



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, February 8, 2017
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

I. CALL TO ORDER

The meeting was called to order at 10:12 a.m. by Co-Chair Liam Galbreth with personal introductions of the Committee members and meeting participants. Rama Franklin 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:

Betty Ubiles
Liam Galbreth (Co-Chair)
Phoenix Smith (OAA/Grantee)
Jessica Osorio (Contra Costa) (via Phone)

COMMITTEE MEMBERS ABSENT:

Loren Jones
Monica Cross, Co-Chair
Lois Bailey-Lindsey

Facilitation/Support Staff:

Patricia Sweetwine
Shirley Prothro

Guests:

Rama Franklin
Pamela Casey
Jameelah Murrwakkil

II. AGENDA REVIEW AND APPROVAL:

Betty Ubiles motioned to approve the Agenda for the February 8, 2017 meeting. Phoenix Smith seconded the motion. The *Action: 1702-EXEC-01* was approved unanimously.

III. MINUTES REVIEW AND APPROVAL:

Patricia Sweetwine explained that, due to a malfunction with the tape recorder the Minutes were recorded (and transcribed) from the handwritten notes taken by the Support Staff. There was a spelling correction requested concerning the name of an OAA staff person. Phoenix Smith also



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, February 8, 2017
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

requested to change the wording in a reference made to the MOU with a local agency (which Jessica Osorio provided additional clarity on). Betty Ubiles motioned to approve the January 11, 2017 meeting Minutes with the requested changes. Phoenix Smith seconded the motion. The *Action: 1702-EXEC-02* was approved.

UNFINISHED BUSINESS:

IV. GRANTEE REPORT

(Phoenix Smith, OAA (Acting) Director, gave brief highlights from her written report. She began by announcing that she would not be attending the February meeting due to personal vacation leave, and explained that her staff members were at the meeting to learn the process. The staff attending will act as her representatives in her absence. She also noted that Dr. Moss will attend the February meeting to answer any major questions regarding OAA matters.)

- The Sweetwine Consulting Team was thanked for their service to the CCPC and Oakland TGA community over the past 10 years.
- The new CCPC Administrative Support contract was awarded to Dr. Akilah Cadet (Change Cadet). She and her staff will officially be on board March 1, 2017.
- The members were reminded of the HRSA site visit, March 13-17, 2017 and that they will want to meet with the CCPC members at some point. An Agenda/schedule has not been received yet.
- There was positive response from the recent Contractors' Meeting. The CCPC Co-Chair attendance was very welcomed.
- The State site visit went well, overall. However there were some concerns around lack of consistency around ARIES data entry.
- OAA is working diligently to close out FY2016-2017. There are some ongoing challenges with some agencies concerning their late submission of data.
- The new fiscal year begins March 1, 2017. All Ryan White funded agencies have received their award letters. Some have received a reduction in funding; if they did not spend all of their allocated dollars.

Does that mean then, that other agencies in the same category will get an increase in funds?

No. If an agency was successful in their invoicing, they received a steady flat fund amount.

- There were some additional funds in the Psychosocial Support category due to approval of the Waiver and, the fact that it was previously unknown that other service providers were offering



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, February 8, 2017
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

the service. This is an area that the CCPC should pay close attention to. There are now more funds in this category than agencies to allocate to.

- MAI needs to have an RFP this year, since it was previously extended. This needs to be done as soon as possible. It would be helpful to have the Quality Data Committee place this on their next meeting Agenda for discussion, as well as determining the priority population.
- OAA met with the San Francisco BRIDGE Program to discuss potential collaborations and the development of an MOU to establish appropriate terms, protocols, etc.

[There was a discussion about advocating at the Board of Supervisors around the "Getting to Zero" Initiative and how to get funding for more coordinated services.]

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

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

- The application for Contra Costa representation on the CCPC has been submitted.
- The County is continuing to receive retroactive Medi-Cal coverage for undocumented clients covered by Ryan White MAI funds.
- There is an anticipation of unspent funds this fiscal year.
- Since initiating the Data-to-Care Program in December, 2 newly diagnosed HIV-positive persons have been linked to care; enrolled 3 persons in the PrEP Navigation Program; linked 8 to STD care; and 85 have participated in risk reduction sessions.
- Under expenditures have been noted in Medical Transportation, Food, Health Education, and MAI Ambulatory Care. The total amount will be forwarded to OAA for inclusion in any carryover funding requests.
- A total of 759 clients have been served (so far) this year, with 84 being newly enrolled.
- There will be a review of all contractor scopes of work once the office has completed our process of synchronizing State workplans regarding the "Getting-to-Zero Initiative".
- There have been 175 responses to our client satisfaction surveys that will be presented as soon as the results have been tallied.

Membership - Betty Ubiles reported that the Committee has reviewed two applications for new members. She asked OAA about the new requirement of having potential members submit a letter of interest and a resume.

[Phoenix Smith explained that this was a request on the part of the Board of Supervisors and the newly assigned staff person now handling the final approval process.]



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, February 8, 2017
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

[Betty responded that the Committee considered this could be a barrier in their recruitment endeavors.]

[A general discussion followed about this new requirement; weighing the pros and cons.]

Should the Committee proceed then with interviewing the new applicant for their possible seating on the Board in April?

Yes.

Quality Data – (No Report)

State OA - (Written Report in packets.)

PLWHA - (No Report)

Prevention – (No Report)

VI. RESULTS OF THE ADMINISTRATIVE MECHANISM SURVEYS – FY2016-2017

Patricia Sweetwine reviewed the results of the completed surveys for members and providers (per the written handouts). [There was some discussion about the involvement level of the CCPC membership.

NEW BUSINESS (Action Items)

VII. THIRD QUARTER FISCAL REPORT

Elena Deleon, of the OAA Fiscal Office, reviewed the (written) current budget/financial documents with members. Phoenix explained that she provided the comments listed and shared this information with OAA Program Managers to provide information on where agencies are, currently, with their finances.

Based upon your knowledge, do you think we will have less expended balance than the previous year?

That will be hard to say, right now, due to how agencies have responded in the past.

VIII. RESULTS OF THE ADMINISTRATIVE MECHANISM SURVEYS – FY2016-2017 (CONTINUED)

Patricia noted that based on discussions around the fiscal budget that the CCPC members may want to consider revising some of the current information requested in the surveys. Phoenix suggested an annual presentation around clarity on what is expected in terms of feedback and information; to determine what is most helpful in preparing the final report. Co-Chair Galbreth noted that this should be an important update discussion with the new Support Staff, since they will have limited knowledge about the historical facts and activities.



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, February 8, 2017
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

Will the CCPC have additional questions about this concerning the expectations of OAA?

There was some previous feedback from the last survey that would indicate this.

IX. DISCUSSION ON CCPC CITED CONCERNS BY HRSA

Patricia Sweetwine explained that informational documents around the findings were included in member packets addressing this issue. Phoenix stated that this matter began in 2013 and the data refers to responses around MAI funding. Phoenix suggested that the CCPC Executive Committee includes in its report/response that this information has been reviewed and also include an explanation about how the HRSA corrective actions/findings will be addressed. Co-Chair Galbreth expressed his concerns about the noted “lack of capacity”, which would/could be better answered by OAA, since it has been reported as having to do with staff turnover.

X. DISCUSSION AND RECOMMENDATIONS ON CHANGING THE MISSION STATEMENT BY THE EXECUTIVE COMMITTEE

Phoenix Smith explained that HIV Health Services will not be the new name used for her County division, although publicly announced previously. They will still have the designation as the Alameda County Public Health Dept. “HIV Care Unit”. Co-Chair Galbreth gave historical background about the concerns around the use of the word “AIDS” in the Mission Statement. Betty Ubiles motioned that the CCPC Mission Statement be revised to remove the wording “AIDS”. Phoenix Smith seconded the motion. The *Action: 1702-EXEC-03* was approved.

XI. UPDATE ON EMAIL TO DR. MOSS RE: PREVENTION & CARE WORKING RELATIONSHIP

Co-Chair Galbreth indicated that Co-Chair Monica Cross has a draft prepared and circulating which will be out soon.

XII. AGENDA-SETTING FOR THE FEBRUARY 22, 2017 CCPC MEETING

Members prepared the topics and listed names of persons to lead presentations. The introduction/announcement of the new Administrative Support Team will be added to the Grantee Report section of the meeting. Co-Chair Galbreth was acknowledged for his work with the Committee, as this was his last official meeting in his role as Co-Chair of the Executive Committee.

XIII. ADJOURNMENT

Betty Ubiles motioned to adjourn the meeting. The motion was seconded by Phoenix Smith. The *Action: 1702-EXEC-04* was approved.



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, February 8, 2017
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

Motion Appendix:

- **1702-EXEC-01: Motion Adopted**

Betty Ubiles motioned to approve the Agenda for the February 8, 2017 Executive Committee Meeting Agenda. Phoenix Smith seconded the motion.

- **1702-EXEC-02: Motion Adopted**

[It was noted that due to a malfunction with the tape recorder, the January meeting Minutes were recorded and transcribed from handwritten notes taken by the Support Staff.] Phoenix Smith requested the corrected spelling of an OAA staff person's name be revised to read: Jameelah Murrwakkil. Both Phoenix Smith and Jessica Osorio provided clarity on wording referencing the previous MOU with a local agency. Betty Ubiles motioned to approve the January 11, 2017 meeting Minutes with the requested changes. Phoenix Smith seconded the motion.

- **1702-EXEC-03: Motion Adopted**

Betty Ubiles motioned to revise the current CCPC Mission Statement by removing the word "AIDS". Phoenix Smith seconded the motion.

- **1702-EXEC-04: Motion Adopted**

Betty Ubiles motioned to adjourn the meeting. Phoenix Smith seconded the motion.