

Quality Services Committee Meeting

Megan C. | Chair

Meeting Notes

Date: March 17, 2025,

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, Oak Room, San Leandro, CA 94577 • 6425 Christie Emeryville 94608 • 2500 Bates, Suite B, Concord, 94520 • 1550 Mission St., San Francisco, 94103 	<p>Click Here</p> <p>Zoom Meeting ID: 817 3687 1155</p> <p>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: Duran R. (R), Ji-Sook O. (R), Damon P. (IP), Megan C. (IP), Natalie W. (IP)

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

Staff: Camisha N. (IP), Leah J. (IP), Stephanie C. (R), Dot T. (R), Nancy C. (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.

Planning Council Goals:

- Advance in Alameda and Contra Costa Counties commitment to “Getting to Zero”.
- OTGA meets HRSA mandate to make allocation recommendations that align with the epidemiological data.
- Provide data driven recruitment and retention efforts that are reflective of the epidemiology in the TGA.

I. **Call to Order- 1:33**

1:00 PM

- a. Moment of Silence
- b. Read Mission Statement
- c. Introductions and Roll Call

II. **Review and Approve Agenda**

Motion: Damon
Second: Natalie

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Status: Approved

III. Review and Approve minutes from the last meeting

Motion: Megan

Second: Ji-Sook

Status: Approved

IV. Workplan

1:15 PM

The committee reviewed their work plan for the year and made revisions during the meeting, moving item 4d to row #3B and striking through item 2c as it belongs to the Executive Committee.

Motion: Natalie

Second: Megan

Status: Approved

V. SOP and Bylaws Review

SOP: The committee reviewed the SOP for the year and voted to retain the SOP as is, with the addition of removing the verbiage at the bottom of the page stating, "Approved by CEO (Board Supervisor)."

Motion: Megan

Second: Damon

Status: Approved

Bylaws Review: The committee discussed where the Bylaws were left off last year. It was during the discussion around the work plan that the task was removed from QSC's work plan and added to the Executive Committee.

VI. Standards of Care update

OHC is still working on the Standards of Care, which will be tabled until the next meeting.

VII. Nominations

The committee discussed the nominations and tried to determine which members were interested in being considered for nomination. Some members opted out due to their busy work schedules. Duran expressed interest in being

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nominated but was not yet eligible. Megan was nominated for the position of Chair, and Damon was nominated as Vice-Chair.

Motion: Natalie

Second: Ji-Sook

Status: Approved

VIII. **List Member Spotlight for the year**

2:50 PM

Duran, Natalie, Damon, Roger, Shelley, Ji-Sook, Megan

Duran participated in the first Member Spotlight of the year, discussing his professional background and the motivations that led him to join the Planning Council.

IX. **Announcements, [Evaluation](#)**

X. **Adjourn- 2:25**

3:00 PM