



Executive Committee Meeting
Ramon Jackson + Angela Moore | Co-Chairs

Minutes

Date: Wednesday June 9, 2021 **Time:** 10:00 am -12:00pm

Location: <https://us02web.zoom.us/j/83712405959?pwd=WkdaUkRnSitVQ1FZdG1QVGdGMkpEdz09>

Attendees: Barbara Green-Ajufo, Ramon Jackson, Angela Moore, Phoenix Smith, Jessica Osorio, Diana Dupree

Staff: George Ayala, Dena Rifahie

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 is inclusive, equitable, compassionate, and respectful of human rights.

10:00am	<p>Call to Order: 10:08 am</p> <ul style="list-style-type: none"> • Introductions • Moment of Silence • Agenda Review and Approval <p>Motion to approve: Jessica Second: Angela Status: Approved</p> <ul style="list-style-type: none"> • Review and Approval of Meeting Minutes <p>Motion to approve: Phoenix Second: Angela Status: Approved</p>	Discussion	Co-Chairs
10:15	Membership check-in		All
10:25	<p>Recipient Reports</p> <p>Phoenix:</p> <ul style="list-style-type: none"> • Fiscal manager is leaving. Not sure how it will impact our program, as fiscal helps process invoices and contracts. • Submitted annual progress report to HRSA, which is due this time of year. • In first quarter of Part A, and still have some contracts that have not been finalized and approved. 	Only Urgent Pressing Items	Phoenix Jessica



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- Submitting a request to re-use carry over and will need signatures of approval from Ramon and Angela.
- Plan to use carry over to emergency financial assistance for food, rent and utilities.
- Ending HIV epidemic is funding two new providers.

Jessica:

- Reviewing first quarter expenses and there are a couple of areas that we would like to propose reallocation.
- Overspent our home and community-based healthcare by around \$30,000. Hopefully, we can shift funds.
- Moving forward with administering HOPWA funds.
- Working through analysis of Client Satisfaction Survey.
- Working on surveillance updates on STI and HIV through 2020.
- Updating Continuous Quality Management plan.

10:35

Subcommittee Reports

- PPAC
 - We had a good meeting and are preparing for allocations.
 - We had a presentation from AI about finance and a presentation from Pam looking at the different funding categories.
 - Discussed making sure people submit names they want to have included in elections for the broader council.

Barbara Green-Ajufo
Angela Moore
Diana Dupree



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- QSC
 - Still talking about service categories and will be asking questions at the next OTGA meetings.
- PLWHA
 - Had first meeting June 1st with 5 members.
 - Talked about what we are going to do this year, and we discussed recruitment.
 - Will have 2 meetings in June and 2 in July to catch up.

10:50	Staff Report <ul style="list-style-type: none">• Only received 2 nomination forms and need help from Executive Committee to get forms back.• Got tentative calendar from HRSA.• Discussed HRSA trainings and how they need to be pushed back until after allocations.• Phoenix will work with Dena to get presentations from HRSA for priority setting process.• Need to move trainings from HRSA to after allocations.• Unanimous agreement on moving HRSA trainings to the fall.	Dena
11:00	New Business	Co-Chairs
11:10	Agenda Setting for June 23rd OTGA meeting. <ul style="list-style-type: none">• Need to do Service Category QSC breakout rooms @ June OTGA meeting. Allocate 20 minutes for this.• Need to include Alameda and Contra Costa Client Satisfaction Presentations.• At June's 2020 meeting the old PCS did a presentation for pre and post	Co-Chair



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	<p>shelter in place needs of people living with HIV & a presentation on service category definitions.</p> <ul style="list-style-type: none"> • Desire to do study on where we are now with the pandemic for people living with HIV. Phoenix said her staff can do a Survey Monkey on this and potentially have it ready by the July OTGA meeting. <ul style="list-style-type: none"> ▪ On this survey Ramon asked if we could put something about gap in telehealth. • Will include Epi Contra Costa presentation at the June OTGA meeting. • Evette will give a presentation at the June OTGA meeting. • Elections <ul style="list-style-type: none"> ▪ Will hold elections at the June OTGA meeting. 	
11:45	<p>Announcements</p> <ul style="list-style-type: none"> • Need to keep everyone in the loop about Loren’s Memorial Service. Phoenix said she will let everyone know about this. • Decided to send recent PC members who have resigned a letter. • Need to increase SM presence as a tool for recruitment. • Need to get a robust recruitment plan in place. 	All
12:00pm	Adjourn: 11:59am	Co-Chairs