



Planning Council Meeting
 Angela Moore & Judy Eliachar | Co-Chairs

Minutes

Date: Wednesday March 23, 2022 **Time:** 1:00pm-3:00pm
Location: <https://us06web.zoom.us/j/85648844051?pwd=YVQ3eHMwUETk3BUUC9KN3pHV00xdz09>
 Meeting ID: 856 4884 4051
 Passcode: OTGA2022
 One tap mobile
 +16699009128,,88358465470#,,,,*769273# US (San Jose)
 +12532158782,,88358465470#,,,,*769273# US (Tacoma)
 Dial by your location
 +1 669 900 9128 US (San Jose)
 +1 253 215 8782 US (Tacoma)
 +1 346 248 7799 US (Houston)
 +1 646 558 8656 US (New York)
 +1 301 715 8592 US (Washington DC)
 +1 312 626 6799 US (Chicago)
 Find your local number: <https://us02web.zoom.us/j/kb7PqKCCEf>

Attendees: Angela Moore, Judy Eliachar, Barbara Green-Ajufo, April Langro, Diana Dupree, Megan Crowley, Jessica Price, Angel Mateo, Angel Dominguez, Natalie Wilson, Felecia Greenly, Shelley L Stinson

Staff: Candace Brooks, Evette Brandon, Dot Theodore

Recording:
https://us06web.zoom.us/rec/share/XloFsLuUzunVX_96SH3cubWQTOzHvyfvdUDPRwrjltbanJ4fDd8MslZD0QFWlpb.FMqPXynZ0vpPh3R-?startTime=1648065711000 (Passcode: 0\$Y^bAZr)

Mission: The Oakland Transitional Grant Area Planning Council will provide comprehensive planning, prioritization, and resource allocation regarding HIV/AIDS services in Alameda and Contra Costa Counties that is inclusive, equitable, compassionate, and respectful of human rights.

TIME	ITEM	FACILITATOR
1:00pm	<p>Call to Order: 1:02 pm</p> <ul style="list-style-type: none"> • Introductions • Moment of Silence • Read Mission Statement • Agenda Review and Approval <p>Motion: Barbara Second: Angel Status: Approved</p> <ul style="list-style-type: none"> • Review and Approval of November Meeting Minutes <p>Motion: Barbara Second: Judy Abstain: Natalie</p>	Co-Chairs



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	<p>Status: Approved</p> <ul style="list-style-type: none"> • Vote on Next Meeting Being Virtual (Next 30 days) <p>Motion: Jessica Second: Megan Abstain: Angel Status: Approved</p> <ul style="list-style-type: none"> • In the March meeting discuss having an in-person meeting in May. • Staff to investigate locations in both counties for future meetings 	
1:15	<u>UNFINISHED BUSINESS</u>	Co-Chairs
1:25	<p>Recipient Reports (please review written reports, questions only)</p> <p>April's report:</p> <ul style="list-style-type: none"> • March 2022 Update CoCo.pdf <p>George's report:</p> <ul style="list-style-type: none"> • 2022-2023 contracts for Part A have been approved which assures no gaps in service. • Congrats to staff and OHC on getting that done and thank you for all your hard work. • We have not received the final 2022-23 notice of award, so we are working with a partial reward until updated. • OHC staff has been working closely with Agencies to answer questions and support the process to complete the Ryan White Service Report. • OHC is planning mandatory fiscal training with an annual contractors meeting and an annual clinical quality management meeting in April. • OHC is launching a collaboration between chronic diseases, focusing on elders living with HIV through ending the HIV epidemic program. • Dot has been appointed interim director of the Office of HIV Care (OHC). 	April/ George



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1:35

Committee Reports

Executive:

- Mia and her team are taking on the Needs Assessment and the Standards of Care.
- Discussed Reimbursement for PLWHA and form
- Discussed workplan and all we need to do for the 2022 cycle.
- Membership- we are at low numbers and want them to understand that the OTGA is work. Want to do a skit to explain the OTGA ins and outs.

PLWHA:

- Talked about recruitment
- Discussed logo contest and picked a winner
[logo Contest winner.png](#)
- Mia came and discussed the Needs assessment
- Went over Consumer Survey from 2019 and made edits.

QSC:

- Most of the meeting was housekeeping and Angela and Judy were re-elected chairs of the committee.
- Membership spotlights set and reviewed committee workplan and deliverables.
- Mia and Marcus joined the meetings and continued conversation on the Consumer survey and what is needed for the Needs Assessment. (Consumer Survey, Epi data for both counties, and other needs that aren't medical such as housing)

PPAC:

- Covered the workplan and adjusted it a little bit for presentations.
- Discussed the changes in OHC due to people leaving/retiring. Reports for our work on Allocations will be presented by Dot due to Pam's retirement.
- Nominations for chair and Co-Chair for PPAC pushed to next meeting to give people time to put thought into who they might want in the seats.
- Spotlights are not priority due to having a lot of work that we want to focus on so moving them towards the end of this cycle.

Executive- Angela
PLWHA – Diana
QSC- Angela
PPAC- Barbara



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1:45	Planning Council Staff Report <ul style="list-style-type: none"> • Dena resigned in February and staff is recruiting. • We are at a point where if we do not get new members, we will not be able to continue operations because we will be out of compliance with HRSA and the Bylaws. • Membership committee is not operational and needs chairs to get started again. • Schedule regular meetings until June to boost applications, want to have at least 10 new applications. • 2022 Membership and Outreach .docx • HRSA TA will orient new members 	Candace/Evette
	<u>NEW BUSINESS</u> <ul style="list-style-type: none"> • Discussion on Membership and recruitment strategies • Sending to providers and mass email recruitment. • Angel to become a member of the membership committee. <ul style="list-style-type: none"> ○ Shelley to Co-Chair for AC <ul style="list-style-type: none"> Motion: Angel Second: Diana Status: Approved Angela Moore Interim Co-Chair for CCC Motion: Barbara Second: Diana Status: Approved • Possible meetings moving away from Zoom • Research building at Children’s Hospital is very accessible via shuttle bus or car and there’s free parking. • New location to get Meeting link https://oaklandtga.org/planningcouncil/ <p>Include minute recordings: Motion: Barbara Second: Judy Status: Approved</p>	Co-Chairs Candace
1:50	OTGA Officers Election State Rep PLWHA needed to be filled <ul style="list-style-type: none"> • What are the requirements? 	Co-Chairs



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	<ol style="list-style-type: none"> 1. Active member of the Planning Council in good standing. If possible, the representation will strive to include a PLWH consumer of services. 2. Understand and have an interest in the CPG Representative's roles and responsibilities. 3. Able to interact effectively with associated stakeholders. 4. Demonstrates sensitivity to the needs and requirements of the communities that are affected by the HIV/AIDS epidemic in Alameda and Contra Costa Counties. 5. Demonstrates ability to listen, hear and represent diverse points of view. <p>State Rep- Diana Motion: Barbara Second: Angel Status: Approved</p>	
2:40	Introduction for Consultants who will assist in writing needs assessment and revisions to standards of care.	Mia/ Marcus
2:55	Announcements <ul style="list-style-type: none"> • When information findings become available and new projects are up and running or being thought of is the OTGA interested in hearing about it and having someone present on what is going on in our community? Barbara will let people know when studies are being done. 	Barbara
3:00	Evaluation and Adjourn 2:56 pm	Co-Chairs

GROUP NORMS:

1. Do not take things personally.
2. Be anchored in our mission.
3. Agree to disagree.
4. Active, intentional, attentive, listening/Eyes, ears, head, & heart
5. No retribution for what gets said here.
6. Be present in call to service/Be prepared & ongoing.
7. No judgement/Take a breath & set it aside.



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8. Everyone's effort & time is valued.
9. Consciously arrive on same agenda as others
10. Encourage clarifying questions/Do not assume lack of preparation.
11. Exhibit patience with each other.
12. Be a welcoming body to all.
13. Respect each other as leaders.
14. Be more creative & efficient in deliberations.
15. Be on time.
16. Avoid using acronyms and abbreviations or explain what they stand for.

The **Vibe Monitor** (Chairs and/or Planning Council Staff) can enforce the above ground rules in situations of disruptive behavior. Pursuant to the OTGA Bylaws members can be removed from the meeting and/or council for disruptive conduct or conduct affecting the council's integrity of the community's confidence.