collaborate regarding QI activities. Jamila Ealey of the State will be in attendance to the July meeting to present on the prevention program QI initiatives.</p> <p>GOAL 5B. Promote the coordination of prevention and care quality improvement activities. Jamila Ealey of the State (Prevention) as well as Rhonda Harris from the State Perinatal program will be at the July meeting to discuss some of their activities and strategies in their respective programs.</p>				
<p><i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"}</i> N/A</p>				
<p><i>Action to be taken:N/A</i></p>				
# of Votes For:	# of Votes Against:	Motioned By:	Motion Passes	Motion Fails
		Seconded By:	<input type="checkbox"/>	<input type="checkbox"/>

AGENDA ITEM # 5 AGENDA ITEM: Consumer Caucus 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}}

<p>Reggie Dunbar indicated that the Consumer Caucus has had a large showing of attendees lately. They will be working to finalize their workplan by August 2018. Barry Sermons indicated that they will be providing the TCQ Quality for Consumers Training (1st in a series) on Wednesday June 20, 2018 at the next Consumer Caucus meeting.</p>				<p>Old Business X</p>
				<p>New Business</p>
<p><i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"}</i> N/A</p>				
<p><i>Action to be taken:N/A</i></p>				
# of Votes For:	# of Votes Against:	Motioned By:	Motion Passes	Motion Fails
		Seconded By:	<input type="checkbox"/>	<input type="checkbox"/>

AGENDA ITEM #6 AGENDA ITEM: Integrated Plan 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}}

Nicole Roebuck gave a brief update that the Comprehensive Plan committee is meeting monthly and last met to continue going through the updates on the plan. A request to the recipient for additional information will be sent by the Comprehensive Plan committee chair. Bridget Harris indicated that she can send the RW reports that she just completed to the Comp Plan committee as well.				Old Business	
				New Business	
<i>Motion: {If agenda item does not require a motion, indicate by noting “N/A”}N/A</i>					
<i>Action to be taken:</i>					
# of Votes For:	# of Votes Against:	Motioned By: N/A		Motion Passes <input type="checkbox"/>	Motion Fails <input type="checkbox"/>
		Seconded By:			
		Seconded By:			

AGENDA ITEM # 7 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}}

<p>1) RW Part A Recipient completed their FY 2017 Annual Report. Will be available online shortly.</p> <p>2)Update on timeframe for review of standards of care: The recipient’s office was advised by the QM Consultant at HRSA that there’s no need to update the standards sooner than every 18 months. Therefore all standards once approved in each particular month, won’t have to be updated again until 18 months from that date.</p> <p>3) Upcoming QM Infrastructure changes: Recipient will be enhancing the capacity of it’s QM program at the RW office. There will be two additional staffers who will work together with Jocelyn McKenzie to enhance their capacity to provide more QM technical assistance to the funded agencies. Bridget Harris plans to have staff in place at least by year’s end.</p> <p>4) RW All Titles Meeting Abstract: Jocelyn McKenzie submitted an abstract of the QM work in the Atlanta EMA which will hopefully be accepted for the RW All Titles meeting in December 2018. They are trying to work out the possibility of having the QM Chair travel to co-present as well if the abstract is approved.</p> <p>5) The FY 19 Grant Application will be due to HRSA in September 2019.</p>	Old Business X
	New Business



<i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"} N/A</i>				
<i>Action to be taken:</i>				
# of Votes For:	# of Votes Against:	Motioned By: N/A	Motion Passes	Motion Fails
		Seconded By:	<input type="checkbox"/>	<input type="checkbox"/>

AGENDA ITEM #9 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}}

Brief Summary of Discussion: Part D will have their quarterly QM meeting on June 11 th . Their Q4 ends in July 2018. They have submitted a Poster abstract for consideration for the RW All Titles meeting in December 2018.				Old Business
				New Business
<i>Motion: {If agenda item does not require a motion, indicate by noting "N/A"} N/A</i>				
<i>Action to be taken:</i>				
# of Votes For:	# of Votes Against:	Motioned By: N/A	Motion Passes	Motion Fails
		Seconded By:	<input type="checkbox"/>	<input type="checkbox"/>

Other Announcements:

Trevor Pearson had 3 announcements:

- Any agencies that want to get their consumers/clients involved with QM trainings can reach out to Trevor Pearson, Kim Moon or Barry Sermons for further information.
- Planning council will be presenting at a National HRSA meeting regarding the Atlanta EMA's priorities process.
- Trevor Pearson, Kim Moon and Reggie Dunbar will be attending the RW All Titles meeting in December 2018 as well.

WORKPLAN UPDATE: See attached

NEXT MEETING DATE/TIME: July 12, 2018 at 2pm-4pm (Time/date change)

NEXT MEETING LOCATION: Grady IDP P40

Time Meeting Adjourned: 11:47 AM

Attested by: *Messi Adkins* {Chair's Signature}

Minutes Approval Date: 7/12/18

