



**Meeting Notes**

**Date:** Wednesday, September 25, 2024, **Time:** 1:00 pm-3:30 pm

Physical Location(s)	Remote Access	Landline Access
<ul style="list-style-type: none"> <li>Due to the AC Health All Staff Conference, <b>this meeting is entirely remote.</b></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:** Shelley S, Roger A-C, Myeeka C, April L, Dione L, Angel D, Bryan H, Judy E, Damon P, Ji-Sook O, Diana D, Natalie W, Megan C, Duran R.

**Guests:** Sami Wilkinson, Aliaa Bilal

**Not present:** Hillary C (E), Angel M (NP), Felecia G (NP), Paul W.

**Staff:** Dot Theodore, Camisha Nettles, Nancy Ceja, Luis Loza, Eileen Dunne, George Ayala, Leah Jones, Stephanie Cornwell, Catherine Toyooka

**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- 1:05** **1:00 pm**
  - a. Moment of Silence
  - b. Mission Statement
  - c. Welcome
  - d. Introductions
  
- II. **Review and Approve September Agenda**
  - Motion: Bryan
  - Second: Judy
  - Status: Approved
  
- III. **Review and approve August’s Planning Council meeting notes**
  - Motion: Bryan
  - Second: Angel
  - Status: Approved

Action: The meeting notes read PPPAC under section X. Staff will remove the extra P in PPAC.
  
- IV. **Public Comment for Agendized Items**
  
- V. **Dr. Jones and Dr. Almanzor Survey Update** **1:15 pm**



Dr. Jones and Dr. Almanzor were absent from the meeting. Dione reminded the council to complete the survey and informed the council of the consultants' recommendations for an in-person retreat in November. The council proposed times for November 7<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup>, or 16<sup>th</sup>.

Action: After the meeting, staff will follow up with the consultants regarding the Planning Council's proposed dates for the retreat.

**VI. CA Planning Group follow-up** **1:45 pm**  
Shelley was nominated and the council voted her represent TGA for the CA Planning Group.

Action: Staff will follow up with Shelley regarding the next steps after the meeting.

**VII. Subcommittee Reports: Workplan benchmarks and deadlines** **2:00 pm**

- Executive Committee  
The consultants updated the Executive Committee on the completed surveys they received from the Planning Council and possible retreat dates. The Executives discussed the process for voting a member to represent TGA for CPG and the Client Satisfaction Survey, which they will revisit next year.
- Membership  
The Membership and Executive members discussed accepting Aliaa Bilal into the Planning Council and the status of Aliaa's onboarding with staff.
- Planning, Priorities, and Allocation Committee  
PPAC plans to discuss the Needs Assessment during their last meeting in October and add the Client Satisfaction Survey to their workplan next year.
- People Living with HIV and AIDS  
PLWHA finalized the Planning Council's swag and continued planning the Town hall event that will take place on Tuesday, October 15th, from 4-7 pm. The date to RSVP was extended to Friday, October 11<sup>th</sup>.
- Quality Services Committee  
QSC gave an update on each Standard of Care (nineteen total). Three non-medical case management outreach services have not been started, which the Office of HIV Care will take on, and eleven were sent to the Office of HIV Care for review. Regarding the AAM, QSC is currently working on reviewing and discussing the results, which Megan and Roger will present at the next Planning Council meeting.

**VIII. Recipient Report** **2:20 pm**

Dot provided the RW & MAI Client Count report through the end of August 2024, showing the Service Categories, and the percentages spent.



**IX. Allocations Recommendations by PPAC**

**3:10 pm**

Bryan and April presented PPAC's recommendations for the allocations. The document highlighted in light green where PPAC took off a percentage of each category to give funding for the Referral for Healthcare and Support services. The Planning Council also reviewed another document highlighting the top 8 Core Service and Support Service categories.

The Planning Council voted and accepted PPAC's recommendations for the Support and Core Categories for 2025-2026.

Motion: Bryan  
Second: Damon  
Status: Approved

**X. General Public Comment**

**XI. Announcements**

Bryan announced PLWHA's Townhall event.

**XII. Evaluation** (Click [here](#)) and **Adjourn**- 3:04

**3:00pm**

**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.