

# Minutes for Miracle of Love Inc. Quality Management Committee

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## Call to Order

A modified meeting of the Miracle of Love Inc. (MOL) Quality Management Committee (QM Committee) was held on May 18, 2021 at 1301 W Colonial Dr., Orlando, FL 32804. It began at 9:00 AM and was presided over by Angus Bradshaw, with Wyatt Haro as Recorder.

## Attendees

Voting members in attendance included Vanessa Rivera, Angus Bradshaw, and Wyatt Haro.

Guests in attendance included N/A

Members not in attendance included All Committee Members

## Approval of Minutes

A motion to approve the minutes of the previous November 5, 2020 meeting was made by Wyatt Haro and seconded by Vanessa Rivera.

## Officers' Reports

Quality Management Report Distribution Software was presented by Wyatt Haro.

PDSA update was presented by Vanessa Rivera.

## Other Reports

Quality Management Committee Status was presented by Angus Bradshaw. The following resolution was adopted: standard committee operations shall remain suspended.

## Main Motions

N/A

## Announcements

## Adjournment

Wyatt Haro moved that the meeting be adjourned, and this was agreed upon at 11:45 AM.

Verbal - Covid-19  
Vanessa Rivera, Chair  
Miracle of Love Inc. Quality Management Committee

SEPT 29, 2021  
Approval Date

Verbal - Covid 19  
Wyatt Haro, Recorder  
Miracle of Love Inc. Quality Management Committee

May 18, 2021  
Prepared Date

## Summary of Reports/Presentations

### Quality Management Report Distribution System – Wyatt Haro, Quality Management

- Demonstration of Software
  - Software is hosted on server and accessible by staff from any web browser.
  - Software allows for individual documents to be accessible to individuals.
  - Software alerts staff when a new Quality Management report is available.
  - Software makes files available for download.
  - Staff upload their completed Quality Management report to the same software.
  - Software manages passwords.
  - Software will be easily accessible to staff by visiting <https://qm.miracleofloveinc.org>
  - Training can be conducted via virtual meeting format.
- **Motion** made by Angus Bradshaw
  - Motion to proceed with software transition for Quality Management Report Distribution
  - Seconded by Vanessa Rivera
  - **Voice vote** held
    - Motion carries unanimously

### PDSA Progress Report – Vanessa Rivera, Director of Client Services

- PDSA to achieve viral suppression
  - Seven clients assigned to case manager for targeted services
  - Case manager has engaged, or attempted to engage with all selected clients
  - Lab reports to monitor progress are pending
- **Motion** made by Wyatt Haro
  - Motion to continue PDSA cycle(s) as planned
  - Seconded by Angus Bradshaw
  - **Voice vote** held
    - Motion carries unanimously