

Meeting Notes

Date: June 12, 2024 **Time:** 10:00am – 12:00 pm

| Physical Location(s) | Remote Address | Landline Access |
|---|---|--|
| <ul style="list-style-type: none"> • 1100 San Leandro Blvd, 1st Floor, Oak Room, San Leandro (Creekside) • 2612 Roosevelt Avenue, Richmond 94804 • 901 Nevin Ave Richmond, 94801 • 1001 83rd Ave. Apt. 203, Oakland 94621 • 6425 Christie Emeryville 94608 • 7633 Greenly Drive, Oakland 94605 | <p>Click Here Zoom Meeting ID: 844 6804 2717 Passcode: 2425</p> | <p>To call into the meeting:</p> <ul style="list-style-type: none"> • USA 636 651 3128 US Toll • USA 877 411 9748 US Toll-free <p>Conference code: 657145</p> |

In person = IP | Remote = R

Present: Dione L. (R), Bryan H. (R), Judy E. (R), Shelley S. (R)

Not Present: Diana D. (E)

Staff: Leah J. (IP), Camisha N. (IP), Linda F. (R), Evette B. (R), Stephanie C. (R), George A. (R)

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.

I. Call To Order- 10:04 am

10:00 am

- a. Moment of Silence
- b. Introductions
- c. Agenda Review and approval
Motion: Bryan
Second: Judy
Status: Approved
- d. Review and approve May meeting notes
The Executive Committee noticed errors in the May meeting notes regarding assembly bill 2449 of the Brown Act, correcting the Executive spelling, and the Membership/Recruitment Strategy section. Staff will make the corrections and resend the meeting notes during the July EC meeting.
Motion: Dione
Second: Bryan
Status: Approved

II. Membership Check In

III. Recommended Agenda for June Planning Council Agenda

10:30 am

- a. Bylaw Revision (Sections 4.1-4.9)
Edit 4.5 to reflect duties of the Co-Chair. Remove section 4.6. and replace Jr. and Senior Chair with Co-Chair, Co-Chair. Section 4.5- #3 “Responsibilities are to be equally divided between Co-

Chairs.” The EC agreed to table the Bylaw Revision for the June Planning Council’s agenda. Staff will work on the document and present the changes at the next EC meeting in July.

b. Membership / Recruitment Strategy

The Executive Committee will temporarily support Membership Committee duties and recruitment with HRSA’s target. Staff and one council member will support membership with interviewing. The Executive Committee will except the Membership’s workplan.

Action: The Membership Committee’s workplan will not be changed.

Motion: Bryan

Second: Shelley

Status: Approved

c. Workplan Benchmarks and Deadlines

The Executive Committee agreed to keep this agenda item for the Planning Council’s June meeting.

d. Integrated Strategic Plan

The Executive Committee will keep this agenda item for the Planning Council’s June meeting. Staff will confirm with the presenter, LeRoy whether he is presenting the Integrated Strategic Plan.

IV. Membership Committee Workplan

Work has been delayed due not meeting quorum. Evette proposes staff will flush out the current and have EC review in July’s EC meeting. workplan and revisiting this year’s membership committee work plan. Staff will support with recruitment, revise their workplan, and propose for revision at the July Executive Committee meeting.

Action: The Executive Committee will review Membership’s Workplan in their July meeting.

Motion: Dione

Second: Bryan

Status: Approved

V. Remaining Brown Act Questions

There’s currently no updated information about the revision to the legislation.

VI. Staff Report

a. Budget Revision

Evette showed changes to the budget reflecting the Chairs attending the Ryan White Conference in August.

b. Strategic Planning Consultant

Evette will meet with the consultant today to layout the Planning Council. The consultant will provide a general scope of work, which Evette will bring the draft back to the Executive Committee for approval, before it is presented to the Planning Council.

VII. Announcements

Executive Committee Agenda

Dione Lien and Shelley Stinson | Co-Chairs

With Membership's meeting taking place on Wednesday, June 19th (Juneteeth), the meeting will be cancelled for the month, and resume in July.

VIII. Evaluation (Click [here](#)) and Adjourn – 11:48 am

12:00 pm