



www.oaklandtga.org/planningcouncil

Quality Services Committee Meeting

Judy E. & Megan C. | Chair and Vice-Chair

Meeting Notes

Date: August 12, 2024

Time: 1:00 pm - 3:00 pm

Physical Location(s)	Remote Address	Landline Access
<ul style="list-style-type: none"> 1100 San Leandro Blvd, San Leandro, CA 94577 (Creekside) Room 402, Public Health 6425 Christie Emeryville 94608 2500 Bates, Suite B, Concord, 94520 	Click Here Zoom Meeting ID: 896 7169 0793 Passcode: 247322	To call into the meeting: <ul style="list-style-type: none"> USA 636 651 3128 US Toll USA 877 411 9748 US Toll-free Conference code: 657145

In person = IP | Remote = R

Present: Judy E. (IP), Damon P. (IP), Megan C. (IP), Natalie W. (IP), Ji-Sook O. (R).

Not Present: Roger A-C (E), Shelley S. (NP)

Staff: Leah Jones (IP), Camisha Nettles (IP), Dot Theodore (IP), Nancy Ceja (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 are inclusive, equitable, compassionate, and respectful of human rights.

- I. Call to Order – 1:14 1:00
 - a. Moment of Silence
 - b. Read Mission Statement
 - c. Introductions and Roll Call

- II. Review and Approve Agenda

Action: The committee agreed to revise the member spotlight to Damon since Shelley was absent from the meeting.

Motion: Judy
 Second: Megan
 Status: Approved

- III. Review and Approve minutes from prior meeting

In section V. AAM Survey Revision, the committee discussed the importance of stating the “Office of HIV Care” instead of the staff name since the public will not be familiar with each name listed in the meeting notes.



www.oaklandtga.org/planningcouncil

Quality Services Committee Meeting

Judy E. & Megan C. | Chair and Vice-Chair

Action: Staff will revise the section by removing Dot's name and saying "The Office of HIV Care Director and correct the spelling of Recipient.

Motion: Megan

Second: Judy

Status: Approved

- IV. Workplan Update 1:15
The committee reviewed the workplan to confirm they are on track with projects. There was discussion around row 14B and considering moving the task to item 20C on the workplan next year.
- V. Standards of Care Update
The Office of HIV Care has all the Standards of Care documents except for the Emergency Financial Assistance, Food/Nutrition, and Food/Delivered Meals. Judy is in contact with Bryan from the PLWHA and PPAC committee and April from the PPAC committee, as they are working on the remaining two Standards of Care.
- VI. AAM Survey 1:30
a. Finalize questions for sub-recipient survey
b. Deadlines for distribution and return
- The committee worked on the AAM OHC and Ryan White Part A Survey. Edits to both surveys were done on separate documents. Staff will continue working on the edits and send them to Judy and Megan outside of the meeting to finalize both versions before they are sent out through Alchemer.
- VII. Member Spotlight – Shelley
a. List next members for the rest year
Due to limited time, the committee agreed to table the membership spotlight. Damon will present at the September meeting.
- VIII. Identify agenda items for September meeting 2:45



www.oaklandtga.org/planningcouncil

Quality Services Committee Meeting

Judy E. & Megan C. | Chair and Vice-Chair

Due to limited time, staff met with Judy and Megan offline to identify agenda items for the next meeting.

IX. Announcements, Evaluation

X. Adjourn – 3:03

3:00