



**Executive Committee Meeting**  
 Angela Moore + Judy Eliachar | Co-Chairs

**Minutes**

**Attendees:** Angela Moore, April Langro, Barbara Green-Ajufo, Diana Dupree, Judy Eliachar,

**Staff:** Evette Brandon, Candace Brooks, George Ayala

**Date:** January 13, 2022      **Time:** 12:00 pm - 1:30pm

**Location:** <https://us02web.zoom.us/j/84540815765?pwd=SVdOWmtpSEFLRVBwdzE4cFRxcVFXdz09>

Meeting ID: 845 4081 5765

Passcode: 410037

One tap mobile

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Find your local number: <https://us02web.zoom.us/u/kejpUIUcy3>

**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.

12:00pm	<b>Call to Order: 12:03</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Moment of Silence</li> <li>• <b>Agenda Review and Approval</b>            Motion: Judy Eliachar            Second: Barbara Green-Ajufo            Status: Approved</li> <li>• <b>Review and Approval of Meeting Minutes</b>            Motion: Barbara Green-Ajufo            Second: Judy Eliachar            Status: Approved</li> <li>• <b>Vote on Next Meeting Being Virtual</b>            Motion: Angela Moore            Second: Barbara Green-Ajufo            Status: Approved</li> </ul>	Co-Chairs
12:10	<b>Membership check-in</b>	All
12:20	<b>Transparency Discussion</b> <ul style="list-style-type: none"> <li>• Most important role is to serve the community.</li> <li>• Need a written Policy &amp; Procedures in place to help with this sort of conflict.</li> </ul>	All



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	<ul style="list-style-type: none"> <li>• Everyone should have a copy of committee SOP.</li> <li>• Need to have a process that is tight and HRSA should be able to talk to any council member and know what and how things happened.</li> <li>• Create workplan for this.</li> <li>• Make sure that no one is excluded from communications.</li> </ul>	
12:40	<b>Needs Assessment/ Standards of Care</b> <ul style="list-style-type: none"> <li>• Identified a staff member to help with Needs assessment and Standards of Care. Will be meeting with this person next week and creating a Scope of Work.</li> <li>• Wanted to consult this out but could not do that with available resources.</li> <li>• Need to orient staff to RW and then get clear on the scope of activities and draft that for the committees.</li> </ul>	All
1:10	<b>California Planning Group (CPG) Nomination and Appointment</b> <ul style="list-style-type: none"> <li>• Agripina sat in this seat, which is now vacant.</li> <li>• Brining this to Executive Committee so they can proceed with nominations for this seat.</li> </ul>	Evette
1:20	<b>Seats lost in Community Seats/ Co-Chair/State</b> <ul style="list-style-type: none"> <li>• We lost 3 PLWHA Members (Ramon, Jesse, Agripina)</li> <li>• Membership Committee has no Chair.</li> <li>• CDPH seat needs to be filled.</li> <li>• Judy is Co-Chair until March's Vote.</li> <li>• Executive Committee should meet in February since we have so many things to do.</li> </ul>	Angela
1:25	<b>Announcements</b>	All
1:30	<b>Evaluation/ Adjourn 1:27pm</b>	Co-Chairs