

## Executive Committee Meeting Minutes

Dione Lien and Shelley Stinson | Co-Chairs

April 10, 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, CA 94801</li> </ul> <p><b>ONLINE:</b>  <a href="https://us06web.zoom.us/j/84468042717?pwd=yoStnmOeD9pxG2Ra1OyfZtk3vU8jr6.1">https://us06web.zoom.us/j/84468042717?pwd=yoStnmOeD9pxG2Ra1OyfZtk3vU8jr6.1</a>  <b>Zoom Meeting ID:</b> 844 6804 2717  <b>Zoom Passcode:</b> 359458</p>	<p><b>To call into the meeting:</b>          636 651 3128 US Toll          877 411 9748 US Toll-free          Conference code:          657145</p>
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**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.

**Present:** Bryan H (R), Diana D (R), Dione L (R), Judy E (R).

Not Present: Shelley S

**Staff:** Evette Brandon (IP), Dot Theodore (IP), Leah Jones (IP), Linda Franklin (R).

- I. **Call To Order**- the meeting was called to order at 10:15am. **10:00am**
  - a. Introductions
  - b. Moment of Silence
  - c. Agenda Review and approval  
 Motion: Judy  
 Second: Bryan  
 Status: Approved
  - d. Review and approve prior meeting minutes  
 Motion: Bryan  
 Second: Judy  
 Status: Approved
  
- II. **Membership Check In**
  
- III. **Recommended Agenda for April 24th Planning Council Agenda** **10:20am**
  - a. Bylaw Revision (Sections 4.1 - 4.8)  
 Revise section 4.3.1. Strike section 4.1 in reference to membership chair(s) and come back to update the membership bylaws.  
 Motion: Dione  
 Second: Bryan  
 Status: Approved
  - b. Review SOPs, Workplan Benchmarks, and Deadlines:  
 QSC SOP was revised July 17, 2023, and approved by QSC in July or September. PPAC's SOP was approved in July 2023, and PLWHA's SOP was approved in August 2023. Each committee presentation to their SOP to the Planning Council September 2023. The Planning Council will review in the April meeting.

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- IV. **Workplan revisions introduced.** Discussed need for more members, greater engagement by members (attendance, joining committees), incentives for community members/consumers and training with new roles of PLWHA and membership. Membership roster updated.
- a. PPAC
  - b. QSC
  - c. PLWHA
  - d. Executive
  - e. Membership
- V.
- VI. **Staff Report 24.25 Planning Council Budget.** Evette reviewed current budget, proposed changes to add travel expenses for August HRSA conference in WDC informal approval by EC members. Evette will move funds to allow funds for travel (staff, chair & co chair). Virtual attendance is free.
- VII. **Announcements:** Judy reminded staff to send formal note to Jade letting her know who should be invited to monthly calls
- VIII. **Adjourn** – the meeting adjourned at 11:50am. **12:00 am**