

Oakland Transitional Grant Area (TGA)

COLLABORATIVE COMMUNITY PLANNING COUNCIL

“Serving Alameda and Contra Costa Counties”

PLWH MEETING MINUTES

Tuesday, March 21st, 2017

2:00 pm – 4:00 pm

Office of AIDS Administration

1000 Broadway, 5th Floor, Rm 5000A, Oakland, CA 94607

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I. CALL TO ORDER

The meeting was called to order 2:10 by Chair Raymond Brickhouse. Moment of silence for those affected by HIV and AIDS

II. MEETING ATTENDANCE - PLANNING COUNCIL MEMBERS:

Loren Walker, (Co-Chair) Raymond Brickhouse (Chair)
Ron Lewis

HIV Health Services: Lorenzo Hinojosa

Facilitation staff: Akilah Cadet & Tatiana Larkin

Absent:

III. AGENDA REVIEW AND APPROVAL

Lorenzo requested to move the EFA report to the top of the agenda. Raymond recommend to move it after mins. Raymond Brickhouse moved to approve and Ron Lewis seconded the motion to approve the February 21st agenda. Lorenzo stated he is not a voting member; he is does not constitute quorum. Loren was not present. Quorum is $\frac{1}{2} + 1$ person.

IV. REVIEW AND APPROVAL OF THE MEETING MINUTES

Raymond Brickhouse moved and Ron Lewis the motion to approve the March 21st meeting mins. The agenda was approved by motion

V. UNFINISHED BUSINESS:

EFA Presentation

EFA Presentation given by Lorenzo Hinojosa. There are issues with the EFA report. EFA is only provided in emergency basis. EFA stands for Emergency Financial Assistance. EFA stands for Emergency Housing Assistants. They are linked together. EFA is assist in the process to move in or not get evicted. EFA is for food and utilities bill. Qualify for housing you need rental agreement (has to be in your name), delinquent notice from rental manager/landlord. A Q&A hand was given out. It is usually provided to the case managers. You can receive assistants twice a year, max 1 year (3/1 - 2/28) for \$1,500.00. After the \$1,500.00 is spent there is no more assistants. W-9 is also needed from the landlord. Payment is given straight to landlord; not client. Program does not pay for deposits. Payments are given straight to manager/owner. Program pays for utilities and water not for phone and internet. Lorenzo thinks that

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phones should be included in program. Food vouchers are approved by case manager. Approval process, must show case manager you have no food. Food program is 1 or 2 times a year only comes in a Safeway voucher. Voucher can not purchase alcohol or tobacco. Food program is not an on-going service only emergency. Requirements: documentation stating you are HIV, proof of income, proof living in Alameda County (LIC), medical card. Housing documentation utility bill and notice. Due to client compliments regarding food being distributed fairly the food program moved the administration to another agency. Third party agency receives the forms first, reviewed and then they are given to the case manager. Since change of process there is a drop in program usage. Raymond mentioned about the process taking up to a week. Lorenzo stated that it takes 2 to 3 days. Third party agency is located by the Lake Theater. Since new system there haven't been any grievances. Past program there were between 3 to 4 a year.

PRESENTATION UPDATES:

Raymond has confirmed locations for April 18th, May 16th, June 20th (HypC) and July 18th (Drug interaction) for the speak series. As chair he wanted to reactivate the event. Lorenzo mentioned having some type of collateral at the speak series to inform guest of who we are, what we do, etc. Speakers: Keith and he will bring lunch. Lorenzo mentioned a woman (Jill) in his office, Integration of HIV and STDs, to present about the correlation of HIV and Syphilis. He would like to add her in the speak series. Raymond will ask Keith if Jill can speak. Lunch will also be provided by Keith and Mary. Lorenzo also recommended a topic "Women and Prep", folks from Bridge can speak but can not provide lunch. Lorenzo also mentioned PPH speaking and working with pharmaceutical but didn't seem confident on what to present. Loren will be contacting Barbar from PPH. Next availability for speakers will be in July. Mary are tentatively set for August 15th. Raymond will speak with Keith for September 19th "Positive sexuality" (sex positive). Some other speakers suggested by Loren Susilit Chung and Jenelle. Loren will ask for 9/19th. HIV aging will be in October. Date and speakers should be added to the flyer. Other folks to have to the table: Lavender Seniors

EDUCATIONAL SERIES BUDGET

Raymond and Akilah discussed the ability to have the budget pay for some of the lunches within speak series. There was also discuss between Loren and Akilah about transportation reimbursement. There will be a revised form provided for reimbursement. Akilah informed the committee that if she is informed of the dates she can budget for the event to have lunch. Raymond will let us know for September and October. There are usually about 15 - 20 people eac event between the hours of 12:00 - 1:30p. In regard to registration AKilah Cadet mentioned using Evenbrite for registration. It allow for an easy way to manage the participants numbers and data. The committee is very interested in using this platform.

VI. NEW BUSINESS:

Introduction to new administration, Change Cadet. Akilah (Program Director) introduced herself and Tatiana Larkin (Program Manager) explained all that will be done during this administration; shared drives, website, minimal paper/reading mins prior to meeting, marketing and recruitment, organizational strategy

Raymond brought up the issue about trying to obtain contacts for outreach purposes. Lorena suggested that we should have both contact lists. There was also discussion of building the relationship from CCPC and the frontdoor staff to help in the visual display of the flyers. We will also post on the website. Raymond is gong to resend the dates to Akilah. Raymond brought up the option of utilizing funds for a

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marketing strategy. He would also like to discuss options and vision. Loren mentioned that there are limitations on how the Federal funds are used for events. That we must be aware of the rules on spending.

Akilah suggested new ways to have networking events: cafe, happy hours “inspirational networking”. Akilah attended an event with Tatiana called Sunday Super. It is a fundraising dinner that is given and proceeds go to the selected organization. We should consider doing some type of dinner fundraiser. Change Cadet will be looking into the rules of engagement and also speak with OOA being a fiscal sponsor. Raymond brought up the retreat funding being used for another resource for funds towards fundraising events. Akilah agreed and mentioned that instead of a whole day of retreat it can ½ a day and the remaining amount goes to fundraising events. Tatiana suggested partnerships with other HIV/AIDS organizations like the Oakland Pride or coordinating a block party of their own. She mentioned the benefit of piggy backing other events that already have a following. Raymond mentioned Lake Merritt being a possible location.

VII. EXECUTIVE AGENDA TOPICS.

Raymond explained the process for the Chair/ Co-chair staggering. Monica will finish out 6 months as chair and Eric co-chair, then Eric Chair and Raymond Co-chair.

VIII. GRANTEE STAFF REPORT

Individual that provided grantee staff report left.

IX. OPEN DISCUSSION

Loren applied for the Advisory Board for CURE research. They called from NY making sure we have more East Bay community involved especially the cured research. They want to put together an Education event regarding the cure. The research will be run out of a Bayarea office. Loren explains the process of the new research process. She wants to know how CCPC can be apart of the event development with CURE. She will be calling Robert Noels. This will help with recruitment and visual marketing for the committees

X. SET AGENDA

Discuss marketing and outreach strategy, recruitment, budget, event development, speakers series

XI. ADJOURN

Loren Jones moved and Ron Lewis seconded the motion to adjourn the meeting