



# Oakland Transitional Grant Area (TGA)

## COLLABORATIVE COMMUNITY PLANNING COUNCIL

“Serving Alameda and Contra Costa Counties”

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

### MEMBERSHIP & PLWHA COMMITTEE MEETING

**Date:** September 5, 2017      **Time:** 1:00pm-3:00pm  
**Location:** Office of HIV Care- 1000 Broadway St. 3<sup>rd</sup> Floor Room  
 310 A&B Oakland, CA 94607  
**Members present:** Betty Ubiles, Freddie Smith, Monica Cross, Carla Wright, Raymond Brickhouse,  
 Lorenzo Hinojosa, Loren Jones  
**Staff:** Lianne Hope

### MINUTES

Topic:	Discussion:	Action:
Opening/Call to order	Meeting was <b>called to order</b> by the chair Betty Ubiles at 1:00pm. <b>Table introductions</b> took place. A <b>moment of silence</b> was observed for those living and lost to HIV/AIDS and for those that are suffering from social injustices.	
Agenda Review and Approval	<b>Agenda was reviewed.</b> The committees requested to add a conversation about the structure of the combined committees, and note in the minutes that Betty is the new chair. Motion: Loren Jones Second: Monica Cross Result: Agenda approved.	
Review and Approval of Meeting Minutes	<b>August 1, 2017 Membership and June 20, 2017 PLWHA minutes were reviewed.</b> Motion to approve Membership minutes: Monica Cross Second: Carla Wright Result: Minutes approved.  Motion to approve PLWHA minutes: Loren Jones Second: Raymond Brickhouse Result: Minutes approved.	
Reports	<b>Raymond gave the Co-Chair report.</b> <ul style="list-style-type: none"> <li>• Discussed combining PLWHA and Membership Committees. Decided it’s a temporary integration until membership numbers are up.</li> <li>• Discussed taking a 2-month break so that chairs and staff can plan for next year. It was proposed for December and January.</li> <li>• Discussed how to do the resource allocation process.</li> </ul> <b>Questions/Comments:</b> Members discussed having meetings at different locations including spaces at the agencies. Carla suggested a space at the Eastmont Mall.  <b>Lianne gave the Planning Council Staff report.</b> <ul style="list-style-type: none"> <li>• Lianne updated members about Sheila Hall. Members discussed how to move</li> </ul>	



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	<p>forward with Sheila's interview process.</p> <ul style="list-style-type: none"> <li>Barbara will not be serving on Executive Committee because she is already serving on the Prevention Committee. Members discussed the importance of integrating the Prevention Committee with CCPC. Loren volunteered to be the prevention liaison on Exec.</li> <li>Julie Haining submitted an application. Lianne will schedule her interview.</li> </ul> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>Members asked Lianne to contact Holvis and Sunshine about their application status.</li> </ul> <p><b>Lorenzo gave the Office of HIV Care Report:</b></p> <ul style="list-style-type: none"> <li>Will release a prevention and MAI RFP</li> <li>Phoenix and Rama are presenting at USCA</li> </ul>	<p>Betty will reach out to Sheila to schedule an interview for October.</p> <p>Lianne will contact all applicants to schedule interviews.</p>
<p>Review Marketing Materials</p>	<p><b>Lianne previewed drafts of the new logo.</b></p> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>Make the O into a ribbon</li> <li>People might be tired of the ribbon</li> <li>Members want to create the PSA video</li> </ul>	
<p>Recruitment Planning</p>	<ul style="list-style-type: none"> <li>Lianne asked members if they would like to interview applicants together or just Membership Committee. Members would like to all interview applicants.</li> <li>Lianne asked members whether they want to keep to rolling application process or accept members at one time of the year. Members would like to keep to a rolling application process.</li> <li>Members brainstormed ideas for an open house recruitment event. Ideas included:             <ol style="list-style-type: none"> <li>BBQ at the lake</li> <li>"Ask me about CCPC" stickers</li> <li>Evening or a weekend</li> <li>Attach event to a holiday or spring time</li> <li>Have event near BART</li> <li>Could use the Oak Spot or the Omni</li> <li>Chair introduction and then mingle</li> <li>Have music or a DJ</li> <li>Entertainment (ie Jealousy)</li> </ol> </li> <li>Executive directors should participate in CCPC meetings or send staff and clients to meetings</li> </ul>	



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	<ul style="list-style-type: none"><li>• We should send letters to agencies to invite them to meetings and bring a client with them.</li><li>• Agencies to do outreach activities: Asian Health Services, Clinica de la Raza, La Familia, Native American Health Center, West Oakland Health Center</li></ul>	
Announcements	Freddie Smith would like to host a meeting at his office on November.	
Evaluation and Adjourn	<b>Motion to adjourn:</b> Raymond Brickhouse Second: Monica Cross Result: Meeting was adjourned at 3pm.	