

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

Meeting Minutes

January 3, 2017, 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: Adrienne Rogers – Fiscal Agent

Topic	Minutes
Welcome, Introductions and Announcements	Kane Ortega has been elected Vice Chair of the Planning Council. The Priorities and Allocations Committee will not be meeting in January 2017.
Agenda and Minutes*	Motion to approve the January 2017 Agenda was made by Gail Brosnan with a second by Kane Ortega and approved unanimously. Motion to approve the Minutes of November 2016 was made by Gail Brosnan with a second by Kane Ortega and approved unanimously.

Topic	Minutes
Post Card Service Survey*	The Committee reviewed the information on how many clients to be surveyed per service category in attempt to survey 10% of the clients receiving any given service. Motion to approve the survey was made by Kane Ortega with a second by Mahara Leong and unanimously approved.
QM Plan Update	A copy of the Draft FY17 QM Plan was presented for the Committee's review along with the <i>NQC Checklist for the Review of an HIV-Specific Quality Management Plan</i> . Discussion identified several areas which needed additional information and the Committee will review the draft with the NQC Checklist and QM Plans from other EMA/TGA's to ensure a thorough QM Plan for the Sacramento TGA. The Committee will bring changes to the next meeting.
Technical Assistance	None noted or requested.
Public Comments	N/A
Adjournment	Next meeting: February 7, 2017