



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, 3<sup>rd</sup> floor, Oakland, CA 94607

Wednesday, May 10, 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 10:10 a.m. by Co-Chair Monica Cross with personal introductions of the Committee members and meeting participants. Betty Ubiles 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)  
Jessica Osorio (Contra Costa)

**COMMITTEE MEMBERS ABSENT:**

Phoenix Smith (OAA/Grantee)  
Lois Bailey Lindsey

**COMMUNITY ATTENDANCE:**

Loren Jones (Quality Data Member)

**Facilitation Staff:**

Akilah Cadet  
Tatiana Larkin

**Guests:**

None

**II. AGENDA REVIEW AND APPROVAL:**

Monica Cross suggested adding the Ryan White Council video shared to executives earlier in the week. Eric Cross wanted to discuss the HRSA letter and sharing it with members. Betty Ubiles motioned to approve the Agenda for the May 10, 2017 meeting with the additions of Review Video and HRSA Letter. Jessica Osorio seconded the motion. The *Action: 1705-EXEC-01* was approved unanimously.



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**III. MINUTES REVIEW AND APPROVAL:**

Raymond Brickhouse noted a correction to the minutes to change AJ Boss to AJ Boggs. Raymond Brickhouse motioned to approve the April 12, 2017 meeting with the correction. Betty Ubiles seconded the motion. The *Action: 1705-EXEC-02* was approved.

**UNFINISHED BUSINESS:**

**IV. GRANTEE REPORT**

Dr. Akilah Cadet shared that Phoenix Smith, OAA (Acting) Director, was unable to attend and any questions can be emailed to Phoenix directly (please see report for full details). She reminded executives that the HRSA site visit only pertains to OAA and another time will be scheduled for CCPC.

**Who had the ADAP contracts?**

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

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

**Membership** - Betty Ubiles reported that along with Monica Cross they meet with the Board of Supervisors, for an update with a pending member. The Board reported that they would investigate. Monica Cross went on to shared that CCPC may have fallen off the list of their oversight so as a result, they shared CCPC the process. Overall the board is not familiar with the CCPC seating process and they are going to do more research as they do not remember the process. Monica and Betty will follow up in the next two weeks.

*We should make an executive decision to vote to seat her for her role. Dr. Green Ajufo has been to every meeting.*

*We need to stay in compliance of the bylaws? Do they know them?*

*Yes we need to take the bylaws to them.*

*Since they do not know what they are doing we should change that process.*

*Check the federal regulations about it for seating.*

*If there is nothing in there for the Board of Supervisors to be part of the seating and they do not know the process at that time then we should see if we can change it to OAA approving the office.*



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*OAA report states technical assistance for orientation and new members, three approach for Review policy and procedure manual, federal guidelines, HRSA technical assistance, share bylaws...*

*In bylaws it states CEO or designee (page 6). The designee is OAA.*

*Send a letter to the Board of Supervisors of new process and update them*

*Pending visit to the Board of Supervisors with Betty and Monica, Executives will write a letter stating bylaws, ask for participation and will schedule a time to present to the board in the future*

*Akilah Cadet will look into bylaws and HRSA regulations*

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

- Presented AIRE client data. Next month, presenting to our consortium on larger data.
- Began management level conversation about allocation. Want to know when to present recommendations and report, usually Sept, but we can plan accordingly.
- PrEP has started the second line list. There are some areas overlap from the first list to encourage testing in high priority populations, offer risk reduction and counseling support. Will be able to report back quarterly, next in June.
- MOU with the community behavioral health partner was reviewed by their legal team, lots of updates, but hoping to formalize. It will no longer be an MOU, moving to a contract for mental health substance abuse and dual diagnosis treatment.
- Will have the unexpended report which will highlight reasons why with the largest item will be medical case management due short staffing, MAI due to spending, and the early intervention program just started.

***Medical case management will you be able to spend?***

*Yes. It will go back and hopefully rolled over. We are fully staffed so do not foresee that as a problem.*

***As a note for fund allocation, typically you would present in August.***

- New PH nurse started. In final interviews for the senior health education specialist.
- Naloxone grant was submitted May 1 and we should get it the end of June.
- ***How many doses do you plan on distributing?***
- *1,640 doses. Goal is to get it in the hands of family and friends for users. We will have a calendar for training too.*

**Quality Data** – Loren Jones, reported that they met but there were no action items. Reminder that a chair is needed. We should consider polling the date and time for people for participation.



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**PLWHA** - Raymond Brickhouse shared that the Speaker's Series happened but a meeting did not occur as there was not a quorum. This month's meeting will be cancelled due to conflict with Sacramento speaking event.

***Should we combine PLWHA and Membership?***

*Yes. If we do not have people attending PLWHA then we cannot have a meeting. But with membership we can still meet about PLWHA issues to get the work done.*

[Discussion around meeting times, in person vs. remote.]

**VOTE:** Betty Ubiles motioned to combine the PLWHA and Membership Committees, seconded by Raymond Brickhouse. All were in favor. The *Action: 1705-EXEC-03* was approved.

**NEW BUSINESS (*Action Items*)**

**VI. PRIORITY SETTING AND RESOURCE ALLOCATION UPDATE**

Akilah Cadet provided a status update of the following:

- Presentation Template: Lois Bailey Lindsey agreed to test out the template during her presentation on May 24<sup>th</sup> at the CCPC meeting. Will be used to assure people stay within the 15 minutes, plus 5 additional minutes window. Also timers will be used starting with this month's meeting
- Calendar: Dates and content were reviewed. Need to determine who does/see if the Gap Analysis report needs to be added to the presentation calendar.
- All Day Meeting(s): Final dates were determined and outlined on the calendar.
- Town Hall Meeting: July, Alameda County and August for Contra Costa County.
- Voting terms were discussed.

**VOTE:** Raymond Brickhouse motioned to add roll call voting for any financial votes by updating the existing bylaws. Betty Ubiles seconded the motion. All were in favor. The *Action: 1705-EXEC-04* was approved.

**VII. POLICY AND PROCEDURE REVIEW**

- Start after fund allocation process and do within the regularly scheduled Executive Committee meetings.
- Add a Roll Call ranking sheet
- Update bylaws with new roll call vote



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***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 Contra Costa.*

**VIII. REVIEW VIDEO (Reviewed the recruitment video from the Boston Planning council)**

The video was well received and determined that the Executives would like to make a similar video. Assigned to PLWHA/Membership to work on once the committees are officially combined.

***This is a great video? How to do we fund this? Can we ask HRSA?***

*We should use Adobe Clip.*

*After allocation, let's look into how this can be done.*

**IX. HRSA LETTER**

Eric McCann shared that he was happy it was done and exactly what he was looking for. Asked the committee if they would feel comfortable sharing it with the council members as a way to assure everyone knows the progress in and preparation for the HRSA site visit.

***Yes.***

***We should work on a branding statement or one pager outside of the mission and values.***

*Yes. At the next meeting we can determine what that will be and start to conceptualize the recruitment video, press release, logo, etc. in order to have consistent messaging.*

**Agenda Discussion**

Voting for bylaws; Branding statement/ one pager/video/letter/press release/logo (bring projector); and Allocation Calendar

**X. PUBLIC COMMENT**

- None.

**IX. AGENDA SETTING FOR CCPC MEETING**

- Membership Status, Dr. Akilah Cadet
- California Planning Group Meeting Update, Raymond Brickhouse
  - New membership committee California Planning Group, state planning council. Raymond is representative and has a new membership committee. He will recruit from there. Monthly phone call and in person meeting that is held twice a year. Will attend meeting in SoCal.
- Oral Health Report Presentation, Lois Bailey Lindsey
- Quality Data for Alameda County Presentation, Pam Casey



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**X. ADJOURNMENT**

Betty Ubiles motioned to adjourn the meeting at 12:16pm. The motion was seconded by Eric McCann. The *Action*: **1703-EXEC-05** was approved.

**Motion Appendix:**

• **1705-EXEC-01: Motion Adopted**

Betty Ubiles motioned to approve the Agenda for the May 10, 2017 meeting. Jessica Osorio seconded the motion.

• **1705-EXEC-02: Motion Adopted**

Raymond Brickhouse motioned to approve the April 12, 2017 meeting Minutes with the requested changes. Betty Ubiles seconded the motion.

• **1705-EXEC-03: Motion Adopted**

Betty Ubiles called a vote for combining the PLWHA and Membership Committees. Raymond Brickhouse seconded the motion. All were in favor.

• **1705-EXEC-04: Motion Adopted**

Raymond Brickhouse motioned to add roll call voting for any financial votes by updating the existing bylaws. Betty Ubiles seconded the motion.

• **1705-EXEC-05: Motion Adopted**

Betty Ubiles motioned to adjourn the meeting. The motion was seconded by Eric McCann.