

# Minutes for Miracle of Love Inc. Quality Management Committee



## Call to Order

A regular meeting of the Miracle of Love Inc. (MOL) Quality Management Committee (QM Committee) was held on January 20, 2022 via HIPAA Compliant Zoom Conference. It began at 1:15 PM and was presided over by Vanessa Rivera, with Wyatt Haro as Recorder.

## Attendees

Voting members in attendance included Vanessa Rivera, Julian Vega, Maylen Peguero, Maria Mercado, Bryan DuBac, Angus Bradshaw, and Wyatt Haro.

Guests in attendance included N/A

Members not in attendance included Nikia Lafontant, LaDawn Lyons and Mulan Williams.

QUORUM MET

## Approval of Minutes

A motion to approve the minutes of the previous September 29, 2021 meeting was not made as minutes were approved by emergency authorization on September 29, 2021.

## Officers' Reports

Reinstatement of Quality Management Committee was presented by Angus Bradshaw.

Quality Management Program was presented by Wyatt Haro.

## Other Reports

[Report name] was presented by [name of presenter]. The following resolution was adopted: [resolution].

## Main Motions

**Motion:** Moved by Angus Bradshaw and seconded by Wyatt Haro that an information gathering poll be conducted to determine committee members' availability for FY 2022-2023 by January 31, 2022. The motion carried with six in favor and zero against.

|                        |                |     |
|------------------------|----------------|-----|
| <b>ROLL CALL VOTE:</b> | Vanessa Rivera | Aye |
|                        | Julian Vega    | Aye |
|                        | Bryan DuBac    | Aye |
|                        | Angus Bradshaw | Aye |
|                        | Wyatt Haro     | Aye |
|                        | Maylen Peguero | Aye |

**Motion:** Moved by Wyatt Haro and seconded by Maria Mercado that all motions introduced in a fiscal year will automatically be closed at end of fiscal year and be reintroduced during new fiscal year sessions. The motion carried with [number of yea's] in favor and [number of nay's] against.

|                        |                |     |
|------------------------|----------------|-----|
| <b>ROLL CALL VOTE:</b> | Maria Mercado  | Aye |
|                        | Julian Vega    | Aye |
|                        | Vanessa Rivera | Aye |

|                |     |
|----------------|-----|
| Bryan DuBac    | Aye |
| Angus Bradshaw | Nay |
| Maylen Peguero | Aye |
| Wyatt Haro     | Aye |

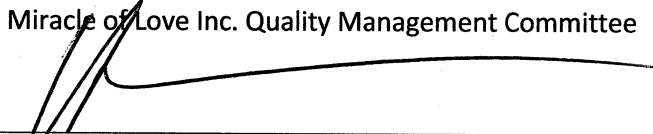
**Announcements**

**Adjournment**

Wyatt Haro moved that the meeting be adjourned, and this was agreed upon at 3:55 PM.

  
\_\_\_\_\_  
Vanessa Rivera, Chair  
Miracle of Love Inc. Quality Management Committee

February 17, 2022  
\_\_\_\_\_  
Approval Date

  
\_\_\_\_\_  
Wyatt Haro, Recorder  
Miracle of Love Inc. Quality Management Committee

February 11, 2022  
\_\_\_\_\_  
Prepared Date

## Summary of Reports/Presentations

### Robert's Rules of Order Review – Maylen Peguero, Parliamentarian

- Meetings held virtually are still to abide by Robert's Rules of Order. To make a motion, or to be recognized to speak, please use the "Raise Your Hand" feature.
- A motion must receive a second before proceeding.
- A vote will be called, if necessary, after a motion has received a second.

### Reinstatement of Quality Management Committee – Angus Bradshaw, Committee Champion

- Under Addendum 1 – National, State, Local Emergency, Disaster, and Exigent Circumstances in Quality Management Plan FY 2021-2022, Quality Management Committee was suspended by executive order due to the Coronavirus pandemic.
- By executive order, the Quality Management Committee is reinstated for the remainder of the FY 2021-2022.
- Prior to committee suspension, meetings were held fourth Thursday of each month at 1:00 PM. This time is in conflict with some committee members' schedules, which will prevent them from attending meetings.
- **Motion** by Angus Bradshaw for Wyatt Haro to conduct information gathering regarding committee members' availability for FY 2022-2023 by January 31, 2022.
  - Seconded by Wyatt Haro
  - **Roll Call** vote requested by Parliamentarian
  - Motion carries unanimously

### Quality Improvement Projects – Vanessa Rivera, Chair

- Quality Improvement Projects were completed for FY 2020-2021.
  - **Point of information** by Wyatt Haro: Quality Improvement Projects for FY 2021-2022 are located in the Quality Management Binders in the PDSA Reports tab.
    - One for the Intensive Case Manager project and one for the vertical transmission project.
    - Quality Improvement Projects were suspended during FY 2021-2022 due to pandemic.
- Project Zero was also suspended as with the new fiscal year Ryan White is transitioning to Intensive Case Management.
  - Any person that is not virally suppressed will be with an Intensive Case Manager.
  - Will need to review RSR Report for 2021-2022 to determine if viral suppression should be monitored in the new fiscal year, but it will not be called "Project Zero."

### HIV AIDS Bureau HIV Performance Measures Report Calendar Year 2021 – Vanessa Rivera, Chair

- HAB HIV Performance Measures Report presented on screen (attached to minutes as appendix A.)
- The gap in HIV medical visits should be at 10 percent. 2021 gap is 35 percent.
  - This might be a performance measure to consider monitoring.
  - **Point of information** by Angus Bradshaw (directed to Vanessa Rivera): Could you describe and explain what the numbers are supposed to be, for those that do not handle the HAB report on a regular basis?
  - **Point of order** by Maylen Peguero, Parliamentarian: Please remember to wait to be called. Wyatt had hand up. Then can move to Angus' question.

- **Information by Wyatt Haro:**
  - Targets from current fiscal year are located on page 13 of the 2021-2022 Quality Management Plan located in Quality Management binders.
  - **Information by Vanessa Rivera:**
    - The numbers have increase slightly from last Quality Management meeting for EMA for 2021-2022.
      - Gap in medical visits should be at 10 percent
      - Prescription of antiretroviral therapy at 98 percent
- **Point of information by Angus Bradshaw:** What is being shown on this report is how our agency is performing, Vanessa, can you tell the committee what the grantee has set?
  - **Information by Vanessa Rivera:**
    - HIV Viral Load Suppression target is now 95 percent
    - A confirmation will need to be made with Kelly at grantee's office
    - Annual retention in care should be 85 percent
      - Looking at current HAB measures it is at 61 percent
    - Retention in care has connection to gap in HIV medical visits and requires that doctor's offices be contacted and appointments confirmed, then entered into Provide under the appointments tab.
- **Point of information by Wyatt Haro:** Grantee office accepted the Quality Management Plan FY 2021-2022 with targets as set in the plan. It will be important to get the updated numbers to enter into the Quality Management Plan FY 2022-2023.
  - **Information by Angus Bradshaw:** An email has been sent to Kelly requesting the current data points and an update will be provided to the committee once it is received.
  - **Information by Vanessa Rivera:** The Quality Management meeting for EMA in October discussed numbers. The targets were:
    - Viral Suppression at 98 percent
    - Prescription at 95 percent
    - HIV Visits at 90 percent
    - Gap at 10 percent or less
    - Annual retention at 85 percent
- **Point of information Vanessa Rivera:** When will Quality Management Reports be sent out? The case managers will be able to improve the HAB measures if they are seeing client's that need labs, doctor's appointments, etc.
  - **Information by Wyatt Haro:**
    - Quality Management reports will resume distribution on January 24, 2022, and go out every Monday.
    - The reports are due back every Friday.

## UNFINISHED BUSINESS

**Motion to Offer Incentive to Client at Successful Completion of Intensive Case Manager Program – Julian Vega, Vice Chair.**

- Motion to offer incentive to clients at successful completion of Intensive Case Manager Program has been quashed as Intensive Case Manager Program has terminated.

**Motion to Modify Intensive Case Management Program Criteria – Wyatt Haro, Recorder**

- Motion to modify Intensive Case Management Program Criteria has been quashed as Intensive Case Manager Program has terminated.

#### **Procedural Motion**

- **Motion** made by Wyatt Haro and seconded by Maria Mercado to add procedural rule that all motions introduced in a fiscal year will automatically be closed at end of fiscal year and be reintroduced during new fiscal year sessions.
  - **Roll Call vote** held.
    - Motion carries with six ayes and one nay.

#### **Quality Management Refresher Training – Jeopardy – Wyatt Haro, Recorder**

- Game Play – no official business discussed.
- Section is not transcribed.
  - It is noted that Angus was the winner with 5000
  - Vanessa Rivera second place with 4800

#### **Organizational Assessment Tool (OAT) 2021 – Angus Bradshaw, Committee Chair**

- Report is to be submitted by February 11, 2022.
- Presented on the screen OAT 2021-2022
- As of today, the scores are as follows:
  - A.1
    - 5
  - A.2
    - 5
  - A.3
    - 5
  - B.1
    - 4
  - C.1
    - 5
  - D.1
    - 5
  - E.1
    - 4
  - F.1
    - 4
  - G.1
    - 5
  - G.2
    - 4
  - H.1
    - 3
  - I.1
    - 0
    - This section is for organizations that offer clinical services.

#### **Quality Management Plan 2022-2023 – Wyatt Haro, Recorder**

- **Open Discussion – No vote held**
- Section by section review requesting input on changes from committee members.
- Edits entered as discussed.
- Each committee member will have an opportunity to review the Quality Management Plan FY 2022-2023 and submit their requested edits by February 4, 2022.
  - All submitted edits will be merged together for review during February 2022 Quality Management Committee meeting.