**METROPOLITAN ATLANTA HIV HEALTH SERVICES PLANNING COUNCIL**

***Quality Management Committee***

***Grady IDP***

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

***January 4, 2018***

***10am-12pm***

***Minutes***

|  |  |
| --- | --- |
| **Members** | **Members** |
| Nicole Roebuck(Chair) AID Atlanta **(P)** | Suzette Thedford(D), DeKalb BOH **(P)** |
| Trevor Pearson(Co Chair) Consumer Caucus **(A)** | Michael Banner(D) Here’s to Life **(P)** |
| Latonya Wilkerson (D) AID Atlanta**(P)** | Ada Figueroa/Katherine English (D) Clarke County **(A)** |
| 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/ Payal Kapoor (D) AIDS Legal Project **(P)** | Melissa Beaupierre Grady IDP **(A)** |
| Sonya Wilson (D) Cobb BOH **(P)** | Lisa Roland-Grady IDP **(A)** |
| 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 **(P)** | Stephen Molldrem, Community member **(A)** |
| Heather Wademan (D) Positive Impact **(P)** | Vivian Momah, GPACC **(A)** |
| Abigail Hicks (Mercy Care) **(P)** | Farzana Badrum-RW Planning Council **(A)** |
| Hawa Kone/Jasminda Johnson (D) Clayton BOH **(P)** | Joshua Stovall **(A)** |
| Tiffany Roan/Jennifer Pearson(D) AHF **(P)** | Sharon Lezama **(A)** |
| Bridget Harris Ryan White Office Part A **(A)** | Eric Parker **(A)** |
| Sandra Vincent RW Part A Planning Council **(A)** | Barry Sermons **(A)** |
| Jocelyn McKenzie –RW Office Part A **(P)** | Jonathan Perry **(A)** |
| Pamela Phillips RW Office Part B **(A)** | Katrina Barnes **(A)** |
| Amber McQueen RW Planning Council **(A)** | Jahnetta Williams-Emory **(A)** |
| Spencer B. Webb COA HOPWA **(A)** | Brandon Pruitt-Community **(A)** |
| Sanjay Sharma Grady IDP **(A)** | Alexis Myers-Community**(P)** |
| Rachel Powell **(P)** | Jenetter Richburg-AID Atlanta **(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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| Meeting began with a moment of silence in honor of Michael Mac Coker of the State Part B quality program.  New attendees/guests/members included:  Jennifer Pearson: Attending on behalf of Tiffany Roan (AHF)  Maxine Adams, Attending on behalf of Aniz, Inc  Cecelia Tran, Open Hand Intern  Terri LeFrancois, AHF | **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:***  Agenda was presented and accepted. |

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| Motioned By: Latonya Morrissette | Motion  Passes  YES | Motion  Fails |
| Seconded By: Hawa Kone |

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

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| Meeting Date: ***December 18, 2017***  2 Corrections were made:  1) Pg 3 under Brief summary of Discussion #1 should read *: “Last QM meeting was on December 11, 2017. They reviewed their performance measures which are on target. Jocelyn McKenzie submitted a report of RW Part A QM activities to Part D which was read during the Part D QM meeting.”*  2) Pg 3 under GOAL 2A, 3rd sentence, should be Policy 16-02.  Motion made to accept the ***December 18, 2017*** minutes with the above corrections. | | | |
| Motioned By: Deb Bauer | Motion  Passes  YES | Motion  Fails |
| Seconded By: Reggie Goddard |

**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}}***

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| **GOAL 1A: Review and update EMA QM Plan on an annual basis. Progress update**: EMA QM Plan is on target to be reviewed and updated by June 2018.  **GOAL2A: Develop and review standards of care for funded services as needed and required.** QM Committee will review all standards this year. We will determine the standards review schedule in February’s QM committee meeting and will have all completed by December 31, 2018.  **GOAL 2B. Monitor EMA compliance with standards of HIV related care.**  RW Part A office is still conducting 2017-18 FY agency site visit reviews through February 2018. Overall results and report for the EMA regarding compliance with standards will be available in April 2018.  **GOAL 3A: Develop, review and update performance measures for funded priority categories**. Committee will review current indicators and performance measures and update as needed in the February 2018 QM committee.  **GOAL 3B. Monitor progress of EMA's performance on performance measures.**  RW Part A QM Coordinator provided 3rd Qtr Performance measures updates at this January 4th meeting. Presentation slides are attached. QM Committee decided to ensure to align the performance benchmarks with those being reported to HRSA by the recipient office. Committee will set the new benchmarks for performance measures/indicators in the February 2018 meeting.  **GOAL 4A. Establish EMA Wide Quality Improvement initiatives**. QM Committee decided to maintain the 2017 QI Projects in order to have time to properly analyze results and make informed recommendations to the Council.  **GOAL 4B. Promote and implement EMA Wide Quality Improvement initiatives.**  **CW QI Project updates**:  RW Part A QM Coordinator provided 3rd Qtr Quality Improvement initiatives updates at this January 4th meeting. Presentation slides are attached.  **GOAL 4C. Ensure that QM trainings are offered to agencies and consumers in the EMA.**  RW Part A Office is offering two trainings in February 2018. February 12-13th will be the Quality Improvement Bootcamp(Focus on Linkage), and February 26th is the tentative date for the Non Medical Case management training. A question was asked about whether CEUs are offered for these trainings and the answer is no they are not offered. Jocelyn McKenzie indicated that she would follow up regarding with management to see if that was a possibility for future trainings. Question was asked if these trainings were open to other RW Parts and the response was yes ?Question was asked about whether Medical case management training would be offered. At this time no plans were made to provide a Medical Case management training as that was not the priority training need expressed by most of the funded agencies. However, the recipient’s office will continue to re-evaluate the training needs across the EMA and consider additional trainings as the need arises. Agencies are encouraged to submit any training needs and TA requests to their project officers for consideration.  **GOAL 5A. Engage other HIV funded programs in Quality Management planning and Improvement Initiatives.** We will continue to work collaboratively across RW Parts, and to be inclusive of Prevention programs. Lorraine Austin of the Fulton HIPP program has been assigned to attend the QM meetings going forward and was at the December 18th QM meeting last month. QM Chair will also reach back out to the GPACC Coordinator to remind of the ongoing invitation.  **GOAL 5B. Promote the coordination of prevention and care quality improvement activities.** QM Committee is continuing to promote the collaborations across different care and prevention programs. | | | | | **Old Business** |
| **New**  **Business**  **X** |
| ***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: 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}}***

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| * Integrated Plan mini-retreat meeting is still scheduled for Friday, January 26th. | | | | **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: 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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| * One note made that any questions concerning the RW Application review (ORC) should be directed to Jeff Cheek or Bridget Harris. | | | | **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 #7 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:**  1) Michael “Mac” Coker, long time RW Part A QM committee member and QM Nurse Consultant Team Lead – HIV Office for the Georgia Department of Public Health passed away on Thursday December 21st.  No other Part B staff were present so no updates to report. | | | |  | |
| **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 #8 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) Next QM meeting is on March 12th where they will review their 2nd Qtr objectives.  2) They are working on a supplemental grant for capacity to track program income.  3) Non competitive application will be due in March 2018. | | | | **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: See attached 2017 workplan close out and 2018 Workplan**

**NEXT MEETING DATE/TIME**: Thursday February 1, 2018 at 10am-12pm

**NEXT MEETING LOCATION**: Grady IDP P40

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

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

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