

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

Meeting Minutes

February 1, 2022, 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 Jake Bradley-Rowe

Members Absent/Excused: Zach B.

Guests: N/A

Topic	Minutes
Welcome, Introductions and Announcements	Jake Bradley-Rowe informed that Zach Reau is the new Community Liaison for Gilead. Jake Bradley-Rowe's last day as Executive Director of Sunburst Projects is February 3, 2022. He will continue assisting Sunburst Projects approximately five hours per week.

Topic	Minutes
Agenda* and Minutes*	<p>The February 2022 QAC Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Jake Bradley-Rowe with a second by Kristina Kendricks-Clark and was approved by consensus.</p> <p>The Minutes of December 2021 were presented for review and approval. Motion to approve the Minutes as presented was made by Jake Bradley-Rowe with a second by Richard Benavidez and was approved by consensus.</p>
Post Card Survey Discussion	Council Staff advised that additional post cards were ordered to meet the goal of 25% of the medical case management clients. This delayed the delivery of the post card survey to one provider. Responses have been trickling in at a slow rate.
FY22 QAC Work Plan*	A draft of the FY22 QAC Work Plan was presented for review and approval. The FY21 QAC Work Plan was used as the template and the dates were updated to reflect FY22's monthly work plan. Motion to approve the Work Plan as presented was made by Richard Benavidez with a second by Jake Bradley-Rowe and was approved by consensus.
QAC Self-Assessment	Please complete and return the QAC Self-Assessment.
Technical Assistance	For Technical Assistance please contact Council Chair Richard Benavidez or Council Vice Chair Kristina Kendricks-Clark.
Public Comments	None noted.
Adjournment	Meeting adjourned at 2:50 p.m. Next meeting: TBD