



Meeting Notes

Date: Wednesday, November 20, 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 	<p>Click Here</p> <p>Zoom Meeting ID: 899 4970 1164</p> <p>Passcode: 269134</p>	<p>Call into meeting:</p> <p>636 651 3128 US Toll</p> <p>877 411 9748 US Toll-free</p> <p>Conference code: 657145</p>

In Person = IP | Remote = R

Present: Aliaa B. (R), April L. (R), Dione L. (IP), Angel D. (R), Bryan H. (R), Judy E. (IP), Damon P. (IP), Diana D. (R), Natalie W. (IP), Megan C. (IP), Duran R. (R), Hillary C. (R), Barbara G-A. (R)

Not Present: Shelley S. (E), Roger A. (E), Myeeka C. (NP), Angel M. (NP), Felecia G. (NP), Paul W. (NP), Ji-Sook O. (E)

Staff: Camisha N. (IP), Nancy C. (IP), Luis L. (IP), George A. (R), Leah J. (R), Stephanie C. (IP), Catherine T. (R), Siobhan B. (IP), Curtis M. (R), Steve G. (R), Courtney K. (IP), Danny A. (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- 1:08pm**

1:00 pm

- Moment of Silence
- Mission Statement
- Welcome
- Introductions

II. **Review and Approve November Agenda**

Motion: Bryan
Second: Megan
Status: Approved

III. **Review and approve October's Planning Council meeting notes**

Motion: Megan
Second: Judy



Status: Approved

IV. **Public Comment for Agendized Items**

V. **Nominations**

1:30 pm

A discussion took place regarding nominations and the list of eligible candidates was reviewed. Following this conversation, the topic shifted to the Bylaws—specifically, the status of the Bylaws and whether the council should continue to adhere to the 2019 Bylaws that were previously approved until the latest version is finalized. Staff will continue to work on completing the Bylaws and will present the revised version to the council once it is finished. George A. mentioned that the decision to proceed with the elections for nominations rests with the Co-Chairs, since a finalized version of the Bylaws is not yet available. Dione proposed that the council use the finalized version from February 2019 as a guideline.

Action: Members requested that staff clarify the policy on excused absences for eligibility in the positions of Co-Chair, Chair, or Vice Chair. This includes determining the number of members from Contra Costa and Alameda County to be seated, as defined by Ryan White regulations.

VI. **Retreat Update**

Dione L. reminded the council that the retreat led by the consultants will take place on December 3, 2024, at the San Leandro office from 10 AM to 4 PM. She also advised them to look out for the materials that were mailed to staff prior.

VII. **Subcommittee Reports: Workplan benchmarks and deadlines**

1:45 pm

- **Executive Committee**

Dione L. informed the committee about the consultants' update and the Planning Council's agenda in preparation for the retreat. She encouraged members to review the materials support staff mailed prior to the retreat.

- **Membership**

No update from the Membership Committee.

- **Planning, Priorities, and Allocation Committee**

Bryan H. expressed that he liked the new format of the Work Plan presented this year and his interest in continuing as Chair next year.

- **People Living with HIV and AIDS**

Diana D. provided a recap of the successful Long-Term Survivors town hall event and announced plans to host another one next year. The committee reviewed and confirmed that their Work Plan for the year was completed. Additionally, the group discussed the possibility of Diana and Bryan switching roles for the upcoming year.

- **Quality Services Committee**

Judy E. reported that the AAM was presented by Roger A-C. and Megan C. last month. She informed the council that the Resource Innovatory and other components of the Needs Assessment will be additional tasks for the committee to fulfill in 2025.



VIII. **Recipient Report**

2:30 pm

George A. provided an update on the Recipient Report, emphasizing the Request for Proposal for Fiscal Year 2025-20256. He noted that both counties can improve their Retention in Care, as well as reduce Viral Load and increase Viral Suppression. He congratulated the HIV Care Staff for their hard work, open-mindedness, and valuable feedback during the Syndemic Hall Program's Town Hall.

IX. **Office of HIV Care**

- Request for Reallocation
Stephanie C. presented the reallocation letter and recommended issuing a Request for Proposal (RFP) for the new service category, Referral for Health Care Support, along with adjustments to the previously allocated percentages.

Motion: Damon
Second: Natalie
Status: Approved

X. **Staff Report**

The staff's year-end report highlighted key events, welcomed two new members to the OTGA Planning Council, and addressed the need to fill vacant mandated seats. Ben C. was introduced as the new Manager of Councils and Commissions.

XI. **General Public Comment**

XII. **Announcements**

The Planning Council expressed deep gratitude to Judy at her final meeting, acknowledging her six years of hard work and dedicated service.

XIII. **Evaluation** (Click [here](#)) and **Adjourn-** 2:37

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.