

Planning, Priorities, and Allocations Committee Meeting

Chair: Bryan Harris | Vice-Chair: Shelley Stinson

Meeting Notes

Date: Thursday, August 1, 2024

Time: 1:00 pm-3:00 pm

| Physical Location(s) | Remote Address | Landline Access |
|---|---|--|
| <ul style="list-style-type: none"> • ACPHD 1100 San Leandro Blvd, Room 402, San Leandro, CA 94577 • 2612 Roosevelt Ave., Richmond 94804 • 1001 83rd Ave. Apt.203, Oakland 94621 • 1616 Capitol Avenue, Sacramento 95814 • 2500 Bates Ave. STE B, Concord 94520 • 929 Lexington Ave, El Cerrito 94530 • 2500 Bates Avenue Suite B Concord 94520 | <p>Click Here Zoom Meeting ID: 839 1613 6561 Passcode: 624821</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: Bryan H. (R), Shelley S. (R), Angel D. (R), April L. (R), Hillary C. (R), Barbara A-G (IP).

Not Present: Diana D. (E)

Staff: Leah Jones (IP), Camisha Nettles (IP), Dot Theodore (R), Nancy Ceja (R), Luis Loza (R), Eileen Dunne (R), Evette Brandon (R), Stephanie Cornwell (R).

Guest: Duran Rutledge (R).

Mission Statement: the OTGA 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- 1:04

1:00 pm

- a. Welcome with the Moment of Silence
- b. Introductions, member check-in, and a Quorum confirmation
- c. Read Mission Statement

II. Agenda Review & Approval

Motion: Shelley
 Second: Bryan
 Status: Approved

III. Review and Approval of the Most Recent Minutes

Motion: Shelley
 Second: Angel
 Status: Approved


IV. Public Comment on Agendized Items

V. Recipient Report

1:30 pm

Dot gave an overview of the Priorities-Setting process and implied members should use rely on data from the annual Utilization report, the Receipt reports, and the micro presentations when the rankings are done. It is important to focus on the ranking, service categories, and to rank all of the services.

Action: PPAC requested that the Office of HIV Care complete a ballot for this year's rankings.

- VI. Rankings** **1:40 pm**
Staff will share the results received at the next PPAC meeting scheduled on August 8th.
- VII. Workplan** **2:40 pm**
PPAC reviewed and confirmed that they are on track for the action items listed in August. There was confusion about the task listed on row 15—the triannual needs assessment. Dot clarified that the triannual needs assessment takes place every three years, and this is the first year. PPAC should look at the utilization data, customer satisfaction, EPI data, etc., to ensure they do not want to change anything with their rankings or resource allocation.
- Action: After the Priorities setting, PPAC will focus on the needs assessment in October.
-  There was also confusion around the task on row 16 I. Staff will clarify with Evette before the next meeting.
- VIII. Draft September Agenda**
- Allocations for an hour – PPAC will present at the Planning Council meeting in September.
 - Workplan for 15 minutes
- IX. General Public Comment**
- X. Announcements**
- XI. Evaluation (click [here](#)) and Adjourn- 2:17** **3:00 pm**