

People Living with HIV & AIDS

Chair: Bryan H. | Co-Chair: Diana D.

Meeting Notes

Date: Tuesday, April 1, 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, Oak Room, San Leandro, CA 94577 • 2612 Roosevelt Ave., Richmond CA 94804 • 5345 Shafter Avenue, Oakland 94618 • 1001 83rd Ave. Apt.203, Oakland 94621 • 20961 Tabua Court Hayward,94541 	<p>Click Here Zoom Meeting ID: 812 1825 5645 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

Present: Bryan H. (R), Barbara G-A. (R), Diana D. (R), Felecia G. (R)

Staff: Leah J. (IP), Camisha N. (IP), Georgia S. (R), Courtney K. (R), Stephanie C. (R)

Guest: Rob N-N. (IP)

Mission: The People Living With HIV/AIDS (PLWHA) committee of the Oakland Transitional Grant Area (OTGA) Planning Council will represent persons living with HIV/AIDS, especially those that receive Ryan White Services. We will educate, identify, and assist in the recruitment for the OTGA Planning Council from PLWHA that are members of under-served and/or under-represented populations. We will assist the OTGA Planning Council in assessing gaps in services for PLWHA to enhance health outcomes. We will strive to address the issues of diversity in our membership and ensure that every meeting is a safe space.

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.

Old Business - (March 2025)

Motion	Second	Discussion	Status
Review and approve agenda - Bryan	Barbara		Approved
Review and approve recent minutes - Bryan	Diana		Approved

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Call to Order- 1:07

1:00 pm

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

A. Review and Approve Agenda

Motion: Bryan

Second: Barbara

Status: Approved

B. Review and Approve minutes from the prior meeting

Motion: Bryan

Second: Diana

Status: Approved

C. Public Comment for Agendized Items

D. Workplan Review

1:30 pm

The committee is on track with their Workplan, and the duties assigned for the upcoming months. A significant discussion took place regarding the two events the committee will host this year. One of the events will occur on June 3rd during their meeting to share stories and honor long-term survivors.

In preparation for the Long-Term Survivors event, the committee originally planned to pay tribute to Nilda R. after it was announced that she would no longer be part of the committee due to health issues. However, following her unfortunate passing, the committee still wishes to honor Nilda in any way possible.

Discussions also centered around the policy for handling the passing of a Planning Council member, specifically whether there is a protocol for staff and the Director of Public Health to notify the full council via email. The importance of honoring a member who has passed away was emphasized in these discussions.

The members brainstormed splitting the time during the event to conduct business (whether at the beginning or towards the end of the meeting) and the rest of the time dedicated to celebrating the long-term survivors. It was also suggested that one person be honored during the event, which was agreed to still honor Nilda.

Action: Staff will follow up with the committee regarding their questions about how to honor Nilda during the Town Hall event, including the possibility of a proclamation and the process for honoring a deceased council member. Additionally, staff will confirm whether

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small refreshments and a cake can be purchased for the event. Lastly, staff will work on creating a flyer for the event.

The committee will finalize the agenda to honor Long-term Survivors during the May meeting.

Regarding the town hall event in October, due to the committee's small size, it was suggested that one individual be honored during the event. The committee will begin planning the event in May to ensure ample time to organize everything without rushing at the last minute.

E. SOP Review

Members who have not yet reviewed the SOP have committed to doing so by the next meeting. During that meeting, the committee will either provide recommendations for sections where they would like the staff to make edits, or they will approve the SOP as it is for this calendar year.

F. Outreach Materials

2:00 pm

- Business cards

The committee reviewed three mock-ups suggested at the last meeting. Edits were made during the meeting, and one final version was approved.



- Outreach flyer

Three mock-ups were presented, and one of the flyers that the committee voted on was revised. After the meeting, the staff will make additional edits to the flyer and present it at the next meeting.

G. General Public Comment

2:40 pm

H. Announcements

I. Evaluation (click [here](#)) & Adjourn- 2:52

3:00 pm