



## Executive Committee Meeting Agenda

Dione Lien and Shelley Stinson | Co-Chairs

February 14, 2024 | 10:00am – 12:00 pm

<p><b>IN PERSON:</b></p> <ul style="list-style-type: none"> <li>1100 San Leandro Blvd, 1<sup>st</sup> Floor, Oak Room, San Leandro (Creekside)</li> <li>2612 Roosevelt Avenue, Richmond 94804</li> <li>901 Nevin Ave, Richmond 94801</li> <li>720 Francisco Blvd West, San Rafael CA 94901</li> </ul> <p><b>ONLINE:</b>  <a href="https://us06web.zoom.us/j/84468042717?pwd=voStnmOeD9pxG2Ra1OvfZtk3vU8jr6.1">https://us06web.zoom.us/j/84468042717?pwd=voStnmOeD9pxG2Ra1OvfZtk3vU8jr6.1</a>          Meeting ID: 844 6804 2717          Passcode: 359458</p>	<p><b>To call into the meeting:</b>          636 651 3128 US Toll          877 411 9748 US Toll-free          Conference code: 657145          Find your local number:</p>
---	--

**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.

**Attendees (5):** Judy Eliachar, Shelly Stinson; **Virtual:** Bryan Harris, Diana Dupree, Dione Lien.  
**Staff:** Leah Jones, Evette Brandon, Linda Franklin.

TIME	SUBJECT	LEAD
<b>10:00 am</b>	<p><b>Call To Order</b></p> <ul style="list-style-type: none"> <li>Introductions</li> <li>Moment of silence</li> <li><b>Agenda review and approval</b>                Motion: Judith                Second: Bryan                Status: Approved</li> <li>Review and approval of November Exec committee meeting minutes                Motion: Brian                Second: Judith                Status: Approved</li> </ul>	<b>CO-CHAIRS</b>
<b>10:10</b>	<b>Membership check-in (10 minutes)</b>	All
<b>10:20</b>	<p><b>Review and approval of Letters of Recognition</b> – Angela's letter is ready. Ramon's letter: remove reference to PPAC, Judith will confirm his address. Staff will place Planning Council logo on both letters, and save a template for future letters, and the current chairs will sign letters moving forward. Current chairs prefer to use wet signatures rather than DocuSign.                Motion: Dione                Second: Bryan                Status: Approved</p>	All
<b>10:30</b>	<p><b>Committee Reports:</b>  <b>Preparing for Elections (15 minutes)</b>                Planning Council Orientation will take place Friday, March 15<sup>th</sup>.                Current chair of each committee will describe what the committee does/role of committee chair and vice chair, then invite nominations. Each committee's agenda in March will include elections of chair/vice chair. In past years, nominations and elections took place in March for most committees. (schedule 30 minutes)</p>	All

	<p>Diana Dupree reiterated PLWHA wants a non-member to be able to serve as chair. Does this need HRSA approval? [Additional Note: Dot emailed, Jade (TA representative) said there is no HRSA requirement for the subcommittee chair to be a member of the full Planning Council.]</p> <p>Staff will send email letting members know of elections for committee leadership and invite members to volunteer for nominations.</p> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>○ Jessica Price's resignation (Judy will draft recognition letter for Jessica and Barbara Green Ajufu)</li> <li>●</li> </ul>	
10:45	<p><b>OTGA Agenda Exec Council March 13<sup>th</sup></b> (15 minutes)</p> <ul style="list-style-type: none"> <li>● <b>Confirm 2024 meeting schedule</b> – November's PC meeting was moved to November 20<sup>th</sup> to not conflict with Thanksgiving Holidays.</li> </ul> <p>Motion: Dione Second: Judith ?? Bryan?? Status: Approved Exec committee to provide recommendations about deadlines for PPAC</p> <ul style="list-style-type: none"> <li>● <b>Confirm 3/27 Planning Council Meeting Agenda</b> <ul style="list-style-type: none"> <li>○ <b>Workplan</b></li> </ul> </li> </ul> <p>Review a template of the previous year's Work plan and to create one for this year. Staff will provide the 2023 Work plan template and the minutes from the last 3 meetings of each committee. Staff will bring SOPs for each committee. Discussion: ranking allocation process begin early, get data earlier, list of service categories. Monthly utilization and Epi data updates are helpful. Get service category ranking sheets out earlier, as they are due in August.</p>	All
11:00	<p><b>Recipient Report</b> (15 minutes) - tabled for the next meeting</p>	George
11:15	<p><b>Allocations</b> (15 minutes) California Medi-Cal expansion means people who were formerly uninsured are now covered. Ryan White expenditures (primarily ambulatory and mental health) might be lower and may need to be reallocated). OHC staff will monitor.</p>	Dot
11:30	<p><b>Discuss Title V</b> (15 minutes)</p> <p><a href="#">Directive from HRSA that there be coordination between Title V (Maternal and Child Health Services Block grant) and Ryan White Part D funds.</a></p> <p>Shelly will reach out to Black Infant Health find out more details and the requirement for the county's involvement. Evette offered to refer to Family Health Services if needed.</p>	Shelley
11:45	<p><b>Staff Report</b> (10 minutes)</p> <ul style="list-style-type: none"> <li>● Lead Staff Recruitment – actively recruiting to fill Zandra Washington's role. Dione and Shelly will participate in the second interviews.</li> <li>● Onboarding Admin Specialist – Introduced Leah Jones.</li> <li>● New Member Orientation – Linda is updating presentation deck and George will facilitate. Evette will confirm the dates [March 15, 3:00-5:00 pm]. Leah will invite planning council members Evette will confirm if food will be provided.</li> <li>● PC move under PHC umbrella? This will be deferred until vacant staffing for the Planning Council are onboard.</li> </ul>	Evette

	<ul style="list-style-type: none"> <li>• Staff will add PC members to the PHC list-serv so they will receive notification of meetings.</li> </ul>	
<b>11:55</b>	<p><b>Announcements &amp; Adjourn</b></p> <p>Bryan shared that he is working with Angel Mateo on getting a meeting room with OWL at Lifelong Medical’s Richmond location, so Richmond area Planning council members can participate via Zoom from a work location.</p>	All