

Oakland Transitional Grant Area (TGA)
 Collaborative Community Planning Council
 Serving Alameda and Contra Costa Counties
 Quality Data and Services Committee

Date/Time: September 18, 2017

Location: Web Conference Line
 Dial: [+1 408 638 0968](tel:+14086380968) or [+1 646 558 8656](tel:+16465588656) Meeting ID: 264 757 916

Members Present: Monica Cross, Lois Bailey Lindsey, Pam Casey, & Loren Jones

Absent: Keisha Willard

Staff Present: Akilah Cadet

TOPIC	DISCUSSION	ACTION
Opening / Call to Order	<p>Meeting called to order by the acting chair, Akilah Cadet, at 1:08pm. Members introduced themselves. Moment of silence was observed to honor those infected with and/or impacted by HIV/AIDS.</p> <p>Agenda was reviewed. Correction: None. Motion: Monica Cross Second: Lois Bailey Lindsey Result: Agenda approved</p> <p>August 21, 2017 minutes were reviewed. Motion: Lois Bailey Lindsey Second: Loren Jones Result: Minutes approved</p>	
General Meeting	<p>Executive Report</p> <ul style="list-style-type: none"> Akilah Cadet shared the Winter Break (Dec and Jan) starting this year was approved. The council and committees will not meet allowing for the planning council staff to update and create procedures and increase recruitment. <p>Updates: Meeting Time, Fund Allocation and Prevention</p> <ul style="list-style-type: none"> Meeting Time: Works just fine, love the remote access. Might not work well for someone who does not have office or a quiet space, make sure to re-evaluate if/when new members join. Fund Allocation: New process was well received; now in compliance as the council makes the decisions, not the finance office. Final decisions will be made at the CCPC meeting this month as the finance office needs to start the process ASAP. Prevention: Meetings are needed/being set for capacity for collaboration and looking for support since the CCPC planning council staff cannot support prevention due to funding source. The chairs would like to meet with Dr. Moss and the planning council staff will meet with Shelly Stinson, the chair of the Prevention Committee. <p>Assessment of Administrative Mechanism</p> <ul style="list-style-type: none"> Agreed to review the new evaluation before planning council staff sends out to public. 	

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	<ul style="list-style-type: none"> • Will review at next meeting. <p>Open Discussion</p> <ul style="list-style-type: none"> • Loren Jones: Online academy for new board members, email was provided. Possibly ask executives for participation for new members or others. • Monica Cross: Shared that she would like to be the chair for the committee. <p>VOTE</p> <p>Motion: Lois Bailey Lindsey made a motion to seat Monica Cross as chair of the Quality Data and Services Committee.</p> <p>Second: Loren Jones</p> <p>Result: Unanimous decision to approve Monica Cross as new chair.</p> <ul style="list-style-type: none"> • Pam Casey: Still trying to confirm the date for HRSA site visit. Tentatively October 16th? It was noted that both CCPC chairs may be absent at that time. • Send minutes sooner for the meeting as they are shared at another meeting. 	<p>Monica Cross will now be the chair of the committee</p> <p>Akilah will email Phoenix about possible conflict with HRSA visit tentatively scheduled for the week of Oct 16 and both chairs being out of the office.</p>
Agenda next meeting	<ul style="list-style-type: none"> • First meeting with Monica Cross as chair • Updates: Fund Allocation and Prevention • Assessment of Administrative Mechanism 	
Adjourned	<p>Motion to adjourn: Lois Bailey Lindsey</p> <p>Second: Pam Casey</p> <p>Result: Meeting was adjourned at 1:42pm</p>	