

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

Meeting Minutes

September 6, 2022, 2:00 p.m. to 3:00 p.m.

Meeting Location:

Zoom/Teleconference Call Only

Facilitator: Richard Benavidez, Council Chair

Scribe: Paula Gammell, Council Staff

Committee Member Attendees:

- Richard Benavidez, Kristina Kendricks-Clark and Jake Bradley-Rowe

Members Absent/Excused:

Guests: Ronnie Miranda, Zach B.

Topic	Minutes	Vote
Welcome, Introductions and Announcements	Sunburst Projects is hosting its annual golf tournament fundraiser. Drag Your Balls will be held on Saturday, October 15, 2022 at Haggin Oaks Golf Complex. Ronnie Miranda expressed concern for the homeless population now that the City Council has voted to deny homeless from setting up tents on the sidewalk.	N/A
Public Comments	None noted.	N/A

Topic	Minutes	Vote
Agenda* and Minutes*	<p>The September 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 unanimously approved.</p> <p>The Minutes of June 2022 were presented for review and approval. Motion to approve the Minutes as presented was made by Kristina Kendricks-Clark z with a second by Richard Benavidez and was unanimously approved.</p>	<p>Approved: <i>Benavidez</i> <i>Bradley-Rowe,</i> <i>Kendricks-Clark</i></p> <p>Opposed: N/A Abstain: N/A</p> <p>Approved: <i>Benavidez</i> <i>Bradley-Rowe,</i> <i>Kendricks-Clark</i></p> <p>Opposed: N/A Abstain: N/A</p>
Post Card Survey*	<p>Council Staff presented documentation of the number of unduplicated clients for each service category. The Committee discussed how to obtain the most possible responses per category. A motion was made by Kristina Kendricks-Clark with a second by Richard Benavidez to conduct the survey as follows:</p> <p>For categories with less than 50 clients to date, surveys will be created for all the unduplicated clients to date. For categories with 50 or more clients to date, a minimum of 50 or 25% will be surveyed, whichever is greater.</p> <p>Example: a) If a category only has 35 clients to date, 35 surveys will be distributed to providers. b) If a category has 60 clients to date, 25% would only be 15 surveys so instead, 50 surveys will be distributed.</p>	<p>Approved: <i>Benavidez</i> <i>Bradley-Rowe,</i> <i>Kendricks-Clark</i></p> <p>Opposed: N/A Abstain: N/A</p>

Topic	Minutes	Vote
	<p>c) If a category has 1,000 clients to date, then 25% or 250 surveys will be distributed.</p> <p>Motion was unanimously approved.</p>	
QAC Chair Vacancy	The Chair position for this Committee is vacant. Kristina Kendricks-Clark has expressed a willingness to Chair the Committee. Council Staff previously emailed the Council regarding the vacancy and a vote will be conducted at the September Council meeting.	N/A
QAC Meeting Frequency	Discussion noted that QAC will now be meeting quarterly in March, June, September and December.	N/A
Technical Assistance	For Technical Assistance please contact Council Chair Richard Benavidez or Council Vice Chair Kristina Kendricks-Clark.	N/A
Adjournment	Meeting adjourned at 2:46 p.m. Next meeting: Dec. 6, 2022	N/A