



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

Minutes

Date: Wednesday May 12, 2021 **Time:** 10:00 am -12:00pm
Location: <https://us02web.zoom.us/j/84174157120?pwd=Nzd5ODVJdUkzSXBuUm5kMDJOalBkQT09>

Attendees: Ramon Jackson, Angle Moore, Barbara Green-Ajufo, Phoenix Smith, Jessica Osorio
Absent: Diana Dupree, Nancy Brownlow
Staff: Evette Brandon, George Ayala, Dena Rifahie, Dot Theodore

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	Call to Order: 10:11 am <ul style="list-style-type: none"> • Introductions • Moment of Silence • Agenda Review and Approval Agenda was reviewed. Motion to approve agenda: Angela Second: Jessica Poll: 2 Result: Agenda was approved. <ul style="list-style-type: none"> • Review and Approval of Meeting Minutes Motion to approve minutes: Angela Second: Phoenix Poll: 3 Abstain: 1 Result: Minutes was approved.	Discussion	Co-Chairs
10:15	Membership check-in <ul style="list-style-type: none"> • All members checked in about how they are doing now. 		All
10:25	Recipient Reports <ul style="list-style-type: none"> • Contra Costa County: <ul style="list-style-type: none"> ▪ We are wrapping up our Part-B recipient report. ▪ Submitting our final invoice to the State this week. 	Only Urgent Pressing Items	Phoenix Jessica



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- Part-C is also upcoming.
- Finalizing Part-A COVID invoice to send to Carmen.
- Potentially becoming the administrator for the HOPWA funds in Contra Costa County.
- State changed Part-B algorithm, so we are getting \$200,000 less.
- Alameda County:
 - Contacted by City of Oakland Housing and will have a meeting with them regarding Housing Opportunities for People with Aids (HOPWA).
 - HOPWA funds are received through the city of Oakland.
 - It would be beneficial to have someone from HOPWA from the City of Oakland on the PC. Dena and Phoenix should follow-up with this.
 - County has several Ryan White providers who are also HOPWA Case Managers.
 - Phoenix will give Executive Committee updates after her meeting with HOPWA.
 - Creating a relationship with HOPWA takes a lot of time and staff is currently stretched thin and capacity is limited. We will try to connect them with our Ryan White providers.

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	<ul style="list-style-type: none"> ▪ Annual Ryan White Report is due soon. There is a PC section that will need to be done. ▪ Contractors meeting for May 20th and will provide information and updates on our Ryan White report. ▪ Ryan White services report is very important, and we will share this information with the PC. 	
10:35	<p>Agenda Setting for June 9th meeting.</p> <ul style="list-style-type: none"> • Memorandum of candidates <ul style="list-style-type: none"> ▪ Now Kimi Watkins-Tart signs off on the memorandum of candidates, as designated by the board. • Budget <ul style="list-style-type: none"> ▪ Discussion on creating a Board letter for Planning Council expenditures. ▪ HRSA is looking more at data in Ryan White reports and are planning on having a more competitive process. ▪ Line-item budget for PC will be shared after conferring with Evette. ▪ Contra Costa does not report everything in ARIES, so there is a need to update these missing service categories in the utilization report. 	Phoenix
11:00	<p>Workplan Review</p> <ul style="list-style-type: none"> • Yearend fiscal report will be given at the end of May. 	Dena



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	<ul style="list-style-type: none"> Epi Report will be given during the May OTGA meeting. Ryan White Services updates moved to May. Will be using Survey Alchemer for meeting evaluations. <p>Planning council support staff updates</p> <ul style="list-style-type: none"> Reached out to everyone on PLWHA committee and have heard back so far from one member. Need to get phone numbers from all PC members. Also planning to do an orientation for new members. 	
11:15	<p>Election Discussion</p> <ul style="list-style-type: none"> Need to send a ballot out to everyone asking for election nominations. 	Ramon
11:25	<p>PLWH and Subcommittee shifting</p> <ul style="list-style-type: none"> Membership <ul style="list-style-type: none"> We are out of compliance with PLWHA. Orientation 	Ramon
11:35	<p>Recruitment</p> <ul style="list-style-type: none"> Social media page <ul style="list-style-type: none"> We want to create a social media presence to recruit members. Want to retain a social media person and need to include this in letter to the Board of Directors. This would be a great way to retain young people and uplift recruitment efforts. 	Ramon
11:45	Announcements	All



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12:00pm	<ul style="list-style-type: none">• It is API and HIV awareness month. API is a growing demographic in our new positives. Adjourn called at 11:50am	Co-Chairs
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