



Minutes

Date: Wednesday, July 26th, 2023 **Time:** 1:00 pm-3:00 pm

<p>Location: 1100 San Leandro Blvd, San Leandro, CA 94577 (Creekside), Room 402, Public Health 2612 Roosevelt Ave, Richmond CA 1833 Page St. San Francisco, CA 15584 Lorenzo Ave San Lorenzo, CA 94580 1001 83rd Ave. Apt.203 Oakland, CA 94621 7515 International Blvd, Oakland Ca 94621</p> <p>Zoom: https://us06web.zoom.us/j/81197923833?pwd=aDI0eURXTUNDt1xSxIMRnZJU00ydz09 Meeting ID: 811 9792 3833 Passcode: OTGA2023!</p>	<p>To call into the meeting: 636 651 3128 US Toll 877 411 9748 US Toll-free Conference code: 657145 Find your local number: https://us02web.zoom.us/j/kejpUUCy3</p>
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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 are inclusive, equitable, compassionate, and respectful of human rights.

TIME	ITEM	FACILITATOR
1:00 pm	<p>Call to Order:</p> <ul style="list-style-type: none"> • Welcome • Introductions (roll call style) • Moment of Silence • Read Mission Statement • Agenda Review and Approval <p>Motion: Daniel Second: April Status: Approved</p> <ul style="list-style-type: none"> • Review and Approval of June Meeting Minutes <p>Motion: Megan Second: Bryan Abstain: Angel Status: Approved</p> <ul style="list-style-type: none"> • June Agenda Review and Approval <p>Motion: Bryan Second: Daniel Abstain: Angel Status: Approved</p>	Chair

	<ul style="list-style-type: none"> • Review and Approval of May Meeting Minutes <p>Motion: Bryan Second: Daniel Abstain: Shelley Status: Approve</p>	
1:15	UNFINISHED BUSINESS	Chair
1:15	<p>Subcommittee Reports</p> <p>PPAC</p> <ul style="list-style-type: none"> • Will be presenting later today. PPAC completed their Rankings and the next meeting will be on Wednesday August 9th and it will be dedicated to Allocations. <p>Executive</p> <ul style="list-style-type: none"> • Wanted to focus on how to ensure meetings are inclusive for both Counties as well as how to improve hybrid meetings. Began the process on reaching out to our Latinx community focusing on young MSM. Debriefed June's meeting. <p>QSC</p> <ul style="list-style-type: none"> • Reviewed our Standing operating procedures and approved them. Continuing work on the resource inventory and AAM. We have completed the Survey for the OHC. On August 4th we will be doing a 6 hour work session to work on the Standards of Care. <p>PLWHA</p> <ul style="list-style-type: none"> • Completed their rankings. <p>Membership</p> <ul style="list-style-type: none"> • Interviewed Sylvia and approved her application. 	<p>PPAC Chair</p> <p>Chair</p> <p>QSC Chair</p> <p>PLWHA Chair Membership Chair</p>
1:25	<p>Planning Council Staff Report</p> <ul style="list-style-type: none"> • Currently working on the needs assessment. Hoping to have a draft ready by November so we can start using it in the coming year. • United State Conference on AIDS is happening in September. • Awaiting HRSA to give feedback on Site Visit. 	Staff
1:35	<p>Recipient Report</p> <ul style="list-style-type: none"> • Still waiting for HRSA to send their summary report for their site visit, Public Health leadership has a meeting scheduled with HRSA leadership on August 4 • Office of HIV Care held an in person Subrecipient Meeting July 13. We had 25 attendees in the room and 19 attending by Teams. It was great to have this in-person meeting. The Council's Membership Chair was invited to recruit for the Council. Two agencies will be highlighted for their successes 	Recipient

	<p>in programmatic work, Ending the HIV Epidemic and Ryan White. The Quarter Clinical Quality Management meetings and training will start up in August, led by Stephanie Cornwell. OHC staff are updating the programmatic and fiscal site visit tools in preparation for annual site visits that will start in September. OHC will hold a Budgets and Invoicing workshop in September to better support agencies with understanding HRSA and ACPHD requirements.</p> <ul style="list-style-type: none"> Contra Costa welcomed Ji Sook OH as the new Client Services Manager today, 7/10/23. Obiel Leyva is now Contra Costa's HIV/STD Programs Manager. Obiel and Ji Sook may attend council meetings on occasion. 	
1:45	<p>General Public Comment <i>2 minutes per person</i></p>	All
1:50	<p>Reallocation to EFA Request to move funding from Health education and risk reduction and outreach to EFA focusing on housing. Motion: Judy Second: Megan Status: Approved</p>	Dot
1:50	<p>Meal</p>	All
2:00	<p>PPAC Priority Setting and Resource Allocation (PSRA) Presentation</p> <ol style="list-style-type: none"> Review Part A service categories Use worksheets to rank service categories. Rank service categories from most important to least important. (1-28) Rank <u>all</u> listed categories. AUGUST - Record final decision onto priority setting ballot. Return ballot to Support staff. <p>Members worked on their Rankings for the rest of the meeting and will have them ready for PPAC to work on their Allocations on August 9th.</p>	PPAC Chair
2:30	<p>Finalizing MOU, Bylaws, and associated documents ***Postponed***</p> <ul style="list-style-type: none"> MOU PLWHA Letter Bylaws (Articles 1 and 2) Code of Conduct Decision-Making Policy 	All
2:45	<p>Public Comment for Agenized items <i>2 minutes per person</i></p>	All



2:55	Announcement: <ul style="list-style-type: none"> Discuss potential partnership with the Public Health Commission is postponed until September 	All
3:00	Evaluation and adjourn. https://survey.alchemer.com/s3/6405926/Evaluation-OTGA	Chair

GROUP NORMS:

1. **Be a welcoming body to all.**
2. **Respect each other as leaders.**
3. **Exhibit patience with each other.**
4. Be anchored in our mission.
5. Agree to disagree.
6. Active, intentional, attentive, listening/Eyes, ears, head, & heart
7. No retribution for what gets said here.
8. Be present in call to service/Be prepared & ongoing.
9. No judgement/Take a breath & set it aside.
10. Everyone's effort & time is valued.
11. Consciously arrive on same agenda as others
12. Encourage clarifying questions/Do not assume lack of preparation.
13. Be more creative & efficient in deliberations.
14. Be on time.
15. Do not take things personally.
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.