



Meeting Notes

Date: Wednesday, May 22, 2024, **Time:** 1:00 pm-3:00 pm

Physical Location(s)	Remote Access	Landline Access
<ul style="list-style-type: none"> • ACPHD 1100 San Leandro Blvd, Room 402, San Leandro • 901 Nevin Ave Richmond 94801 • 1001 83rd Ave Apt. 203, Oakland 94621 • 2612 Roosevelt Avenue, Richmond 94804 • 2500 Bates Avenue Suite B, Concord 94520 • 1616 Capitol Avenue, Sacramento, CA95814 • 929 Lexington Ave, El Cerrito, 94530 • 836 Banbury Way, Brentwood 94513 • 1329 61st Street, Emeryville 94608 • 1001 83rd Ave Apt.203, Oakland 94621 • 400 30th St. Ste 300, Oakland, 94609 • 15584 Lorenzo Ave San Lorenzo, 94580 • 7633 Greenly Drive, Oakland 94605 • 7515 International Blvd, Oakland 94621 • 3317 Laguna Way, Oakland 94602 • 1550 Mission St, SF 94103 • 846 53rd Street, Emeryville 94608 • 150 Harbour Way, Richmond 94801 	<p>Click Here Zoom Meeting ID: 899 4970 1164 Passcode: 269134</p>	<p>Call into meeting: 636 651 3128 US Toll 877 411 9748 US Toll-free Conference code: 657145</p>

In person = IP | Remote = R

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

Guests: Sami W., Candace B.

Not present: Danel M., Myeeka C., Natalie W., Paul W.

Staff: Danny Allegier, Dot Theodore, Eileen Dunne, Gabby Cleary, George Ayala, Georgia Schrieber, Leah Jones, Linda Franklin, Camisha Nettles

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 pm
 - a. Moment of Silence
 - b. Mission Statement

1:00 pm



- c. Welcome
- d. Introductions

II. Review and Approve May Meeting Agenda

Motion: Bryan
Second: Shelley
Status: Approved

III. Review and approve notes from the most recent Planning Council meeting

Motion: Bryan
Second: Shelley
Status: Approved

IV. Public Comment for Agendized Items

V. Integrated Strategic Plan - Tabled

VI. Review and Approve Bylaws Section 4

1:45 pm

The committee agreed to change the language to reflect how the Planning Council currently functions: 2 Co-Chairs and 1 Vice-Chair. The Planning Council discussed what they have done in the past and the positive experience of how helpful it has been having 2 Co-Chairs sharing the responsibilities, tag teaming the meetings and agenda items, and filling in for one another as needed (for example, when someone is on vacation). There was a recommendation in the Bylaws of section 4.9 to list three bullet points of the membership responsibilities from their Workplan. Staff will work on the edits the Planning Council recommended and present them to the Executive Committee meeting in June for approval before presenting the changes to the Planning Council.

VII. Subcommittee Reports: Workplan benchmarks and deadlines

Membership- The committee reviewed and made edits to their Workplan's deadlines to clearly understand their duties.

PPAC- Bryan and Shelley were re-elected as Chair and Vice-Chair and the 2024 Workplan was approved. Dot presented the revised Utilization Data Report and provided the presentation slides. PPAC did not receive the EPI and Needs Assessment Reports, it will be presented in their June sub-committee meeting. The Consumer Satisfaction Survey questions was discussed. It's been recommended to remove and/or revise COVID-related questions as well as minimizing the number of questions. Dot recommended PPAC to partner with QSC and revise the survey together.

QSC- Standards of Care are QSC's primary focus. Judy and Megan met to review different versions of the Standards of Care document that has been written by other QSC members and individuals and what has been provided by staff. Chairs have an improved comprehension of where Standards of Care had left off from prior members as to what has been completed, what's in progress, and what has not been started. Dot offered to help with the writing process. It's been confirmed the Resource Inventory is done every three years; therefore, it has tabled for QSC to update in 2025.



The AAM Assessment work will start mid-summer. QSC reviewed the Workplan and rearranged some of the dates.

PLWHA- Chairs discussed the Town Hall event, drafted the itinerary, budget, and presenters. The business cards for outreach were reviewed and members gave recommendations on the backs of the cards.

EC- The May meeting ended early. The bylaws section 4.1 was reviewed. The EC welcomed Camisha Nettles to the OTGA Planning Council and discussed possibly bringing in a Strategic Planning consultant. Staff will present budget adjustments for the June meeting.

VIII. Office of HIV Care

- a. Recipient Report
- b. OTGA Survey Demographics

IX. OTGA Staff Report

2:45 pm

- a. Councils & Commissions Training and Celebration – June 14th at 3:00 pm
- b. Technical Assistance Updates

X. General Public Comment

XI. Announcements

State Planning Group (CPG) - Roger Al-Chaikh -

Roger will attend the California Planning Group meeting in June. He is interested in presenting the OTGA Planning Council for Alameda County and Contra Costa to communicate the needs of the OTGA and learn what other counties are doing.

George reminded the Planning Council to complete the demographic questionnaire so that staff could collect the information and better understand while measuring ourselves and the requirements of HRSA, reflecting the local epidemic.

XII. Evaluation (Click [here](#)) and **Adjourn** - 3:04 pm

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.