

Meeting Notes
May 8, 2024 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, CA 94801 	<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: Bryan H. (R), Dione L. (R), Judy E. (IP), Shelley S. (R)

Not Present: Diana D. (excused)

Staff: Leah J. (IP), Camisha N. (IP), Dot T. (R), Evette B. (R), George A. (R), Linda F. (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 – 10:12 am 10:00am**
- a. Introductions
 - b. Moment of Silence
 - c. Agenda Review and approval
 Change sequence of meetings agenda. Committee will move the Moment of Silence to the top of the agenda. Motion to approve with amendment above.
 Motion: Bryan
 Second: Shelley
 Status: Approved
 - d. **Review and approve April meeting notes**
 Motion: Dione
 Second: Bryan
 Status: Approved
- II. Membership Check In**
- III. Recommended Agenda for May Planning Council Agenda 10:30am**
- a. Revised agenda: start all future meetings with the Moment of Silence.
 - b. Motion: Bryan
 Second: Dione
 Status: Approved
 - c. Bylaw Revision (Sections 4.1 - 4.8)
 Correct Section 4.1. Remove strikethrough and add a description for the Membership Chair. Staff will draft the language after Membership chair role is defined and accepted.
 Action: Table the revision of 4.1 until the Membership committee meet in May.

Motion: Bryan
Second: Judy
Status: Approved

d. Brown Act

Members requested assembly bill 2449 in April's Planning Council meeting. The requirements of the Brown Act's hybrid policy. The Executive Committee will abide by assembly bill 2419 until further notice. The Brown Act is covered annually and implemented during the New Hire Orientation.

e. Membership / Recruitment Strategy

Members discussed community engagement opportunities in June. The workplan was revised by the Membership Committee. Removing it from ad hoc and delegating responsibility to Excitative Committee. Action: Move to Executive Committee's June agenda.

Motion: Bryan
Second: Shelley
Status: Approved

f. Workplan Benchmarks and Deadlines

In the April meeting, the Council workplan was accepted. Membership workplan needs to be reviewed. QSC made revisions and is waiting for OHC reports to approve the workplan in May's meeting.

Membership and PLWHA need to confirm their workplan's. PPAC has approved their workplan. Executive Committee members propose adding even years to the Council's workplan when Planning Council is to elect Co-Chair(s). The Council workplan will be tabled until June.

IV. Staff Report

a. Welcome Camisha

b. Strategic Planning Consultant

A meeting with the consultant group is TBD in June. A draft of Scope of Work will be presented.

The consultant will meet with one member from the PC and EC to understand priorities and undergo the processes when developing the strategic plan.

V. Announcements

VI. PPAC asked QSC to revise the consumer satisfaction survey, remove questions related to COVID-19, and reduce the questions to 20.

VII. **Evaluation (Click [here](#)) and Adjourn - 11:32 am**