

## Planning, Priorities, and Allocations Committee Meeting

Chair: Bryan Harris | Vice-Chair: Shelley Stinson

### Meeting Notes

**Date:** Thursday, June 6, 2024

**Time:** 1:00 pm-3:00 pm

Physical Location(s)	Remote Address	Landline Access
<ul style="list-style-type: none"> <li>• ACPHD 1100 San Leandro Blvd, Room 402, San Leandro, CA 94577</li> <li>• 2612 Roosevelt Ave., Richmond, CA 94804</li> <li>• 1001 83rd Ave. Apt.203, Oakland 94621</li> <li>• 7633 Greenly Drive, Oakland 94605</li> <li>• 1616 Capitol Avenue, Sacramento CA 95814</li> <li>• 929 Lexington Ave, El Cerrito, 94530</li> </ul>	<p>Click <a href="#">Here</a>  <b>Zoom Meeting ID:</b> 839 1613 6561  <b>Passcode:</b> 624821</p>	<p><b>To call into the meeting:</b></p> <ul style="list-style-type: none"> <li>• USA 636 651 3128 US Toll</li> <li>• USA 877 411 9748 US Toll-free</li> </ul> <p>Conference code: 657145</p>

In person = IP | Remote = R

**Present:** Bryan H. (R), Hillary C. (R), Angel D. (R), Shelley S. (R)

**Not Present:** Diana D. (E), Barbara G-A (E)

**Guest:** Judy E. (R)

**Staff:** Camisha N. (IP), Leah J. (IP), Eileen D. (R), Stephanie C. (R), Luis L. (R), Danny A. (R), Evette B. (R)

**Mission Statement:** The OTGA Planning Council will provide comprehensive planning, prioritization, and education regarding HIV services in Alameda and Contra Costa counties that are inclusive, equitable, compassionate, and respectful of human rights.

- I. **Call to Order – 1:05 pm** **1:00 pm**
  - a. Welcome with the Moment of Silence
  - b. Introductions, member check-in, and a Quorum confirmation
  - c. Read Mission Statement
  
- II. Agenda Review & Approval
 

Action: Bryan recommended moving the Needs Assessment before the Consumer Survey due to multiple presenters.

Motion: Bryan  
 Second: Shelley  
 Status: Approved
  
- III. Review and Approval of the Most Recent Minutes
 

Approval for April's Meeting Notes

Motion: Bryan  
 Second: Angel  
 Status: Approved

Approval for May's Meeting Notes

Motion: Bryan  
 Second: Shelley  
 Status: Approved
  
- IV. Public Comment on Agendized Items

- V. Workplan 1:30 pm**  
The committee reviewed the work plan and confirmed that they are on track for the action items listed for June.
- VI. Needs Assessment**  
Danny Allgeier presented the Needs Assessment report that was presented to the Planning Council in May.
- VII. Consumer Survey**  
Judy Eliachar attended the meeting to support PPAC with the Consumer Survey questions. While reviewing the questions, Evette recognized that the document provided to PPAC was the incorrect version. The Office of HIV Care, PPAC, and Judy from QSC discussed their knowledge of the Consumer Survey. Bryan and Judy also confirmed in prior years, their subcommittees were not responsible for working on the Consumer Survey. It was decided to table the Consumer Survey until staff confirms with Dot which subcommittee is responsible.
- VIII. EPI**  
Nothing to report
- IX. Draft agenda for the July Meeting**  
Workplan, Fiscal Report, and Priority Setting
- X. General Public Comment**
- XI. Announcements**  
Hillary announced that the Care Branch Advisor will have an open meeting for those interested in Sacramento June 10-12. Currently, the meeting is in person. Hillary will confirm if the meetings will be offered via Zoom.
- Action: PPAC agreed to move their July meeting a week later due to the 4th of July. The meeting will take place on July 11th.  
Motion: Angel  
Second: Bryan  
Status: Approved
- XII. Evaluation (click [here](#)) and Adjourn – 2:48 pm 3:00 pm**