

Meeting Notes

Date: November 13, 2024, **Time:** 10:00 am – 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 7633 Greenly Drive Oakland 94605 	<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 | Excused = E

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

Not Present: Diana D (NP)

Staff: Camisha N. (IP), Dot T. (IP), Leah J. (R), George A. (R)

Guest: Dr. Almanzor (R), Dr. Jones (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- 10:07 am

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

II. Membership Check In

III. Jones Psychological Services (JPS)

10:30 am

Dr. Almanzor and Dr. Jones presented the draft agenda and assigned homework for the council members to complete before the retreat. This homework includes reviewing the data and the survey summaries. The draft agenda outlines the planned activities, viewed from the facilitator's perspective. Dr. Jones and Dr. Almanzor will refine and finalize the agenda before distributing it to the staff, who will then mail the materials to the Planning Council members.

During the meeting on November 20th, the executive will provide the Planning Council with an overview and explain the homework from the consultants that is due for the retreat. Currently, twelve members are expected to attend the retreat.

a. Survey Update

Dr. Almanzor provided an update on the survey, leading to a broader discussion about the number of members who have completed it and the barriers preventing some members from doing so.

b. 2024 Retreat Date

The event will take place on December 3rd, from 10:00 AM to 4:00 PM.

IV. Recommended Agenda for November Planning Council Agenda

11:00 am

a. Membership / Recruitment Strategy

Shelley mentioned that she and Diana spoke to women at the Community Advisory Board's Transgender Advisory Committee meeting about joining the planning council.

b. Workplan Benchmarks and Deadlines

c. New Year Orientation Refresher

Diana suggested an orientation refresher for the entire council. The Executives agreed to revisit the topic next year.

Action: Staff will add it to the Executives agenda once they return from Winter Break.

d. Recipient Report

e. EPI Report

Action: add to the agenda Nominations, Retreat Update, Reallocation Request, and 2024 OTGA Staff Report

V. Request for Reallocation

Dot and the staff sent the Executive Committee the Request for Reallocations Letter via email prior to the meeting. Dot explained the purpose of the letter and emphasized that procurement needs to occur to make the funds functional. Notices of award will be sent out in December to the relevant funding programs, and the Planning Council must approve this reallocation at the November meeting. Dot requested to be added to the agenda as an action item.

Motion: Brayn

Second: Shelley

Status: Approved

Action: Add Request for Reallocation to the November Planning Council agenda.

VI. Staff Report

a. Bylaws

Camisha reported that Sections 1, 2, and 4 have been approved by the Executive Committee and the Planning Council. She informed the members that the Bylaws are still in draft form and anticipates revising the entire document in 2025, with the approval and assistance of the Executive Committee.

- b. End of year report
Staff recommended presenting an End of Year Report to the Planning Council in November, which will highlight the achievements of the year and outline goals for the next year.

VII. Announcements

Judy announced that Yamini from EBGTZ initiative has offered to present at the first or second 2025 Planning Council meeting on how to access their online Resource Directory. The Chairs agreed that this would be a great idea.

Dione announced that this is Judy's last Executive Meeting and that she will be on maternity leave, returning in May 2025.

VIII. Evaluation (Click [here](#)) and Adjourn- 11:33 am.