



Meeting Notes

Date: Wednesday, October 23, 2024, **Time:** 1:00 pm-3:00 pm

Physical Location(s)	Remote Access	Landline Access
<ul style="list-style-type: none"> • ACPHD 1100 San Leandro Blvd, Redwood Conference 1st Floor. • 901 Nevin Ave Richmond 94801 • 1001 83rd Ave Apt. 203, Oakland 94621 • 2612 Roosevelt Avenue, Richmond 94804 • 1616 Capitol Avenue, Sacramento 95814 • 6425 Christie, Emeryville 94608 • 150 Harbour Way, Richmond 94801 • 7515 International Blvd. Oakland 94546 • 929 Lexington Ave, El Cerrito, CA 94530 • 2500 Bates Ave. Suite B. Concord, 94520 	Click Here Zoom Meeting ID: 899 4970 1164 Passcode: 269134	Call into meeting: 636 651 3128 US Toll 877 411 9748 US Toll-free Conference code: 657145

In person = IP | Remote = R

Present: Judy E. (IP), Megan C. (IP), Damon P. (IP), Ji-Sook (R), Hillary C. (R), Shelley S. (R), Angel D. (R), Dione L. (R), Angel M. (R), Bryan H. (R), Diana D. (IP), Roger A-C (IP), Barbara G-A (R)

Not Present: April L. (E), Duran R. (NP), Aliaa B. (E), Natalie W. (E), Myeeka C. (NP), Paul W. (NP)

Staff: Camisha Nettles (IP), Leah Jones (IP), Georgia Schreiber (IP), Evette Brandon (R), Dot Theodore (IP), Luis Loza (IP), Stephanie Cornwell (IP), Curtis Moore (R), Steven Gibson (R), Martin Lynch (R), Gabby Cleary (R), Danny Allgeier (R)

Guest: Siobhan Burgos (IP), Jayne Gagliano (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-1:07** **1:00 pm**
 - a. Moment of Silence
 - b. Mission Statement
 - c. Welcome
 - d. Introductions

- II. **Review and Approve October Agenda**
 - Motion: Bryan
 - Second: Shelley
 - Status: Approved

- III. **Review and approve September’s Planning Council meeting notes**



Action: Correct the spelling of Stephanie's last name under attendance, adding the "s" to Services under QSC's workplan and benchmark update, and adding the year 2024 under the Recipient Report.

Motion: Dione
Second: Shelley
Status: Approved

IV. Public Comment for Agendized Items

V. Nominations **1:30 pm**

There was a mistake by staff adding Nominations as an item on the agendas. The nominations process is supposed to get discussed under the staff's report. No report on Nominations.

VI. Subcommittee Reports: Workplan benchmarks and deadlines **1:45 pm**

- Executive Committee
The consultants checked in with the Executive Committee about the status of where they are with completed surveys from the Planning Council. The survey was reopened to capture more feedback by Wednesday, October 30th. In addition to the survey, the consultants presented a format for how the result findings would be presented, primarily direct quotes and narratives taken from the surveys and themes they will pull out of that feedback. The results will be reviewed and discussed, and the next steps will be developed at the retreat. Lastly, Executives also discussed the California Planning Group and the next steps with Shelley as OTGA's representative.
- Membership
The membership and Executive Committee reviewed their workplan benchmark and discussed vacant and current spots filled within the Planning Council. The committee also brainstormed recruitment strategies for next year and the struggle around recruiting younger members.
- Planning, Priorities, and Allocation Committee
PPSC met quorum for their last meeting of the year. Bryan gave a shout-out to all his subcommittee members for doing a great job this year, for the great things they have done, and for the excellent work they did by adding a new service category.
- People Living with HIV and AIDS
Diana thanked her subcommittee members and staff for their hard work making the town hall event a success. More than 40 people attended. The guests enjoyed the food, swag, and engaging conversation with the panelists. PLWHA's last meeting for the year will take place in November to recap the event.



- Quality Services Committee
QSC's last meeting took place two days before the Planning Council meeting. They reviewed the AAM slides, rehearsed, made revisions, and put the finishing touches on them. The committee also reviewed their workplan and acknowledged the work they have completed this year.

VII. Assessment of Administrative Mechanism Presentation **2:00 pm**
Megan and Roger presented the AAM presentation that the Planning Council is mandated to complete annually. The presentation covered the purpose and methodology of the AAM and the review findings of the evaluation.

VIII. Office of HIV Care **2:30 pm**

a. Recipient Report

Dot Theodore presented the October Recipient Report.

b. Office Update

Dot Theodore gave updates on the Office of HIV Care:

OHC submitted the Part A competitive application shortly after the Planning Council meeting in September. Dot thanked everyone for their hard work ensuring the rankings and allocations for submitting the report were completed on time.

OHC submitted the Ending the HIV Epidemic application for 2025 to 2030 and is hopeful of getting funded for five more years.

November begins the contracting season for Ryan White and MAI. Based on the Planning Council's allocations, OHC will prepare notices of awards and start working with the agencies to complete the contracts.

IX. General Public Comment

X. EPI Report: Engaged and Retained in Care **2:45 pm**
Gabby Cleary presented the EPI report, which detailed individuals living with HIV in the Grant area in 2022 who were engaged and retained in care.

XI. Announcements

- Vote, Vote, Vote!
- The conversation around nominations will continue at the next Planning Council meeting in November. Those who want to nominate someone or are interested in nominating themselves should notify any member of the Executive Committee or staff. Staff will put together the ballot.



- Dione announced she is expecting a baby girl in December and will take time away from the Planning Council. She plans to return and continue her participation by May 21, 2025.

XII. **Evaluation** (Click [here](#)) and **Adjourn**- 2:56

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.