



**ACQ Executive Committee Meeting Notes**  
**February 27, 2025**  
**2:00pm to 3:30pm**

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**Participants**

- Scott Doan, *Deputy Director, Developmental Disabilities Supports Division (DDSD)*
- Tracy Perry, *Co-Chair, ACQ Executive Committee and CEO, Direct Therapy Services*
- Daniel Ekman, *Advocate, Developmental Disabilities Council, Program Manager, Center for Self Advocacy*
- Kelley Harvey, *ACQ Administrator*

**Agenda/Discussion**

1. ACQ Membership Recruitment
2. Open Floor Discussion

**Meeting Notes**

**1. ACQ Membership Recruitment**

- a. Daniel Ekman proposed drafting a recruitment flyer for ACQ Membership
  - i. Ideas for flyer template are the following details:
    1. HCA Logo
    2. Description of what ACQ does
    3. Verbiage will be used from the ACQ web page found at this URL link: <https://www.hca.nm.gov/advisory-council-on-quality/>
  - ii. Action item: Kelley Harvey will draft a flyer for ACQ Executive Committee to review and confirm approval before being distributed. Draft will be submitted for the committee to review on Monday, March 3rd, 2025.

**2. Open Floor Discussion**

- a. Discussion on a question that came out of a by-law meeting. An attendee at the by-law meeting asked if a proxy attends for an ACQ member at the ACQ meeting, whoever is the proxy, do they have to be approved by the Governor?
  - i. Answer: No, a proxy does not have to be approved by the Governor.
    1. The ACQ Executive Committee agreed that information on the proxy is recommended to be submitted in advance via email.
    2. However, if no information was submitted in advance and the proxy is in the ACQ meeting or Listening Session, if there are no objections, the proxy may attend.
    3. Meeting minutes will identify the proxy in the meeting notes.
- b. Annual Training will occur in April 2025 for ACQ Members and new members
  - i. Pending confirmation of date and training material.
  - ii. Action item: Kelley will sync with Scott Doan to confirm next action items for Annual April Training.
- c. Disclosure Forms for Conflict of Interest
  - i. Annual form that is for ACQ Members only
  - ii. Action item: Scott will look into Disclosure Forms and follow-up with Kelley.
- d. Updates from Scott Doan on Rate Study and Attendance:
  - i. Rate Study: no updates, still pending.
  - ii. Attendance: Scott will not be available March 13th, 2025 ACQ Listening Session.

- e. Disability Rights Day at Santa Fe, NM Roundhouse on February 13th, 2025, went very good. There were plenty of self-advocates who provided their speech and great attendance from Legislators.
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#### Action Items:

1. Action item: Kelley Harvey will draft a flyer for ACQ Executive Committee to review and confirm approval before being distributed. Draft will be submitted for a committee to review on Monday, March 3rd, 2025.
2. Action item: Kelley will sync with Scott Doan to confirm next action items for Annual April Training.
3. Action item: Scott Doan will look into Disclosure Forms and follow-up with Kelley.

#### Follow-Up Points:

- Next Listening Session:
  - Date: March 13th, 2025, 9AM to 10AM
- Next ACQ Meeting:
  - Date: April 10th, 2025, 9AM to 1PM