



Meeting Notes:

Date: Wednesday, March 26, 2025, **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 Room, 1stth Floor. • 2612 Roosevelt Avenue, Richmond 94804 • 5345 Shafter Ave, Oakland, CA 94618 • 1001 83rd Ave. Apt.203, Oakland 94621 • 6425 Christie, Emeryville 94608 • 2500 Bates Avenue Suite B, Concord 94520 • 20961 Tabua Court Hayward,94541 • 490 Illinois Ave., 9th Floor San Francisco, 94143 • 280 Lenox Ave Apt. E Oakland 94610 	<p>Click Here</p> <p>Zoom Meeting ID: 885 6438 3101</p> <p>Passcode: 2000</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: Megan C. (IP), Angel D. (IP), Duran R. (IP), Barbara G-A. (R), Bryan H. (R), Natalie W. (R), Diana D. (IP), April L. (R), Felecia G. (R), Aliaa B. (IP)

Not Present: Hillary C. (E), Ji-Sook O. (E), Roger A-C. (NP)

Staff: Nancy C. (IP), Dot T. (IP), Stephanie C. (IP), Camisha N. (IP), Siobhan B. (IP), Leah J. (IP), Gabby C. (R), Danny A. (R), Curtis M. (R), Eileen D. (R), Georgia S. (IP), Martin L. (R), Luis L. (IP), Courtney K. (IP)

Guests: Moises C.(R), Juriz M.(R), Tony S. (R), Jesse M. (R), Jesse B. (R), Dr. Jones (R), Dr. Almanzor (R), Rob N. (IP)

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.

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 – 1:06 PM

1:00 PM

- Moment of Silence
- Mission Statement
- Welcome
- Introductions

II. Review and Approve March Agenda



Motion: Bryan
Second: Natalie
Status: Approved

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

April proposed addition of Ben C.'s last initial in the staff updates section of the November meeting notes.

Motion: Megan
Second: Natalie
Status: Approved

IV. **Public Comment for Agendized Items**

V. **Retreat Update**

1:30 PM

JPS Consulting joined. They reviewed their work with the council and presented their report from December's retreat. The recommendations were based off feedback from 12 participants at the retreat, and 10 post-retreat reflections. Dr. Jones and Dr. Almanzor referred to the Conversations and Recommendations document addressing areas of leadership, capacity building, and equity within the council. The recommendation hope is to address roles and build a mentorship program in the council, provide coaching, and training for staff and members on retention, organizational effectiveness, handling difficult conversations with nonviolent communication, cultural sensitivity, and inclusivity. JPS will provide the framework to support staff and members in order to accomplish this recommendations and plan implement them in future meetings and scheduling workshops.

A discussion on retention and term limits occurred. A leave of absence is not a HRSA requirement but in the council's Bylaws. Barbara noted how taking a leave of absence can impact member's knowledge. HRSA does not prescribe how the council is run, but what it does, in setting priorities and allocating resources. OTGA needs to follow other state rules, such as the Brown Act and the Sunshine Act.

Action: Changing term limits in Bylaws will be added to future Planning Meeting agenda.

VI. **Nominations**

1:45 PM

A discussion was held about the annual nominations for council members. To qualify for nomination, members must have served on the council for at least three months and attended six consecutive meetings.

During this meeting, Shelley was nominated as Co-chair, and Damon was nominated as the second Co-chair to replace Dione on the Planning Council. However, Dione will retain her position when she returns in May. Bryan will remain Vice Chair.

Motion: Diana
Second: Angel



Status: Approved

Action: A discussion on whether Dione will resume her role as Co-chair will take place upon her return from leave.

VII. **Subcommittee Reports: Workplan benchmarks and deadlines** **1:55 PM**

- **Executive Committee**

Leah informed the council that the Executive Committee achieved quorum this month and conducted its business. They received a presentation from JPS summarizing the December retreat. The committee also discussed nominations for subcommittees. Additionally, the staff presented the draft SOP from the Executive Committee, and approval is expected at next month's meeting.

- **Membership**

Shelley informed the council about potential new members and welcomed Rob as the newest member of the planning council. The council is looking to recruit more members, so if anyone has suggestions for outreach efforts targeting youth or Black and Latinx men, please reach out to Shelley or the membership committee.

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

Bryan informed the council that the PPAC met quorum this month. Due to member eligibility issues, the committee could not complete nominations for the chair and vice chair. Nominations will be tabled until next month; in the meantime, Bryan will continue to serve as Co-Chair. The 2025 work plan was received and accepted. The Standard Operating Procedures (SOPs) were reviewed and will continue to be examined in upcoming meetings. The client satisfaction survey was discussed; it will be finalized in May, with implementation plans, and results are expected from agencies by July.

- **People Living with HIV and AIDS**

Bryan informed the council that Diana will remain as Co-Chair and Bryan will act as Chair. The 2025 workplan was reviewed and accepted with the following edits: Moving townhall event from June to August with the Long-Term Survivor's event. The PLWHA will share a table with OTGA at Oakland Pride. The committee hopes to recruit members from the LGBTQ+ and transgender community. Drafts for business cards and flyers were reviewed. SOP was reviewed and will be addressed in April.

- **Quality Services Committee**

Megan informed the council that she has been appointed as the Chair of the Quality Standards Committee (QSC), with Damon serving as the Vice Chair. The workplan for 2025 was reviewed and some edits were made. The QSC Standard Operating Procedures (SOP) were also reviewed and accepted. There was a discussion about updating the standards of care, and this topic will continue to be addressed at the April meeting.

VIII. **Epidemiology & HIV Prevention Activities** **2:00 PM**

New Diagnosis Data – ACPHD, Danny A. DCDCP

Report analyzed new diagnosis data between 2021-2023 in Alameda and Contra Costa Counties. The largest race/ethnic new among new diagnoses is Latinx, with the highest diagnosis rate among



African Americans. Two-thirds of new cases are among people under 40 years of age. The cities with the highest diagnoses rates are Emeryville, San Pablo, Oakland, Antioch, and Pittsburg. Gay and bisexual men who have sex with men make up the majority of newly diagnosed cases. The new Alameda County Annual Report is available, will be posted on the website shortly.

HIV Prevention Activities- Steve G. ACPHD

Office Identified eight (8) priority populations for RFP: Black and African American men who have sex with me, Latinx M2M, Black and African American cisgender women, transgender women, people who inject and use drugs, people experiencing homelessness or are unstably housed, people who have been incarcerated or justice involved, youth ages 14-30. OHC provided funding for nine (9) different organizations: AID healthcare Foundation, Asian Health Services, Bay Area Community Health, EBAC, Lifelong Medical Care, CAL-PEP, Dream AIDS Healthcare Foundation, EPAC and East Bay Getting to Zero. OHC discussed HIV prevention and harm reduction projects.

East Bay Advanced Care (EBAC) – Tony S.

EBAC shared their projects with the community, including focused testing and linkage to Prep care through campaigns and outreach. Updates to their clinical workforce were provided.

CAL-PREP: HIV Prevention and Navigation – Carla W.

CAL-PREP shared information about their community outreach efforts, providing resources such as testing, PREP, hygiene products, and case management. Case Management was described, as connecting to a provider within 72 hours, food security, housing services, and mental health services.

Action: David G. To present Asian Health Services HIV prevention activities at a future meeting.

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| IX. | Staff Report | 2:55 PM |
| X. | General Public Comment | |
| XI. | Announcements | |
| XII. | Evaluation (Click here) and Adjourn- 3:09 pm | 3:00 PM |

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.