



The Oakland Transitional Grant Area (TGA)
COLLABORATIVE COMMUNITY PLANNING COUNCIL
Serving Alameda and Contra Costa Counties
Executive Committee Meeting Minutes

Office of AIDS Administration, 1000 Broadway, 5th floor, 5000A Oakland, CA 94607
10:00am - 12:00pm Wednesday, June 14, 2017
Monica Cross, Co-Chair and Eric McCann, Co-Chair

I. CALL TO ORDER

The meeting was called to order at 10:07am by Co-Chair Eric McCann with personal introductions of the Committee members and meeting participants. Betty Ubiles read the Mission Statement. A moment of silence was observed in honor of persons infected with and/or impacted by HIV/AIDS.

MEETING ATTENDANCE

COMMITTEE MEMBERS PRESENT:

Monica Cross (Co-Chair)
Eric McCann (Co-Chair)
Betty Ubiles (Membership Chair)
Jessica Osorio (Contra Costa)
Phoenix Smith (OAA/Grantee)

COMMITTEE MEMBERS ABSENT:

Raymond Brickhouse (Vice-Chair, PLWHA Chair)

COMMUNITY ATTENDANCE:

Loren Jones (Quality Data Member)

Facilitation Staff:

Akilah Cadet
Lianne Hope

Guests:

None

II. AGENDA REVIEW AND APPROVAL:

Akilah Cadet shared a correction of date and location of the meeting. Monica Cross motioned to approve the Agenda for the June 14, 2017 meeting with the minor correction. Betty Ubiles seconded the motion. The *Action: 1706-EXEC-01* was approved unanimously.



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III. MINUTES REVIEW AND APPROVAL:

Jessica Osorio made changes and emailed them to Change Cadet. Betty Ubiles motioned to approve the May 10, 2017 meeting with the corrections. Monica Cross seconded the motion. The *Action: 1705-EXEC-02* was approved.

The CCPC Attendance Matrix was reviewed and Monica Cross will contact Liam and Betty Ubiles will contact Nydia in regards to lack of attendance. Akilah Cadet will contact Loris.

UNFINISHED BUSINESS:

IV. GRANTEE & MANDATED CATEGORY REPRESENTATIVES REPORTS

Akilah Cadet shared that the grantee report will only include 1-3 priority/important items to share/ask of the committee and there will be time for questions.

Office of AIDS: (Phoenix Smith, reviewed information from her written report, see full report.)

HRSA visit agenda was reviewed; there will be no need for administrative support from Change Cadet for June 29 meetings. We need PLWHA attendees for the HRSA lunch. East Bay Update Conference went really well for the Getting to Zero FastTrack initiative, 60 people participated; Next year it would be great to have planning council members attend to recruit new members. We will now be called the Office of HIV Care and Prevention Services no longer OAA.

Contra Costa: (Jessica Osorio reviewed information from her written report, see full report.) At Monday's consortium meeting 7 new members: 1 consumer, 1 community member, 5 community based services were voted in. *The New Senior Health Education Specialist* started last week and will attend the CCPC meeting later this month.

V. STANDING COMMITTEE REPORTS (Action Items Only)

Membership - Betty Ubiles reported that the committee did not meet as two people were out of town.

Quality Data – Monica Cross shared that they had nothing to report.

PLWHA - Raymond Brickhouse was attending presenting at HRSA so no update was given.

Remove old committees to archives on the website, is that possible?

Yes. It will not happen immediately.



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NEW BUSINESS (Action Items)

VI. CONTRA COSTA CARRY OVER VOTE REQUEST

Jessica Osorio shared the Contra Costa carryover request for Part A and MAI. The committee agreed that the vote should be on the June 28 CCPC agenda.

VII. FUND ALLOCATION UPDATE & HRSA VISIT

Akilah Cadet led the committee in a review of the Fund Allocation Calendar. A discussion was held on how to work with community comments and Akilah and Lianne introduced the concept of a comment form with overview of public comment. Change Cadet will test at the June 28 CCPC meeting.

- A reminder email that meeting will start promptly at 1pm will be provided to Council Members.
- Monica Cross will lead the meeting, with Eric McCann overseeing flow and comments.
- Change Cadet will take note of public comments written down, contact presenters (if needed) and have responses answered in the minutes.

VIII. BYLAWS DISCUSSION

Akilah Cadet provided a status update of the following:

- Membership Approval Process has been finalized.
- Bylaw Review Prioritization: Overview of the committee reviewing Bylaws.
- Elen will provide quarterly report presentations
- HIV Positive Membership Update
- Lois Bailey Lindsey no longer attends the Executive meeting as she no longer holds a chair position with any of the committees.
- Change Cadet will use the Conflict of Interest Form from the previous year provided by Eric McCann to assure the council is current.

IX. VOTE: EXTENSION OF LOREN JONES MEMBERSHIP & MEMBERSHIP APPROVAL PROCESS

Change Cadet shared that Loren Jones' membership cannot be extended as she has served her term to the fullest. She will need to take a year break and apply for membership in on or before April 2018.

X. CHANGE CADET AND CCPC BRANDING SESSION UPDATE

- Executive Meeting Time: Meeting time has been reduced by a half hour to be held from 10am-12pm.



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- Branding Sessions will start gradually now in this meeting and continued in full force in September after the fund allocation process.

XI. PUBLIC COMMENT

- Update on the planning of the Town Hall in August.
Yes the meeting will include a Town Hall from 12-1:30pm in Contra Costa at a location TBD. We are looking at locations.
- Membership: One person that mentors new people coming on the council (Loren Jones) and go over the HRSA operating procedures.
Yes. We are looking at what that will look like for future council additions.

IX. AGENDA SETTING FOR CCPC MEETING

The agenda below was approved.

- Epidemiology Data, Dr. Neena Murgai (1:30-2pm, 25 min)
- MAI Update, Dr. Tony Sillemmon (2-2:25pm, 20 min)
- Linkage Update, Dr. Sophy Wong (2:25-2:55pm, 25 min)
- Fiscal Report, Elen Deleon (2:55-3:15pmpm, 20 min)
- HRSA (3:15-4:15pm)
- VOTES? Carryover, Designee Vote
- Bye to Liam: Thank you card

X. ADJOURNMENT

Jessica Osorio motioned to adjourn the meeting. The motion was seconded by Eric McCann. The *Action: 1703-EXEC-05* was approved.

Motion Appendix:

- **1706-EXEC-01: Motion Adopted**
Monica Cross motioned to approve the Agenda for the June 14, 2017 meeting with a minor correction. Betty Ubiles seconded the motion.
- **1706-EXEC-02: Motion Adopted**
Jessica Osorio motioned to approve the May 10, 2017 meeting Minutes with the corrections. Betty Ubiles seconded the motion.
- **1706-EXEC-03: Motion Adopted**
Betty Ubiles motioned to adjourn the meeting. The motion was seconded by Eric McCann.