



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, 3rd floor, Oakland, CA 94607

Wednesday, April 12, 2017

10:00am - 12:30pm

Monica Cross, Co-Chair and Eric McCann, Co-Chair

I. CALL TO ORDER

The meeting was called to order at 10:13 a.m. by Co-Chair Monica Cross with personal introductions of the Committee members and meeting participants. Raymond Brickhouse 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)

Raymond Brickhouse (Vice-Chair, PLWHA Chair)

Eric McCann (Co-Chair)

Betty Ubiles (Membership Chair)

Phoenix Smith (OAA/Grantee)

Jessica Osorio (Contra Costa)

Loren Jones (Quality Data Chair)

Lois Bailey-Lindsey

COMMITTEE MEMBERS ABSENT:

None

Facilitation Staff:

Akilah Cadet

Tatiana Larkin

Guests:

None

II. AGENDA REVIEW AND APPROVAL:

Phoenix Smith asked to add an item about reallocation request under her existing item under her grantee report. Jessica Osorio requested to add her membership status to the agenda. Eric McCann added a vote for Jessica Osorio's membership to the agenda. Betty Ubiles motioned to approve the Agenda for the April 12, 2017 meeting with the addition. Raymond Brickhouse seconded the motion. The *Action*: **1704-EXEC-01** was approved unanimously.



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III. MINUTES REVIEW AND APPROVAL:

Raymond Brickhouse motioned to approve the March 8, 2017 meeting Minutes with the requested changes. Betty Ubiles seconded the motion. The *Action: 1704-EXEC-02* was approved.

UNFINISHED BUSINESS:

IV. GRANTEE REPORT

Phoenix Smith, OAA (Acting) Director, gave brief highlights from her written report (please see report for full details).

- OAA is prepping for the HRSA site visit next month.
- Looking to hire a temporary program manager.
- Submitted annual services data report to HRSA.
- State is taking over all ADAP contracts, OAA providing technical assistance
- Quality management organizational assessment to assess our quality management programs on the 14th.

Who had the ADAP contracts?

AJ Boss had the contracts before and the state terminated the contract due to problems.

Do you have any information on the site visit or an agenda?

No, I have been receiving emails, but not yet.

Will we have a pre-inspection prior to the OAA visit?

No I am not doing anything for CCPC, but OAA will have a meeting prior. The Co-chairs can put together a meeting if they like to plan about what they want to say.

We have an email going around with bullet points about the plan of correction. Let's use this letter as a guide to figure out what we are going to do.

Is there a timeline to send the letter?

Send before the site visit on May 8.

I think it would be good if we set up a meeting with the Co-chairs and vice chair.

I think that is a great idea.

When does HRSA meet with the Planning Council?

I do not have dates yet, not sure when we will meet with you.

Who does he meet with?

The whole planning council and does a HRSA 101 overview.

- Reallocation from Psychosocial Services to Medical Transportation vouchers (BART, bus, paratransit, taxi vouchers) due to transportation needs. This requires a full council vote.



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Loren Jones called a vote to approve the reallocation of the funds from Psychosocial Services to Medical Transportation vouchers. Eric McCann seconded the motion. A roll call vote was held and passed. The *Action: 1704-EXEC-03* was approved unanimously.

V. STANDING COMMITTEES & MANDATED CATEGORY REPRESENTATIVES REPORTS (*Action Items Only*)

Contra Costa County – (*Jessica Osorio reviewed information from her written report.*)

- Started doing focus groups, one in English and one in Spanish, getting good feedback.
- Data from the client satisfaction surveys was processed and driving focus group questions.
- Would like to present the results of the client satisfactions survey at this month’s CCPC meeting
- The consortium meet on Monday and we have 5 new members.
- PrEP Navigator program: 894 people were called, 38 receive PrEP navigation support, additional 67 individuals received health education support.
- Contracts: Several agencies not renewing this year. We are without a formal MOU with mental health services, do have referral options in the meantime.
- Looking to hire a temporary Senior Health Education Specialist
- Just hired a public health nurse, starting Monday to work on the Medi-cal waiver
- Our department is handling the noncompetitive grant for Naloxone to roll out.

On the report for client satisfaction, I would personally like to hear highlights from what your Spanish speaking clients have shared.

About 15% of the surveys we got back were Spanish speaking surveys. I can look into separating Spanish speaking responses from English speaking responses.

How do you handle your translation services?

I speak Spanish, the documentation was translated from Spanish to English for the person who was doing the analysis. Half of our staff speaks Spanish.

At your consortium meetings do you have translation services there?

We have all the information in Spanish. But we do not have a formalized translator, but something we will work on for next year.

Is there a way to work around the administrative burden of a contractor?

Not for Ryan White, you have to be able to document and send information on a monthly basis.

Membership - Betty Ubiles reported that we talked about combining committees with PLWHA. Great suggestion with a lack of attendance.

Great idea! But would that take away from the Speaker’s Series?



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No it won't as it is two different times. I don't see a problem. As our meetings tend to be real short.

It would not alter the process or flow especially as the content is generally the same. It will change in a minor capacity.

Akilah Cadet will be happy to talk to PLWHA.

Would this change the bylaws?

I will look into.

If we do this, should it be done after the site visit?

Yes. It is also one of the solutions for the plan of action.

We can move forward in June/July after reallocation.

Any updated for the person to seat in March?

Someone new does not understand the process yet. I am (Phoenix Smith) is emailing them about the process. It would be more effective if a Co-chair calls them, I will provide the information.

Chairs will contact a representative.

Do we need to do anything further with the merger and appeal of Membership and PLWHA?

No we need to do the vote in June and look at the bylaws and operating procedures to determine what needs to be changed.

How do we change the bylaws?

In the past we have formed ad hoc committees to review the bylaws.

Are there any other committees who would like to combine?

Only one that is left is Quality Data.

Traditionally when it came to events the PWLHA committee actually worked with Prevention.

We can address at another time.

Quality Data – Loren Jones, reported that we didn't need to meet last month as we did our calendar. It is a flexible calendar as we are moving up the requests for different data. Will be working on incorporating the Integrated Delivery Plan and reports and will no longer to the How to Best Deliver Services report. We do need a chair.

We should consider a 6 month extension for Loren as she knows the history.

Also suggested as new people come on to the council that we assign them to the committees. Loren's service is very valuable and maybe we change the terms/bylaws for extensions, especially for those who are positive.

Suggestion: Lack of intergenerational mentorship, if not groomed, you will have a huge gap. You may want to pair new members with older members. Loren should be the first person and we should assign people to committees.

Must be clear that the mentor does not influence the new person (voting purposes).



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I thought every member of CCPC is supposed to be on a committee?

Yes. Akilah Cadet is going through the membership to see who is not following membership roles and is working on sending the letters.

PLWHA - Raymond Brickhouse shared the update with Speaker's Series calendar. Looking for women speakers for women's health and need for speakers.

NEW BUSINESS (*Action Items*)

VI. SPEAKING REQUESTS/REPORTS/PRESENTATIONS

Phoenix Smith shared:

- Medical Nutrition Therapy by Gloria Crowell at Allen Temple: Agreed to present. You need to determine when she will present.
- Research on Older Adults with HIV focus group findings: Will present if you decide.
- TGA to join CAEAR Coalition: He wants to present what it is and if planning council wants to decide if they want to me

Will we get in trouble again?

I don't know anything about it, just passing on the information.

- Service Utilization Data Report: I will present at the April Meeting
- Integrated HIV Prevention and Care Plan (Apr 26, Phoenix Smith)
- HOPWA/Housing: Contact Trina to present.
- Oral Health Report: Contact Lois Lindsey from the Alameda Health Consortium who manages the Oral Health contracts
- Epidemiology Presentation (May 24, Dr. Neena Murgari): Please contact her
- Dr. Tony Sillemmon make a presentation on MAI: Contact him
- Elen will prepare FY16/17 Fiscal report showing trends over the past (3) fiscal years: June suggested meeting
- Emergency housing services through the EFA program presentation needed

Who makes these requests?

We need to determine who makes these requests from the quality data committee or do we come up with a letter? Quality Data can make the requests.

You don't need a formal email, just a letter.

It would be beneficial if the council hears from the providers.

Have Dr. Sophie Wong do a presentation.

I totally agree as the epi data does not always tell you what is going on. You may want to ask someone from the Case Management committee (Kenny Hall) to give you real time updates of what they are seeing. Dr. Sophia Wong is part of the Linkage Network



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Pam should present client satisfaction surveys for Alameda County.

Lois Bailey Lindsey will meet with Dr. Sophia Wong for an ask.

Can we make a new chart/calendar?

Yes.

Where is the data of PWLHA and the homeless population?

The state goal is to have less than 5% of people living with HIV. So maybe it is at the state level.

- Quality Data will contact presenters. Staff may have to act as chair in meantime.

VII. PRIORITY SETTING AND RESOURCE ALLOCATION TIMELINE

- See above, discussed in tandem.
- Still need to list priorities and if we are going to do it the same time.
- We do not need Alameda Alliance Report this year.
- We should move up everything by a month to get items done earlier in the year.
- Keep to 3-4 reports per meeting.
- Full day meeting in June to do the remainder of the presentations, 6 hour meeting.
- Town Hall Meeting

Why do we have town hall meetings?

We really want to get the input from the community. Last year we did not get anyone from the town hall meeting in San Leandro. Let's keep it in Oakland.

Do we remember how many people where in Oakland?

It was very view.

Logistical aspect needs to be considered for recruitment, marketing, outreach.

I was under the impression that people were to hear from the clients and will have compelling stories. This is an opportunity for us to hear from the clients. Representing an agency in Fremont, I always hear about how they have to come to Oakland.

Reminder that we are not supposed to be influenced by the stories, was in the HRSA webinar this week.

When do we present on our consortiums recommendations? We would not be ready until July.

VIII. UPDATE OF POLICY AND PROCEDURE MANUAL AND HRSA

- Decided to prioritize information for updating due to limited electronic copy
- Have set meetings within the committee to discuss updates/changes to the bylaws, policies, and procedures



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- Phoenix Smith/OAA, will provide current state to from previous contractor to HRSA. Just work on future state document and changes and overtime. Will check on the dates.

Maybe he can just meet with the Executive Committee, so we won't have to change our meeting?

I will ask.

IX. CALENDAR AND ACTION PLAN

Discussed above.

X. PUBLIC COMMENT

None.

XI. AGENDA SETTING FOR APRIL 26, 2017 CCPC MEETING

Vote on the reallocation vote, with presentations for service utilization report, client satisfaction survey, quality management, and a reminder of membership.

XII. ADJOURNMENT

Monica Cross motioned to adjourn the meeting at 1:03pm. The motion was seconded by Raymond Brickhouse. The *Action: 1703-EXEC-04* was approved.

Motion Appendix:

• **1704-EXEC-01: Motion Adopted**

Monica Cross motioned to approve the Agenda for the April 12, 2017 meeting. Raymond Brickhouse seconded the motion.

• **1704-EXEC-02: Motion Adopted**

Raymond Brickhouse motioned to approve the February 22, 2017 meeting Minutes with the requested changes. Betty Ubiles seconded the motion.

• **1704-EXEC-03: Motion Adopted**

Raymond Brickhouse called a vote for the reallocation of the funds from Psychosocial Services to Medical Transportation vouchers. Eric McCann seconded the motion. A roll call vote was held and passed.

• **1704-EXEC-04: Motion Adopted**

Monica Cross motioned to adjourn the meeting. The motion was seconded by Raymond Brickhouse.