

## Planning, Priorities, and Allocations Committee Meeting

Chair: Bryan Harris | Vice-Chair: Shelley Stinson

### Meeting Notes

**Date:** Thursday, April 3, 2025, **Time:** 1:00 PM - 3:00 PM

Physical Location(s)	Remote Address	Landline Access
<ul style="list-style-type: none"> <li>• ACPHD 1100 San Leandro Blvd, Eucalyptus Room, San Leandro, CA 94577</li> <li>• 2612 Roosevelt Ave., Richmond 94804</li> <li>• 1001 83rd Ave. Apt.203, Oakland 94621</li> <li>• 1616 Capitol Ave., Sacramento 95814</li> <li>• 2500 Bates Ave. Suite B, Concord 94520</li> <li>• 280 Lenox Ave Apt. E Oakland 94610</li> <li>• 2726 Aborn Rd San Jose 95121</li> <li>• 6425 Christie, Emeryville 94608</li> <li>• 5345 Shafter Ave, Oakland, CA 94618</li> </ul>	<p>Click <a href="#">Here</a>  <b>Zoom Meeting ID:</b> 872 8314 4785  <b>Passcode:</b> 2000</p>	<p><b>To call into the meeting:</b></p> <ul style="list-style-type: none"> <li>• USA 636 651 3128 US Toll</li> <li>• USA 877 411 9748 US Toll-free</li> </ul> <p>Conference code: 657145</p>

In person = IP | Remote = R

**Present:** Hillary C. (R), Angel D. (R), Bryan H. (R), Aliaa B. (R), April L. (R), Barbara G-A. (R), Shelley S. (R)

**Not Present:** Diana D. (E)

**Staff:** Camisha N. (IP), Leah J. (IP), Luis L. (IP), Stephanie C. (R), Eileen D. (R), Dot T. (R)

**Mission Statement:** the OTGA 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 – 1:02

**1:00 pm**

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

#### II. Agenda Review & Approval

Motion: Bryan  
 Second: April  
 Status: Approved

#### III. Review and Approval of the most recent meeting notes

Motion: Bryan  
 Second: Shelley  
 Status: Approved

Action: Under the Nominations section, change the sentence from Bryan was nominated to Bryan was voted.

#### IV. Public Comment on Agendized Items

**V. Nominations**  
Tabled.

**VI. SOP**

The PPAC approved their work plan last month and reviewed it to ensure they are on track for April. A follow-up discussion focused on the Standard Operating Procedure (SOP) and the committee's progress in approving it for the year, which aligns with the work plan.

In the previous meeting, the committee agreed to add additional context regarding the Attendance, Conflict of Interest, and Grievance processes. Staff reported that the Grievance and Conflict of Interest sections are still being developed and will be presented to the committee once both sections are drafted.

The revised section on Attendance was reviewed, and recommendations were made to clarify the process for members who miss more than two consecutive meetings. Suggestions included specifying the acceptable number of missed meetings within a calendar year and potentially attaching a policy outlining this process. The goal is to simplify the language to clearly communicate the allowed number of absences and any relevant meetings related to Allocations.

**VII. Client Satisfaction Survey**

**1:45 pm**

The staff reminded the committee that the questions they had for Dot were answered and sent via email after the last meeting on March 6th. It was recommended to remove the repeated word "HIV" from the survey to protect patient confidentiality. The revisions were made during the meeting. Dot proceeded with the recommended edits and will finalize the survey after the meeting.

Action: Staff will contact Diana from the PLWHA committee after the meeting to inform her of the recommendations discussed. Once Diana provides her feedback, the staff will follow up via email.

**VIII. General Public Comment**

**IX. Announcements**

**X. Evaluation (click [here](#)) and Adjourn – 2:17**

**3:00 pm**

