

## **HIV HEALTH SERVICES PLANNING COUNCIL – Quality Advisory Committee (QAC)**

### **Meeting Minutes**

April 5, 2016, 2:00 p.m. to 3:00 p.m.

#### **Meeting Location:**

Sacramento County Primary Care Center  
4600 Broadway, Sacramento, CA

**Facilitator:** Mahara Leong - Chair

**Scribe:** Paula Gammell, Council Staff

#### **Committee Member Attendees:**

- Mahara Leong – Chair, Gail Brosnan and Kane Ortega

**Members Excused:** N/A

**Guests:** Alyssa – student intern with Public Health

Topic	Minutes
Welcome, Introductions and Announcements	<p>Cares Community Health is hosting a rummage sale for Nor Cal AIDS Cycle on Friday, April 22<sup>nd</sup> at their agency. The rummage sale will also be held at the Folsom Blvd Flea Market on April 23<sup>rd</sup> and 24<sup>th</sup>.</p> <p>Members of ACC will be participating in the Mindy, Body and Spirit outreach event at Sac City College on April 21<sup>st</sup>.</p> <p>The Gender Health Center is hosting an event for National Transgender HIV Testing Day on April 18<sup>th</sup> at the Clunie Community Center.</p> <p>Staff was contacted by Sacramento City Unified School District regarding an outreach event on Saturday, April 30<sup>th</sup>. The event is a Community Wellness and Job Faire. ACC is considering participating in the event which is from 9 a.m. to 3 p.m.</p> <p>Utilizing grant money, Strategies for Change assists HIV+ client in purchasing fresh fruits and vegetables at the Farmers Market on Saturdays. Contact Strategies for Change for more information.</p> <p>The State Office of AIDS has assigned a new Part B representative to the HIV Health Services Planning Council. The new representative will be Brian Hancock, Chief of the HIV Care Operations Section.</p>
Agenda and Minutes	<p>Motion to approve the Agenda by Gail Brosnan; Second by Mahara Leong. Motion was approved unanimously.</p> <p>The motion to approve the March 2016 Minutes was made by Gail Brosnan; Second by Mahara Leong. Motion approved unanimously.</p>
FY16 QAC Work Plan*	<p>Staff presented a copy of the draft FY16 QAC Work Plan for review and approval. Activities surrounding the Post Card Survey have been adjusted to accommodate the new time frame for conducting the survey. Motion to approve the QAC Work Plan was made by Gail Brosnan with a second by Kane Ortega and unanimously approved.</p>
FY15 Year End Post Card Survey	<p>Staff has drafted most of the Post Card Survey Findings Report, however the report will not be complete until final invoices from providers have been submitted to determine the total clients per service category.</p>
Service Standard Updates	<p>SSC22 – Health Insurance Premium Payment and Cost-Sharing Assistance. Staff presented a draft of the</p>

Topic	Minutes
SSC22 – Health Insurance*	<p>updated service standard for review which incorporates steps to collect funds from clients in the event of an over-payment or refund when premiums, co-pays or deductibles were initially paid by the Ryan White program. Gail Brosnan noted a word change on the Client Refund Agreement form for consistently with the service standard. Motion to approve the service standard with the wording change was made by Kane Ortega with a second by Mahara Leong. Motion was unanimously approved.</p> <p>Governance/Executive is currently reviewing Service Standards 9, 10, 11 and 12.</p>
Public Comments	N/A
Adjournment	Next meeting: June 7, 2016