



**Meeting Notes**

**Date:** Wednesday, July 24, 2024, **Time:** 1:00 pm-3:00 pm

Physical Location(s)	Remote Access	Landline Access
<ul style="list-style-type: none"> <li>• ACPHD 1100 San Leandro Blvd, Room 402, San Leandro</li> <li>• 901 Nevin Ave Richmond 94801</li> <li>• 1001 83rd Ave Apt. 203, Oakland 94621</li> <li>• 2612 Roosevelt Avenue, Richmond 94804</li> <li>• 1616 Capitol Avenue, Sacramento 95814</li> <li>• 150 Harbour Way, Richmond 94801</li> <li>• 7515 International Blvd. Oakland 94546</li> <li>• 929 Lexington Ave, El Cerrito, CA 94530</li> <li>• 101 Callan Ave. Suite 300 San Leandro 94577</li> </ul>	Click <a href="#">Here</a> Zoom Meeting ID: 899 4970 1164 Passcode: 269134	<b>Call into meeting:</b> 636 651 3128 US Toll 877 411 9748 US Toll-free Conference code: 657145

In person = IP | Remote = R

**Present: Council Members:** Angel D. (R), Felecia G. (R), Bryan H. (R), Shelley S. (R), Dione L. (R), Megan C. (R), Damon P. (R), Roger A-C (R), April L. (R), Diana D. (R), Barabara G-A (R).

**Guests:** Duran Rutledge, Dr. Peggy, Dr. Almanzor, Gabby Cleary, Holly Calhoun, Catherine Toyooka. Carla Wright.

**Not present:** Judy E. (E), Ji-Sook (NP), Myeeka C. (NP), Hillary C. (E), Natalie W. (NP), Paul W. (NP).

**Staff:** Leah Jones (R), Camisha Nettles (IP), Evette Brandon, Dot Theodore (R), Nancy Ceja (R), Luis Loza (R), Georgia Schreiber (R), Martin Lynch (R), Curtis Moore (R), Danny Allgeier (R), Eileen Dunn (R), Stephanie Cornwell (R).

**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** – 1:06 pm **1:00 pm**
  - a. Moment of Silence
  - b. Mission Statement
  - c. Welcome
  - d. Introductions
  
- II. **Review and Approve July Meeting Agenda**
  - Motion: Bryan
  - Second: April
  - Status: Approved



**III. Review and approve prior Planning Council meeting notes**

Motion: Bryan

Second: Shelley

Status: Approved

**IV. Public Comment for Agendized Items**

**V. Consultant**

**1:30 pm**

Evette introduced Dr. Peggy and Dr. Almanzor. They presented their plan which will examine the relationships, intentions, structures, acceptance, and coaching of the Planning Council.

Action: The consultants will conduct a survey to understand the goals of the Planning Council. The survey will be drafted and presented to the Executive Committee for approval before it is administered to the Planning Council.

**VI. Priorities Setting Presentation**

**1:45 pm**

Bryan presented the Priorities Setting process, its importance, and reminded members to attend the August 28<sup>th</sup> meeting when the final rankings for the categories will occur.

Action: Staff will provide a paper and digital copy of the ballot for the priorities setting before the next Planning Council meeting.

**VII. Subcommittee Reports: Workplan benchmarks and deadlines**

- Executive Committee
  - Bylaw Revision (Section 4.1 - 4.8)  
The Bylaw Revision was reviewed and approved during the Planning Council July meeting.  
Motion: Shelley  
Second: Bryan  
Status: Approved
  - Recruitment Strategy  
The Executive Committee interviewed Duran Rutledge and discussed recruitment recommendations for bringing more members to the Planning Council.
- Membership  
The Executive Committee members attended their first Membership meeting, ensuring Membership meets quorum for the rest of the year. The workplan was reviewed and revised.
- Planning, Priorities, and Allocation Committee



PPAC reviewed the priority setting presentation that Bryan presented in the Planning Council meeting in July.

- People Living with HIV and AIDS  
The committee continued planning the Town Hall event by finalizing the budget and brainstorming the presenters, swag for guests, etc.
- Quality Service Committee  
QSC members revised the Sub-Recipient AAM survey and will continue revising the other versions.

**VIII. Recipient Report**

Dot presented the July Receipt report.  
See attachment

**IX. Office of HIV Care**

A) Linkage to Care for the OTGA

Martin Lynch presented data on linkage to facilities, linkage by age group, ethnicity, and sex at birth.

**X. OTGA Staff Report**

No Report

**2:45 pm**

**XI. General Public Comment**

**XII. Announcements**

Bryan reminded members of the rankings and allocation process.

**XIII. Evaluation (Click [here](#)) and Adjourn – 2:57**

**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.