

Executive Committee Meeting Notes

Dione Lien and Shelley Stinson | Co-Chairs

March 13, 2024 | 10:00am – 12:00 pm

<p>IN PERSON:</p> <ul style="list-style-type: none"> 1100 San Leandro Blvd, 1st Floor, Oak Room, San Leandro (Creekside) 2612 Roosevelt Avenue, Richmond 94804 7633 Greenly Drive, Oakland 94605 901 Nevin Ave, Richmond 94801 <p>ONLINE: https://us06web.zoom.us/j/84468042717?pwd=yoStnmOeD9pxG2Ra1OyfZtk3vU8jr6.1 Zoom Meeting ID: 844 6804 2717 Zoom Passcode: 2425</p>	<p>To call into the meeting: 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.

Attendees: Bryan Harris, Dione Lien, Judy Eliachar

Absent: Diana Dupree, Shelley Stinson

Staff: Evette Brandon, George Ayala, Linda Franklin, Dot Theodore, Leah Jones

Motions from the prior meeting

Motion	Second	Discussion	Status
Agenda Review - Bryan	Judy		Approved
Review and approve prior meeting minutes - Bryan	Judy		Approved

I. Call To Order

10:00 am

The meeting started at 10:10 am.

II. Membership Check In

III. Recommended Agenda for March 27 Planning Council Agenda

10:20 am

a. Epi Data Refresher

Danny Allgeier, from the Office of HIV Care (OHC), provided a refresher presentation (attached) of the most recent epidemiological data. The OHC will make future monthly presentations to the Council on varying aspects of the epidemic in Alameda and Contra Costa counties.

b. Bylaws

Sections 4.1 – 4.8 are out of compliance. Revise the language around Senior Chair and Junior Co-Chair to reflect current operations and leadership with the Chair, Co-Chair, and Vice Chair. Staff will send recommended revisions to the Council (attached). Dione spoke with the ad hoc Bylaw committee to determine the next steps. Members are invited to recommend edits to these sections as soon as possible. The intent is to approve revisions to this section of the Bylaws at the April Council meeting.

c. Workplan Benchmarks and Deadlines

IV. Workplan Discussion

- a. PPAC – no decisions were made because quorum was not achieved.
- b. QSC – no decisions were made because quorum was not achieved.
- c. PLWHA – Diana D. was confirmed as Chair, and Bryan H. was confirmed as Co-Chair. Members confirmed outreach activities including a letter, business cards, and two upcoming events.
- d. Executive – Members charged staff with recommending revisions to Sections 4.1 – 4.8, distributing the SOPs for each committee (attached), and recommending workplan revisions.
- e. Membership – Members convened but no decisions were made.

V. Staff Report

- a. 24.25 Planning Council Budget – no discussion
- b. A candidate has been identified to fill the vacancy; Council leaders will participate in 2nd interviews. Staff was empowered to make workplans recommendations for review.

VI. Adjourn

12:00pm

The meeting adjourned at 11:37 am.