

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

Meeting Minutes

December 7, 2021, 2:00 p.m. to 3:00 p.m.

Meeting Location:

Zoom/Teleconference Call Only

Facilitator: Richard Benavidez, QAC Chair

Scribe: Paula Gammell, Council Staff

Committee Member Attendees:

- Richard Benavidez, Kristina Kendricks-Clark, and Ronnie Miranda

Members Absent/Excused: Jake Bradley-Rowe, and Zach B.

Guests: N/A

Topic	Minutes
Welcome, Introductions and Announcements	Ronnie Miranda advised that this is his last meeting as a QAC member. He is returning to college next semester and will be unable to participate in the Committee.

Topic	Minutes
Agenda* and Minutes*	<p>The December 2021 QAC Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Kristina Kendricks-Clark with a second by Ronnie Miranda and unanimously approved by consensus.</p> <p>The Minutes of October 2021 were presented for review and approval. Motion to approve the Minutes as presented was made by Ronnie Miranda with a second by Richard Benavidez and was unanimously approved.</p>
Post Card Survey Discussion	The Committee discussed the merits of seeking responses from 25% of the total clients served in any service category. Council Staff will submit a printing request for the various services seeking an average of approximately 25% per service category.
Technical Assistance	For Technical Assistance please contact Council Staff Paula Gammell, QAC/Council Vice Chair Richard Benavidez, or Council Chair Kristina Kendricks-Clark.
Public Comments	None noted.
Adjournment	Meeting adjourned at 2:26 p.m. Next meeting: TBD