



**Meeting Notes**

**Date:** Wednesday, June 26, 2024, **Time:** 1:00 pm-3:00 pm

Physical Location(s)	Remote Access	Landline Access
<ul style="list-style-type: none"> <li>• ACPHD 1100 San Leandro Blvd, Room 402, San Leandro</li> <li>• 901 Nevin Ave Richmond 94801</li> <li>• 1001 83rd Ave Apt. 203, Oakland 94621</li> <li>• 2612 Roosevelt Avenue, Richmond 94804</li> <li>• 1616 Capitol Avenue, Sacramento 95814</li> <li>• 150 Harbour Way, Richmond 94801</li> <li>• 807 Clark Pl, Nashville, TN 37203</li> <li>• 7515 International Blvd. Oakland 94546</li> <li>• 1453 Mission St, Sf 94103</li> <li>• 2500 Bates Ave. Concord 94520</li> <li>• 6425 Christie Emeryville 94608</li> </ul>	<p>Click <a href="#">Here</a></p> <p>Zoom Meeting ID: 899 4970 1164</p> <p>Passcode: 269134</p>	<p><b>Call into meeting:</b></p> <p>636 651 3128 US Toll</p> <p>877 411 9748 US Toll-free</p> <p>Conference code: 657145</p>

In person = IP | Remote = R

**Present: Council Members:** Angel D. (R), Angel M. (R), April L. (IP), Bryan H. (R), Damon P. (IP), Diana D. (R), Dione L. (R), Hillary C. (R), Ji-Sook O. (R), Judy E. (IP), Megan C. (IP), Myeeka C. (R), Roger A-C. (R), Shelley S. (R).

**Guests:** LeRoy Blea, Carmen Foster, Sami Wilkinson

**Not present:** Daniel M. (NP), Felecia G. (NP), Paul W. (NP)

**Staff:** Dot Theodore, Daniel Allgeier, Leah Jones, Camisha Nettles, Martin Lynch, Georgia Schreiber, Linda Franklin, George Ayala, Stephanie Cornwell, Nancy Ceja,

**Mission:** The Oakland Transitional Grant Area Planning Council will provide comprehensive planning, prioritization, and resource allocation regarding HIV/AIDS services in Alameda and Contra Costa Counties that are inclusive, equitable, compassionate, and respectful of human rights.

- I. **Call to Order- 1:05** **1:00 pm**
  - a. Moment of Silence
  - b. Mission Statement
  - c. Welcome
  - d. Introductions
  
- II. **Review and Approve June Meeting Agenda**

Motion: Bryan  
Second: Damon  
Status: Approved
  
- III. **Review and approve notes from prior Planning Council meeting**



Action: Correct the spelling of Daniel's name under attendance. Follow up with the Chairs to confirm Diana's response to the Consumer Survey was captured, as well as the action to revisit the process.

Motion: Bryan  
Second: Megan  
Status: Approved

IV. **Public Comment for Agendized Items**

V. **Integrated Strategic Plan**

**1:15 pm**

LeRoy, the Epidemics Program Manager, presented the Integrated Strategic Plan and will send staff the revised slides for the Planning Council by the end of the meeting.

VI. **Subcommittee Reports: Workplan benchmarks and deadlines**

- **Executive Committee**

The Executive Committee will support the Membership Committee throughout 2024 with meeting quorum, recruitment, and to sustain the workplan. Staff announced a potential consultant to help with recruitment and leadership development.

- **Membership Committee**

The Membership and Executive Committees interviewed a potential member, Duran Rutledge. The members agreed he will be a strong and excellent addition to the Planning Council. Mr. Rutledge is expected to be oriented and attend the July Planning Council meeting.

- **Planning, Priorities, and Allocation Committee**

Due to the holiday, PPAC rescheduled their meeting to Thursday, July 11<sup>th</sup> and the Priority Settings will get reviewed.

- **People Living with HIV and AIDS**

Did not meet quorum in June. Due to the holiday, PLWHA agreed to move their July meeting to July 9<sup>th</sup>.

- **Quality Service Committee**

The Office of HIV Care will assist with the Standards of Care to better understand which standards versions are ready for reviewed and are not complete. During QSC's July 15<sup>th</sup> meeting, they will review the AAM survey that went out to the sub-recipient agencies in October, the survey language was unclear and raised questions.

VII. **Recipient Report**

George Ayala presented the June Recipient Report.

VIII. **Office of HIV Care**

- a. EPI Report - Late Diagnoses in the OTGA

Kathryn Lin represented the EPI Report.



- IX. **OTGA Staff Report** **2:45 pm**  
Staff briefly discussed the Alchemer survey results pertaining to Planning Council's satisfaction with staff, the scope of work, and the overall performance of the OTGA council. Camisha will review the results in detail with sub-committees at a later date.
- X. **General Public Comment**
- XI. **Announcements**
- XII. **Evaluation** (Click [here](#)) and **Adjourn**- 2:59 **3:00 pm**

**NOTE:** Brown Act – [Hybrid meetings](#)

**GROUP NORMS:**

1. Be a welcoming body to all.
2. Respect each other as leaders.
3. Exhibit patience with each other.
4. Be anchored in our mission.
5. Agree to disagree.
6. Active, intentional, attentive, listening/eyes, ears, head, & heart
7. No retribution for what gets said here.
8. Be present in call to service/Be prepared & ongoing.
9. No judgement/Take a breath & set it aside.
10. Everyone's effort & time is valued.
11. Consciously arrive on same agenda as others
12. Encourage clarifying questions/Do not assume lack of preparation.
13. Be more creative & efficient in deliberations.
14. Be on time.
15. Do not take things personally.
16. Avoid using acronyms and abbreviations or explain what they stand for.

The **Vibe Monitor** (Chairs and/or Planning Council Staff) can enforce the above ground rules in situations of disruptive behavior. Pursuant to the OTGA Bylaws members can be removed from the meeting and/or council for disruptive conduct or conduct affecting the council's integrity of the community's confidence.