



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

Raymond Brickhouse, Co-Chair and Eric McCann, Co-Chair

I. CALL TO ORDER

The meeting was called to order at 10:15 a.m. by Co-Chair Raymond Brickhouse with personal introductions of the Committee members and meeting participants. Jessica Osorio 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:

Raymond Brickhouse (Co-Chair)
Eric McCann (Co-Chair)
Betty Ubiles
Phoenix Smith (OAA/Grantee)
Jessica Osorio (Contra Costa)

COMMITTEE MEMBERS ABSENT:

Loren Jones
Lois Bailey-Lindsey

Facilitation Staff:

Akilah Cadet
Tatiana Larkin

Guests:

Liam Galbreth (Former Co-Chair)
Monica Cross (Former Co-Chair)

II. AGENDA REVIEW AND APPROVAL:

Raymond Brickhouse asked for a correction of the Agenda setting date from April 22, 2017 to March 22, 2017. Jessica Osorio requested to add her membership status to the agenda. Eric McCann added a vote for Jessica Osorio's membership to the agenda. Eric McCann motioned to approve the Agenda for the March 8, 2017 meeting. Betty Ubiles seconded the motion. The *Action: 1703-EXEC-01* was approved unanimously.

III. MINUTES REVIEW AND APPROVAL:



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Eric McCann motioned to approve the February 22, 2017 meeting Minutes with the requested changes. Betty Ubiles seconded the motion. The *Action*: **1703-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 will be losing an employee March 30 and Phoenix asked for patience with OAA due to even shorter staff. OAA is looking to hire temporary positions.
- Psychosocial Support Services: Waiver approved for increase in support funds to 70%/30% (not 75%/25%). With the increase in the funds OAA is seeing that organizations cannot fully support these services (like support groups). Phoenix suggested that during the 1st quarter if funds are not being spent OAA will take back funds. Funds can be used for food and facilitators. Group Reimbursement process was discussed as possible barrier to use of funds and reminder of not using funds for incentives.

What is the Psychosocial group?

For people living with HIV, provided by the agency who determines subject, that is structured, have some type of curriculum and happened on an ongoing basis and move people towards some type of stability in their physical, emotional and spiritual care.

Does that mean that agency capacity development funds can be used? Have we identified agencies for the additional funding?

Yes the funds have been distributed, but some funds have been held back to see what the funding will look like in the 1st quarter in order to determine if CCPC would Keep in mind the 1st quarter falls closely to the fund allocation time period and should be considered.

When you see a therapist is that part of psychosocial group?

No, that is through mental health funding, but sometimes it can be a one on one group setting through psychosocial.

Does that address peer services?

No not exactly, but we can have discussions about that as we encourage people to be innovative and creative.

- There Extended the MAI contract an additional year and OAA will need to put out a new RFP. CCPC needs to decide the priority population for OAA. The office needs six months to develop and put out the RFP. Currently this funding goes to one agency that provides various services



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within the community of color. CCPC can suggest multiple agencies instead of one agency.

[There was a discussion about how to plan for MAI funding and looking at a needs assessment for next year]

What is the possibility of using MAI funds for studying to look into agency capacity development or needs assessment, is there any way to use those funds to better identify those agencies or priority population?

Not for capacity building only services for MAI, but it will be double checked.

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

Membership - Betty Ubiles reported that the Committee has collect 3-4 applications with 2-3 people living with HIV/AIDS. The application also needs to be updated to Change Cadet (instead of Sweetwine). *[Phoenix Smith explained that there is a delay with one application in progress with the Board of Supervisors.]*

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

- Shared that they have started to prepare for the fund allocation process and invited CCPC executives to the meeting on March 13.
- A CCC has an intern that will be helping with HIV/AIDS projects and Phoenix Smith expressed interest for doing the same with OAA.

Quality Data – *Chair was absent, Akilah Cadet shared that they will be sending a request for data needed to the Co-Chairs*

State OA - *(Written Report in packets.)*

PLWHA - *Raymond Brickhouse shared the update with Speaker’s Series calendar. Asked for a centralized email list to promote events.[Discussion on how to promote events and lack of clarify of roles and responsibilities of members, administrative, OAA, support services.]*

Prevention – *(No Report)*

VI. DISCUSSION ON CCPC CITED CONCERNS BY HRSA, NEXT STEPS

- The HRSA Program Officer cancelled their previously scheduled visit. OAA is working to reschedule. Reminder to prepare a letter prior to the next scheduled visit. Eric McCann requested that Phoenix Smith provide all documentation regarding CCPC areas of correction/improvement. *[There was a discussion about what was needed in the letter and corresponding documents, the most recent Policy & Procedures Manual and the additional minor paperwork for invoicing due to draw down status (agencies cause the actual delay due to submission of incorrect documents)].*



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- A reminder was shared on how Lenny's office can provide technical assistance training for CCPC. [*An action plan and technical assistance for agencies was discussed.*]
- Phoenix Smith will lead a Ryan White 101 session for each CCPC meeting starting in later this month.
- A discussion was held with the overall RFP process

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

- Monica Cross provided an overview of the email and status.
- Phoenix Smith will contact Dr. Moss regarding the End of AIDS Taskforce outlined in the Integrated Delivery Plan to see if additional funds are available (currently OAA does not have funds). [*A discussion was held regarding the City of Oakland's 20 year State of Emergency with HIV/AIDS.*]

VIII. RESULTS OF THE ADMINISTRATIVE MECHANISM SURVEYS FY 2016-2017 NEXT STEPS

- After short discussion it was determined this item was resolved.

NEW BUSINESS (*Action Items*)

IX. SPECIAL VOTE: JESSICA OSORIO

Raymond Brickhouse called a vote to approve the membership of Jessica Osorio as the Contra Costa Representative. Betty Ubiles seconded the motion. The *Action: 1703-EXEC-03* was approved unanimously.

X. INTRODUCTION & TRANSITION DISCUSSION WITH NEW ADMINISTRATIVE DEVELOPMENT CONSULT, CHANGE CADET

Akilah Cadet and Tatiana Larkin shared their professional backgrounds and goals with CCPC. Asked for patience around the transition. [*Discussion was held on the roles, responsibilities, technology, food, and communication*].

XI. CHAIR TERMS

Eric McCann shared the Co-Chair Bylaws and staggering of terms. Co-Chair terms should be staggered by six months. It was decided due to the new chair leadership and new administrative development & support staff that re-instating Monica Cross should be on the CCPC agenda for a vote.

XII. AGENDA SETTING FOR MARCH 22, 2017 MEETING

Phoenix Smith will now have a standing Ryan White 101 item on the agenda.



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XIII. ADJOURNMENT

Betty Ubiles motioned to adjourn the meeting at 1:03pm. The motion was seconded by Eric McCann. The *Action: 1703-EXEC-04* was approved.

Motion Appendix:

• **1703-EXEC-01: Motion Adopted**

Eric McCann motioned to approve the Agenda for the March 8, 2017 meeting. Betty Ubiles seconded the motion.

• **1703-EXEC-02: Motion Adopted**

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

• **1703-EXEC-03: Motion Adopted**

Raymond Brickhouse called a vote to approve the membership of Jessica Osorio as the Contra Costa Representative. Betty Ubiles seconded the motion.

• **1703-EXEC-04: Motion Adopted**

Betty Ubiles motioned to adjourn the meeting at 1:03pm. The motion was seconded by Eric McCann.