



Minutes

Date: Wednesday, September 27, 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 San Lorenzo Ave San Lorenzo, CA 94580 1001 83rd Ave. Apt.203 Oakland, CA 94621 7515 International Blvd, Oakland Ca 94621 161 N Civic Drive, Apt # 286, Walnut Creek, CA 94596.</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: Bryan Second: Daniel Status: Approved</p> <ul style="list-style-type: none"> Review and Approval of Meeting Minutes <p>Motion: Bryan Second: Daniel Status: Approved</p>	Chair
1:15	<p>UNFINISHED BUSINESS</p> <ul style="list-style-type: none"> Public Health Commission presentation from Staff. PLWHA Laptop distribution. Bylaws. 	Chair
1:15	<p>Subcommittee Reports</p> <p>PPAC</p> <ul style="list-style-type: none"> PPAC is finished for the cycle. <p>Executive</p> <ul style="list-style-type: none"> Did not meet due to quorum. <p>QSC</p>	<p>PPAC Chair Chair QSC Chair PLWHA Chair Membership Chair</p>



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Planning Council Meeting
Judy & Shelley | Co-Chairs

	<ul style="list-style-type: none"> The resource inventory will be complete when we receive the 6 agency responses. We are still working on the AAM. We are waiting on responses from 4 Council members and 6 agencies. We have met for 10 hours this month to work on Standards of Care. <p>PLWHA</p> <ul style="list-style-type: none"> Absent <p>Membership</p> <ul style="list-style-type: none"> Absent 	
1:25	<p>Planning Council Staff Report</p> <ul style="list-style-type: none"> Participated in Oakland Pride and did some outreach. Finalized letter for laptop agreement and will be handing out the laptops in the next month. We are going to pick up drop boxes to get any last surveys. 	Staff
1:35	<p>Recipient Report</p> <ul style="list-style-type: none"> Staff attended United States Conference on HIV/AIDS in Washington DC which this year shined a spotlight on Black Women with HIV OHC received the HRSA Site Visit Report and are working with leadership to draft our response. September 28 OHC will hold a technical assistance workshop in budget development and invoicing for all subrecipients. This is not a mandatory workshop. Quarterly Viral Load and Housing report forms were sent out to agencies and are due back to OHC at the end of this month. OHC will hold a Clinical Quality Management meeting in October. 	Recipient
1:45	<p>General Public Comment <i>2 minutes per person</i></p>	All
1:50	<p>Meal</p>	All
2:00	<p>Allocations update</p> <ul style="list-style-type: none"> Office of HIV Care's (OHC) thoughts about how (and by how much) to increase the allocation to legal services, and which service categories to decrease to make this possible. 	OHC Staff
2:20	<p>Committee Standard Operating Procedure (SOP) check in</p>	Committee Chairs
2:25	<p>Memorandum Of Understanding (MOU) Motion with edits to Chair and Link Motion: April Second: Bryan Status: Approved</p>	All
2:40	<p>Bylaws</p>	



	<ul style="list-style-type: none"> Articles 1 and 2 <p>Motion: Bryan Second: Megan Status: Approved</p>	
2:45	<p>Public Comment for agenda items <i>2 minutes per person</i></p>	All
2:55	<p>Announcements</p> <ul style="list-style-type: none"> Assessment of the Administrative Mechanism (AAM) Survey reminder for Council members and Subrecipients. 	All
3:00	<p>Evaluation and adjourn. https://survey.alchemer.com/s3/7456309/2023-OTGA-Planning-Council-Meeting-Evaluation</p>	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.