

Meeting Notes

Date: September 11, 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: 893 2786 0717 Passcode: 2000</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), Judy E. (IP), Bryan H. (R), Diana D. (R)

Not Present: Shelley S. (E)

Staff: Camisha Nettles (IP), Leah Jones (IP), Evette Brandon (R), Dot Theodore (R)

Guest: Dr. Peggy (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: Judy
 - Second: Bryan
 - Status: Approved
- d. Review and approve August meeting notes
 - Motion: Bryan
 - Second: Judy
 - Status: Approved

II. Membership Check In

III. Follow up with Dr. Jones and Dr. Almanzor 10:30 am

Dr. Almanzor and Dr. Jones recommended extending the survey timeline because the Planning Council had robust schedules during August and September. Dr. Almanzor proposed extending the survey to September 30th. Currently, 7/18 planning council members completed the survey. They would like to receive 75% completed surveys, which will give them a better understanding of how the Planning Council are experiencing leadership and support. Once Dr. Almanzor and Dr. Jones receive more responses, they can work on drafting the findings and share it at the October 9th Executive Committee meeting.

Additionally, Dr. Almanzor and Dr. Jones proposed a retreat in November with the Planning Council. The retreat will allow team building, reviewing survey data, and they'll start setting recommendations for potential capacity building.

The consultants and Evette looked at possible dates in November for the Council's retreat from 10:00 am to 4:00 pm. Suggested dates are November 9th, 15th, or 16th.

Action: Dione will reach out to the Planning Council after the meeting to give everyone a friendly reminder to complete the survey by September 25th.

IV. CA Planning Group next steps

Brian expressed interest in representing the TGA Planning Council. In Shelley's absence, Judy stated Shelley is also interested in being nominated. The Executives will add the topic to the Planning Council's agenda to discuss the process and see who else is interested in representing TGA. From there, the Council will vote for one person.

V. Recommended Agenda for September Planning Council Agenda 11:00 am

- a. Membership / Recruitment Strategy – the Executives agreed to item A with item B.
- b. Workplan Benchmarks and Deadlines – item A and B combined should take no more than 15 minutes
- c. Follow up with the Consultants – allow those who have not completed the survey to start working on it during the meeting - 30 minutes
- d. Rankings and Allocations – Bryan, Shelley, and Dot will present the Allocations - 30 minutes

VI. Continue the Client Survey conversation 11:30 am

PPAC will add the task back to their workplan next year. Evette suggested the Executive Committee revisit the conversation and look at the survey questions in January during the light launch of staff welcoming back the Planning Council members.

VII. Announcements

Due to the AC Health All Staff event in Pleasanton, the Planning Council meeting on September 25th will be fully remote.

The PLWHA Townhall event will be held on Tuesday, October 15th, from 4:00pm to 7:00pm.

VIII. Evaluation (Click [here](#)) and Adjourn- 11:19 12:00 pm