



# Oakland Transitional Grant Area (TGA)

COLLABORATIVE COMMUNITY PLANNING COUNCIL

“Serving Alameda and Contra Costa Counties”

[www.HIVCCPC.org](http://www.HIVCCPC.org)

## EXECUTIVE COMMITTEE MEETING

**Date:** Wednesday August 9, 2017      **Time:** 10:00am-12:00pm  
**Location:** Office of HIV Care- 1000 Broadway St., Oakland, CA 94607  
**Members Present:** Monica Cross, Eric McCann, Betty Ubiles, Phoenix Smith, Raymond Brickhouse  
**Members Excused:** Jessica Osorio  
**Staff:** Lianne Hope

## MINUTES

Topic:	Discussion:	Action:
Call to Order	<p>Meeting called to order by the Co-chair, Eric McCann, at 10:00 am. Members introduced themselves. Raymond read mission statement. Moment of silence was observed to honor those infected with and/or impacted by HIV/AIDS.</p> <p><b>Agenda was reviewed.</b>  Correction: Phoenix title is “Director, Office of HIV Care”  Motion: Monica Cross  Second: Betty Ubiles  Result: Minutes approved with correction.</p> <p><b>July 12, 2017 minutes were reviewed.</b>  Motion: Raymond Brickhouse  Second: Monica Cross  Result: Minutes approved</p> <p>Attendance matrix was reviewed.</p>	<p>Need to arrange a meeting with Nick and Co-Chairs to figure out Prevention Committee involvement.</p>
Reports	<p><b>Alameda County Report (Phoenix Smith):</b></p> <ul style="list-style-type: none"> <li>• Doing site visits for over 20 agencies. Look at client charts, fiscal management, etc. One agency not compliant with Ryan White guidelines; they are on a plan of corrective action.</li> <li>• Fast-Track meeting on Friday. CCPC members should go.</li> <li>• HRSA provided findings regarding RSR report. Have to develop a plan to do better with data collection and give agencies more technical assistance.</li> <li>• Going to state HIV conference in Los Angeles that focuses on Aries data.</li> </ul> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>• Why does SF have different system? They have more money and structured differently than Alameda County.</li> <li>• Who do I contact to get on the Fast-Track mailing list? Marsha Martin</li> </ul> <p><b>Standing Committee Reports:</b></p> <ul style="list-style-type: none"> <li>• Membership- Supposed to interview Sheila Hall but missed the interview.</li> <li>• Quality/Data- no report</li> </ul>	<p>Eric will send out Marsha’s contact information</p> <p>Need to update website</p>

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	<ul style="list-style-type: none"> <li>• PLWHA – meeting cancelled due to low attendance</li> </ul> <p><b>Administrative Staff Report:</b></p> <ul style="list-style-type: none"> <li>• Made a pitch about CCPC at the Case Managers Meeting at Allan Temple</li> <li>• Met with Alvin Quamana to discuss City of Berkeley’s involvement.</li> <li>• Made a CCPC draft work plan for 2018.</li> <li>• Will implement a 2 month break for PCS to work on planning 2018 year.</li> <li>• Lianne asked whether or not there should be a retreat. Members commented that it felt like another meeting.</li> </ul> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>• Make sure important tasks are put on red and bold in work plan</li> <li>• Members compared what 2 months to take the break.</li> <li>• Based on proposed winter break, members discussed changing the time of year for chair elections and when to seat new members.</li> </ul>	<p>Eric will call Candido Fombona to have him fill out application</p> <p>Make sure application available at CCPC meetings</p> <p>Raymond will make a draft CCPC work schedule</p>
New Business	<ul style="list-style-type: none"> <li>• Jessica Osorio will be asking for a re-allocation request at the CCPC Mtg.</li> <li>• Raymond will become the new CCPC Chair and Betty will become CCPC Vice Chair and Chair of Membership/PLWHA Committees.</li> <li>• Speaker Series- Need to hold them once per quarter and include lunch. Should take place during the PLWHA committee meeting.</li> </ul> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>• Members decided that the Membership and PLWHA Committees will have combined meetings for 1 year or until they achieve 33% PLWHA membership and will then return to meeting separately. No need to change language in Bylaws.</li> <li>• We should offer CEUs for speaker series.</li> </ul>	<p>PCS will look into finding someone with a provider license</p>
Public Comment	<ul style="list-style-type: none"> <li>• CCPC and voting: Phoenix voted at last CCPC meeting. PCS should enforce conflict of interest and conflicted members should abstain.</li> <li>• PCS should be careful how close they are with Office of HIV Care. PCS works for the Planning Council.</li> </ul>	<p>PCS will enforce conflict of interest</p>
CCPC Agenda	<p>Members reviewed the proposed agenda for the August 23 CCPC Meeting. Lianne introduced a new method for doing resource allocation.</p>	
Adjourn	<p><b>Motion to adjourn:</b> Raymond Brickhouse          Second: Monica Cross          Result: Meeting was adjourned</p>	

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