

Planning, Priorities, and Allocations Committee Meeting

Chair: Bryan Harris | Vice-Chair: Shelley Stinson

Meeting Notes

Date: Thursday, May 2, 2024 **Time:** 1:00 pm-3:00 pm

Physical Location(s)	Remote Address	Landline Access
<ul style="list-style-type: none"> • ACPHD 1100 San Leandro Blvd, Room 402, San Leandro, CA 94577 • 2612 Roosevelt Ave., Richmond, CA 94804 • 6425 Christie Emeryville 94608 • 1001 83rd Ave. Apt.203, Oakland 94621 	Click Here Zoom Meeting ID: 839 1613 6561 Passcode: 624821	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: Angel D. (IP), Barbara G-A. (R), Bryan H. (R), Diana D. (R), Shelley S. (R).

Staff: Leah J. (IP), Camisha N. (IP), Dot T. (IP), Evette B. (IP), George A. (R), Linda F. (R), Stephanie C. (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- 1:07 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**
 Motion: Shelley
 Second: Bryan
 Status: Approved

- III. **Review and Approve prior Meeting Notes**
 April 2024 meeting notes were tabled for June's meeting due to not meeting quorum.

- IV. **Public Comment on Agendized Items**

- V. **Chair and Vice Chair Election** **1:20 pm**
 Nomination for Chair: Bryan by Diana and second by Shelley.
 Status: Bryan elected Chair (4 votes)

 Vice Chair: Angel nominated Barbara (declined); Diana nominated Angel (declined);
 Diana nominated Shelley and Bryan second.
 Status: Shelley elected Vice Chair (4 votes)

- VI. **Workplan Adoption (Deadline May 31st to approve)** **1:30 pm**
 The committee motioned to adopt the new workplan Staff presented.
 Motion: Bryan
 Second: Shelley
 Status: Approved

- VII. **Utilization Data Report**

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Dot Theodore presented the revised Utilization Data Report. Al Lugtu will present the Fiscal Report in June.

VIII. Consumer Survey

Committee discussed the Consumer Survey and their plan to update the survey throughout the summer. Bryan will confer the conversation to the Executive Committee's May meeting and talk to QSC's chair, Judy to discuss revising the survey.

IX. Draft agenda for the June Meeting

2:34 pm

- Consumer Survey
- Needs Assessment - Eileen Dunne and Danny Allegier
- EPI
- Workplan

X. General Public Comment

XI. Announcements

Volunteer appreciation event: Friday, June 14th from 3:00 – 5:00 p.m. The invitation will go out via email this week. Bryan asked what the process is to host some meetings in the Richmond area. Brown Act requirements were reviewed.

XII. Evaluation (click [here](#)) and adjourned at 2:48 pm.

3:00 pm