

Quality Services Committee Meeting

Judy E. & Megan C. | Chair and Vice-Chair

Meeting Notes

Date: July 15, 2024

Time: 1:00 pm - 3:00 pm

Physical Location(s)	Remote Address	Landline Access
<ul style="list-style-type: none"> 1100 San Leandro Blvd, San Leandro, CA 94577 (Creekside) Room 402, Public Health 7633 Greenly Drive, Oakland 94605 6425 Christie Emeryville 94608 2500 Bates, Suite B, Concord, 94520 	<p>Click Here Zoom Meeting ID: 896 7169 0793 Passcode: 247322</p>	<p>To call into the meeting:</p> <ul style="list-style-type: none"> USA 636 651 3128 US Toll USA 877 411 9748 US Toll-free <p>Conference code: 657145</p>

In person = IP | Remote = R

Present: Megan C. (IP), Judy E. (R), Ji-Sook O. (R), Natalie W. (IP), Roger A-C (R).

Not Present: Damon P. (E), Shelley S. (E).

Staff: Camisha Nettles (R), Leah Jones (IP), Nancy Ceja (R), Dot Theodore (IP).

Mission: The Oakland Transitional Grant Area Planning Council will provide comprehensive planning, prioritization, and education regarding HIV services in Alameda and Contra Costa Counties that are inclusive, equitable, compassionate, and respectful of human rights.

- | | |
|--|-------------------------|
| <p>I. Call to Order – 1:05</p> <p style="margin-left: 20px;">a. Moment of Silence</p> <p style="margin-left: 20px;">b. Read Mission Statement</p> <p style="margin-left: 20px;">c. Introductions and Roll Call</p> <p>II. Review and Approve Agenda</p> <p style="margin-left: 20px;">Motion: Judy</p> <p style="margin-left: 20px;">Second: Natalie</p> <p style="margin-left: 20px;">Status: Approved</p> <p>III. Review and Approve minutes from prior meeting</p> <p style="margin-left: 20px;">QSC did not meet quorum in June.</p> <p style="margin-left: 20px;">May Meeting Notes</p> <p style="margin-left: 20px;">Motion: Megan</p> <p style="margin-left: 20px;">Status: Judy</p> <p style="margin-left: 20px;">Approved: Approved</p> <p>IV. Workplan</p> | <p>1:00</p> <p>1:15</p> |
|--|-------------------------|

Quality Services Committee Meeting

Judy E. & Megan C. | Chair and Vice-Chair

QSC reviewed July and August tasks to ensure they are on track. In the WorkPlan: row 9a; the group discussed the history and expectations of meeting quorum. The Chairs and Roger agreed to support staff's efforts obtaining quorum and to support members with difficulties meet quorum.

Action: Staff will listen to meeting recordings capturing recommendations of the language QSC suggested to revise items in row 12 of the WorkPlan.

V. AAM Survey Revisions

QSC agreed to first work on the sub-receipt survey, due to its length. October 2023; members stated the survey questions were confusing, QSC will review them and ensure the survey is easier to understand; to capture better responses. In August QSC will review the remaining AAM surveys.

VI. Standards of Care Update

Judy sent Dot a summary of what is completed, in progress, and not started yet. Dot will assist with the Standards of Care documents and will send them back to the QSC for approval before it is presented to the Planning Council.

VII. Member Spotlight – Shelley
Shelley was absent.

VIII. Identify agenda items for August meeting 2:45
Staff will meet with the Chairs to develop the agenda.

IX. Announcements, Evaluation
Due to the Ryan White Conference, QSC's meeting will be rescheduled. Staff will follow up with members to confirm which Monday in August works best.

X. Adjourn – 3:07 3:00