

## Minutes

Attendance: Steve Hoke, Mary Sirmons, Renella, Mitchell, Eric Martinez, Dawn Jones, Carly Pyle, Tara Woodruff, Danyelle Sheffield, Deborah McCray, Daniel Pearce, Greg Bowman, Monica Adelphonse

**Evaluation  
Quality Assurance  
& Planning  
Committee Meeting**

Facilitator: Steve Hoke

Date: 12/10/20

Time: 11:00 AM

Location: Virtual via  
GoToMeeting

Due to the COVID 19  
Pandemic we will not  
have face to face  
meetings until further  
notice.

Monica Adelphonse  
Health Planner

**1. Welcome/Introductions & Moment of Silence**

**2. Review and approval of agenda:** Agenda updated to remove workplan as an item

**3. Review and approval meeting minutes:** Minutes Approved

**4. Updates**

A. Formulary Planning Meeting

Steve: We will review and set up a date to review the updated formulary.

Dawn: I will send out the formulary once it's approved and then we can set up a date to review.

B. Quality Assurance Plan/Indicators

Steve: The Quality Assurance Plan isn't going to be changing until 2021?  
Dawn?

Dawn: Yes, but it is not the manner of it changing as opposed to receiving updates to know where we are. And that's something that I will be working with

Danielle and her new supervisor just to bring information to the table to show us where we are with the quality indicators.

Steve: We need to have our stuff done before the new plan starts. So, this way, we can use that information, so it's good. Do you have any other updates Dawn?

Dawn: No, not at this time.

C. Other Updates

No other updates at this time.

## 5. Open Discussion

Eric: Do you have any updates on the surveys?

Dawn: The hard copy surveys have been distributed. If you have clients with emails, please have them do the electronic version. The statewide committee is developing our survey, and maybe a meeting or two from now, they should be done with all the recommendations and the final product? So, what we have and what we collect, we will report out on, and we can use this as a trial run for us. It is difficult putting out a survey and trying to get participation because of the short time line and COVID.

Mary: Those who complete the survey are eligible for \$10 rack cards as new member at the Up Center. Others can receive \$5 vouchers at the Up Center.

## Notes

Meeting Adjourned

*Next Committee Meeting: Thursday, January 14, 2020*