

People Living with HIV & AIDS
Chair: Diana D. | Co-Chair: Bryan H.

Meeting Notes

Date: Tuesday, July 9, 2024, **Time:** 1:00 pm-3:30 pm

Physical Location(s)	Remote Access	Landline Access
<ul style="list-style-type: none"> • ACPHD 1100 San Leandro Blvd, Oak Room, San Leandro, CA 94577 • 2612 Roosevelt Ave., Richmond CA 94804 • 5345 Shafter Avenue, Oakland 94618 • 1001 83rd Ave. Apt.203, Oakland 94621 • 2310 17th Avenue, Oakland 94606 	Click Here Zoom Meeting ID: 878 9234 8038 Passcode: 450926	To call into the meeting: <ul style="list-style-type: none"> • USA 636 651 3128 US Toll • USA 877 411 9748 US Toll-free Conference code: 657145

In person = IP | Remote = R

Present: Bryan H. (R), Felecia G. (R), Diana D. (R), Barbara G-A (R), Sylvia Y. (R).

Not present: Nilda R. (NP).

Staff: Camisha Nettles (IP), Linda Frankin (R), Leah Jones (R), Nancy Ceja (R), Georgia Schreiber (R).

Mission: The People Living With HIV/AIDS (PLWHA) committee of the Oakland Transitional Grant Area (OTGA) Planning Council will represent persons living with HIV/AIDS, especially those that receive Ryan White Services. We will educate, identify, and assist in the recruitment for the OTGA Planning Council from PLWHA that are members of under-served and/or under-represented populations. We will assist the OTGA Planning Council in assessing gaps in services for PLWHA to enhance health outcomes. We will strive to address the issues of diversity in our membership and ensure that every meeting is a safe space.

Old Business – (May 2024)

Motion	Second	Discussion	Status
Review and approve agenda - Bryan	Diana		Approved
Review and approve recent minutes- Bryan	Diana		Approved
Outreach material - Bryan	Felecia	Staff will continue making edits to the business cards, outreach letter, and flyer.	Approved

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- Call to Order - 1:12pm 1pm
- a. Welcome with the Moment of Silence
 - b. Introductions, member check-in, and a Quorum confirmation
 - c. Read Mission Statement
- a. Review and Approve Agenda
Motion: Bryan
Second: Sylvia
Status: Approved
- b. Review and Approve minutes from the most recent meeting
- May meeting notes
Motion: Bryan
Second: Sylvia
Status: Approved
 - June meeting notes
PLWHA did not meet quorum in June
- c. Public Comment for Agendized Items
- d. Review outreach letter, business cards, and flyer 1:20 pm
Business Cards – Staff presented versions mock of the business cards. The members agreed on mockup number 1 would be the official back of the business card.
- Action: Staff will proceed with getting quotes for the business cards.
Status: PLWHA approved the business cards as a group.
- Outreach Letter – The committee recommended changing the format of the Spanish version of the letter so that it would be a one-pager.
- Action: Staff will edit the format of the Spanish letter and ensure it is consistent with the English version of the outreach letter as well.
- e. Plan Long-term Survivors and Town Hall Event
The committee continued planning the Town Hall event. Staff will reserve the Redroom Conference room from 3-7:30 p.m. The event will be from 4-7 p.m. The budget was finalized and ideas for decorations, food, and swag for the event's guests and presenters was discussed. Additional notes were taken on a separate document.
- f. General Public Comment
- g. Develop Agenda for August meeting 2:40 pm
- Priority Setting

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- Continue planning the town hall event
- h. Announcements
- i. Evaluation (click [here](#)) & Adjourn - 3:15 pm. 3:00 pm