

Quality Services Committee Meeting

Judy E. & Megan C. | Chair and Vice-Chair

Meeting Notes

Date: April 15, 2024

Time: 1:00 pm-3:00 pm

Physical Location(s)	Remote Address	Landline Access
Location: 1100 San Leandro Blvd, San Leandro, CA 94577 (Creekside), Oak Room, Public Health 2500 Bates, Suite B, Concord, 94520 7633 Greenly Drive, Oakland 94605 846 53rd Street, Emeryville 94608	Click Here Zoom Meeting ID: 819 8219 1339 Passcode: OTGA2024!	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

Mission: The Oakland Transitional Grant Area 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.

In person = IP | Remote = R

Present: Judy E (IP), Megan C (IP), Natalie W (IP), Ji Sook O (R), Damon P (R), Shelley S (R)

Not Present: Daniel M, Roger A-C

Guest: Candance Brooks (R)

Staff: Leah Jones (IP), Linda Franklin (IP), Stephanie Cornwall (IP)

Old Business: No old business

- I. **Call to Order** – the meeting began at 1:22 pm. **1:00 pm**
 - a. **Moment of Silence**
 - b. **Read Mission Statement**
 - c. **Introductions and Roll Call**

Shelley recommended rearranging the call-to-order items, implementing each committee to start with Moment of Silence. Staff will present this to the Exec Committee and Planning Council May meetings.

- II. **Review and Approve Agenda**

Motion: Natalie
 Second: Judy
 Status: Approved

- III. **Review and Approve minutes from October 2023 meeting**



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Motion: Megan
Second: Judy
Status: Approved

Review and Approve minutes from March 2024 meeting

Motion: Megan
Second: Judy
Status: Approved

IV. Chair and Vice Chair Election

Judy as Chair, Megan as Vice Chair

Motion: Natalie
Second: Megan
Status: Approved

- V. Review workplan and recommend any changes/timing.** No actions were taken. Chairs discussed the workplan and recommended changes to reflect their work. Recommends adding a column indicating who is responsible: the committee as a whole, the Chairs, staff or OHC.

Resource Inventory: Chairs will follow up with the Office of HIV to confirm the frequency.

AAM Process: There are recommendations to change some of the survey questions based on feedback from the AAM presentation in November 2023. The HIV Consumer Survey has changed since the pandemic. The current cost of living support is not sufficient; people are not retained in care, and housing is being threatened. Prior to implementation of new next consumer survey, review responses. Can there be a focus group for the respondents to participate in, in the future?

Question for Staff: Get update on the survey and gift cards. Can the gift cards be used for the individuals who participated in the Needs Assessment?

VI. Identify Agenda items for May 20th meeting

- Standards of Care update and next steps
- Consumer Survey



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- Resource Inventory: if needed, make assignments
- Add workplan review to each agenda

VII. Announcements, Evaluation

Shelley shared information about a grant opportunity.

VIII. Adjourn- Meeting adjourned at 2:58 pm.

3:00 pm