

Meeting Notes

Date: August 14, 2024 **Time:** 10:00am – 12:00 pm

Physical Location(s)	Remote Address	Landline Access
<ul style="list-style-type: none"> 1100 San Leandro Blvd, 1st Floor, Oak Room, San Leandro (Creekside) 2612 Roosevelt Avenue, Richmond 94804 901 Nevin Ave Richmond, 94801 1001 83rd Ave. Apt. 203, Oakland 94621 6425 Christie Emeryville 94608 	<p>Click Here Zoom Meeting ID: 844 6804 2717 Passcode: 2425</p>	<p>To call into the meeting:</p> <ul style="list-style-type: none"> USA 636 651 3128 US Toll USA 877 411 9748 US Toll-free <p>Conference code: 657145</p>

In person = IP | Remote = R

Present: Dione L. (R), Bryan H. (R), Judy E. (IP), Shelley S. (R), Diana D. (R).

Staff: Leah Jones (IP), Camisha Nettles (IP), Dot Theodore (R), Evette Brandon (R), George Ayala (R), Nancy Ceja (R).

Guest: Dr. Jones (R), Dr. Almanzor (R).

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 is inclusive, equitable, compassionate, and respectful of human rights.

I. Call To Order- 10:08 10:00 am

- a. Moment of Silence
- b. Introductions
- c. Agenda Review and approval
 Motion: Bryan
 Second: Dione
 Status: Approved
- d. Review and approve July meeting notes
 Motion: Bryan
 Second: Judy
 Status: Approved

II. Membership Check In

III. Check In with Dr. Jones and Dr. Almanzor 10:30 am

Dr. Almanzor recap the PC meeting from July and gave an overview of the survey process and reviewed the questions that were drafted. The Executive Committee requested that the survey be anonymous, which Dr. Jones and Dr. Almanzor confirmed they will look into it while they still set up and finalizing the survey on the platform Survey Monkey. They anticipate administering the survey by Friday, August 16th, and the deadline for the Planning Council to complete the survey is by Wednesday, August 28th.

IV. Recommended Agenda for August Planning Council Agenda 11:00 am

- a. Membership / Recruitment Strategy

- b. Workplan Benchmarks and Deadlines
- c. Follow up with the Consultants- add 20-30 minutes
Action: Staff will send the Planning Council the survey once it is finalized by Dr. Jones and Dr. Almanzor.
- d. CA Planning Group – add 30 minutes
- e. Rankings and Allocations- Byran confirmed that 20 minutes will be enough time for him to present.

V. Continue the Client Survey conversation

Dot explained the history of the Client Satisfaction survey and PPAC owning the tasks in the past however as of recent, the PPAC members were not aware when reviewing their workplan for the year.

Action: The committee and staff agreed that the survey will not get done in time for this year. Bryan from PPAC agreed that the Client Satisfaction Survey should still sit with his committee, and will start to look into adding it back to the workplan early next year in March. Shelley expressed her concern around PLWHA feeling left out during the process in the past, and George Ayala recommended PLWHA and PPAC collaborating together and adding the tasks to both committees workplans. The Executive Committee will continue the conversation around the survey during the next meeting in September.

VI. Announcements

VII. Evaluation (Click [here](#)) and Adjourn- 11:49

12:00 pm