



## Executive Committee Meeting

Angela Moore + Judy Eliachar | Co-Chairs

### Minutes

**Date:** April 13, 2022

**Time:** 10:00 am - 12:00pm

**Location:** <https://us06web.zoom.us/j/85852997920?pwd=Mm1zbWg4NGJZbXdzZG5wUFZpVFd4UT09>

**Meeting ID:** 858 5299 7920

**Passcode:** 594106

**Dial**

USA 215 446 3649 US Toll

USA 888 557 8511 US Toll-free

**Conference code:** 545472

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

**Attendees:** Angela Moore, Judy Eliachar, Barbara Green Ajufu, Shelley L. Stinson George Ayala,

**Staff:** Candace Brooks, Evette Brandon, Alelia Munroe

**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.

10:00 am	<p><b>Call to Order: 10:05 am</b></p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Moment of Silence</li> <li>• <b>Agenda Review and Approval</b></li> </ul> <p>Motion: Judy Second: Barbara Status: Approved</p> <ul style="list-style-type: none"> <li>• <b>Review and Approval of Meeting Minutes</b></li> </ul> <p>Motion: Barbara Second: Judy Status: Approved</p> <ul style="list-style-type: none"> <li>• <b>Vote on Next Meeting Being Virtual (Next 30 days)</b></li> </ul> <p>Motion: Barbara Second: Judy Status: Approved</p>	Co-Chairs
10:15	<b>Membership check-in</b>	All
10:25	<p><b>Recipient Reports</b></p> <ul style="list-style-type: none"> <li>• Contra Costa does not have any updates</li> </ul>	George



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- Annual Subaward recipient meeting and Fiscal Orientation Workshop is happening today. Includes all Ryan White awardees and HIV epidemic agencies.
- Clinical quality management program will be kicked off at the subaward recipient meeting.
- HIV epidemic online STI program will be in full swing this contract year and all funding agencies will be required to participate and support clients and access home delivered STI tests.
- All agencies submitted their RSR on time and without complications.

10:40

### Subcommittee Reports

#### PPAC

- Beginning to review the data for prioritization and allocations.
- Al came and gave the fiscal report looking at all the various categories and where there has been underspending or overspending.
- Dione will be the new Chair and Dione will be willing to serve as chair with help. She was not at the last meeting, but she was voted in based on the initial conversation.
- April and Nilda were Nominated for Vice-Chair, and we were not sure if April could hold the seat. Will be voting at our next meeting.
- If April is CCC Health department and is a planning council member she is eligible to serve in a leadership role. She is not a recipient there is only one for the TGA and that is who gets the funds from HRSA and that is Alameda County.
- Dot to take over Pam's role.
- Started to review the PRSA webinar.

#### QSC

- Nominations are done and Judy and Angela are Chairs for 2022
- Mia and Marcus introduced themselves and there was a discussion on the needs assessment and consumer survey.
- Chair sat in on PLWHA meeting and helped sculpted the consumer Survey.
- Reviewed workplan and made edits.
- Ask Case managers to help complete the survey to help with the skip pattern for the paper survey.

#### PLWHA

Barbara Green-Ajufo  
Angela Moore/  
Alelia Munroe  
Diana Dupree  
Shelley Stinson

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- Discussed recruitment and the Consumer Survey
- Revised the Consumer Survey 03/14 and then reviewed and more changes in the past meeting.
- Got Nominations but had to wait on the Election process due to questions. Diana is still the chair but the Co-Chair we have questions for.

### Membership (recruitment ideas)

- Continue to recruit aggressively.
- Working on ideas to increase membership.
- Asking why would people want to take time from their busy lives, want to make sure they are going to have a safe space, and will they see a result from their involvement?
- Should do a survey/listening group to find out why members left the council.

10:55	<b>Staff Report</b> <ul style="list-style-type: none"> <li>• Nomination responses <ul style="list-style-type: none"> <li>○ 7 responses for Vice-Chair</li> <li>○ 3 for Chair of Contra Costa</li> <li>○ 6 for Chair of Alameda County</li> </ul> </li> <li>• Social Media: Instagram, Facebook, and Twitter</li> <li>• Each Chair presents content to Executive Committee to vote on adding to social media.</li> <li>• Need to spend a good amount of time on social media. Instagram: <a href="https://www.instagram.com/oaklandtransitionalgrantarea/">https://www.instagram.com/oaklandtransitionalgrantarea/</a> Facebook: <a href="https://www.facebook.com/Oakland-Transitional-Grant-Area-101459372532258">https://www.facebook.com/Oakland-Transitional-Grant-Area-101459372532258</a> Twitter: <a href="https://twitter.com/GrantArea">https://twitter.com/GrantArea</a></li> </ul>	Candace
11:05	<b>Tech reimbursement for PLWHA</b> <ul style="list-style-type: none"> <li>• Previous Chair submit forms in prior years.</li> <li>• Hours the tech was used (i.e., master attendance)</li> <li>• Formula= Hours in a meeting each month /hour in the month (i.e., 20 hours in meeting/ 720 hours in the month)</li> <li>• Digital form made on Smartsheet to be distributed. Is there a way to make it where members can only have to turn in a single form a month not multiple?</li> </ul>	All/ Ramon
11:40	<b>Planning Council Agenda</b>	All



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	<ul style="list-style-type: none"><li>Agenda created: <a href="#">OTGA-April Agenda.docx</a></li></ul>	
11:55	<b>Announcements &amp; Adjourn</b> Resolution to suspend the term limit to be brought to the April 27 <sup>th</sup> meeting.	All