

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

Meeting Minutes

March 7, 2023, 2:00 p.m. to 3:00 p.m.

Meeting Location:

4600 Broadway, Sacramento, CA 95820
Community/Conference Room 2020

Facilitator: Kristina Kendricks-Clark, QAC Chair

Scribe: Danielle Caravella, Council Staff

Committee Member Attendees:

- Richard Benavidez, Kristina Kendricks-Clark

Members Absent/Excused: Jake Bradley-Rowe

Guests: None

Topic	Minutes	Vote
Welcome, Introductions, and Announcements	The meeting started at 2:07 PM. Richard Benavidez announced he has been in touch with the new Janssen Community Liaison. He shared that pharmaceutical companies have some emergency funding that can be utilized by agencies.	N/A

Topic	Minutes	Vote
Public Comments-Agenda Items	None noted.	N/A
Agenda* and Minutes*	<p>The March 2023 QAC Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Richard Benavidez with a second by Kristina Kendricks-Clark. After discussion, the public comments section was specified to be on agenda and non-agenda items as well as adding a 3-minute time limit to public comments. Richard Benavidez amended his motion to accept the agenda with the changes made and Kristina Kendricks-Clark seconded the amended motion. The motion was passed with a majority.</p> <p>The Minutes of December 2022 were presented for review and approval. Motion to approve the Minutes as presented was made by Richard Benavidez with a second by Kristina Kendricks-Clark. The motion passed with a majority.</p>	<p>Approved: <i>Benavidez and Kendricks-Clark</i> Opposed: N/A Abstain: N/A</p> <p>Approved: <i>Benavidez and Kendricks-Clark</i> Opposed: N/A Abstain: N/A</p>
Post Card Survey	Post Card surveys have been mailed out to agencies. To date, the County has received back 232 of the 1,363 total Post Cards sent out. The return rate is at 17%. The postcard survey report will be completed by the next meeting.	N/A
FY22 QAQ Self-Assessment	QAC committee members were asked to complete the FY22 QAC self-assessment to assess how well they feel the committee did in meeting their goals in the 2022 fiscal year.	N/A

Topic	Minutes	Vote
FY23 QAQ Overview*	The FY23 Overview was presented for review and approval. Kristina Kendricks-Clark motioned to accept the FY23 Overview as presented and Richard Benavidez seconded the motion. After discussion, it was decided to remove the contact info at the top of the page since it was stated later in the document. Kristina Kendricks-Clark made an amended motion to accept the document with the changes discussed and Richard Benavidez seconded the amended motion. The motion passed with a majority.	Approved: <i>Benavidez and Kendricks-Clark</i> Opposed: N/A Abstain: N/A
FY23 QAQ Work plan*	The FY23 QAC Work Plan was presented for review and approval. Richard Benavidez motioned to accept the work plan as presented and Kristina Kendricks-Clark seconded the motion. The motion passed with a majority.	Approved: <i>Benavidez and Kendricks-Clark</i> Opposed: N/A Abstain: N/A
Public Comment-Non-Agenda Items	N/A	N/A
Technical Assistance	For Technical Assistance please contact Council Chair Richard Benavidez or Council Vice Chair Kristina Kendricks-Clark.	N/A
Adjournment	The meeting adjourned at 2:28 p.m. Next meeting: June 6, 2023	N/A