



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, January 13, 2016

Liam Galbreth, Co-Chair

Nilda Rodriguez – Co-Chair

I. CALL TO ORDER

The meeting was called to order by Co-Chair, Liam Galbreth at 10:30 a.m. with introductions of the Committee members present. A moment of silence in honor of persons infected with and/or impacted by HIV/AIDS was requested and observed.

II. MEETING ATTENDANCE

COMMITTEE MEMBERS:

Liam Galbreth, Co-Chair
Loren Jones (via Phone)
Milton Hadden (via Phone)
Monica Cross (via Phone)
Eva Mourad, MPH (Grantee Representative)
Cynthia Carey-Grant (via Phone)

COMMITTEE MEMBERS ABSENT:

Nilda Rodriguez, Co-Chair
Lois Bailey-Lindsey
Carla Goad

Facilitation/Support Staff:

Shirley Prothro
Patricia Sweetwine

III. AGENDA REVIEW AND APPROVAL:

Co-Chair Galbreth announced that the item scheduled for the 11:05 a.m. needed to be tabled for a later date - until the Quality Data Committee had an opportunity to review and discuss the details. Milton Hadden moved to approve the Agenda for the January 13, 2016 meeting with the one noted change. Monica Cross seconded the motion. The *Action: 1601-EXEC-01* was approved.

IV. MINUTES REVIEW AND APPROVAL:

Milton Hadden moved to approve the December 9, 2015 Executive Committee Meeting Minutes. Loren Jones seconded the motion. The *Action: 1601-EXEC-02* was approved.



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UNFINISHED BUSINESS:

V. GRANTEE REPORT

(Eva Mourad, MPH OAA/ADAP Coordinator gave the report in the absence of the designated Grantee Representative - Phoenix Smith, MPH. Eva presented brief highlights from the written report):

Highlights:

- The collaboration with Behavioral Healthcare services to provide mental health services to clients at two different agencies is being postponed - due to the service provider (contract awardee) deciding that they will not split their time between the two agencies.
- There will probably be two Directors to serve at the OAA - one for Prevention and one for Care. Phoenix Smith will continue to serve as Interim Director.
- The Needs Assessment and Standards of Care are just about finished. The last group discussion meeting is Thursday (tomorrow).
- OAA has applied for the Waiver for the 75/25 split, but there is no new information to report on that.
- The HOPWA/Ryan White MOU status is still pending. It looks as though it may be finalized within the next couple months.
- There are no new updates concerning ADAP. Things are being looked at a lot more closely.
- OAA is asking providers and contractors, at this time, whether or not they can use more funding; a notice just went out. The only criteria is that they spend it by February 9, 2016.
- The Part B site visit will be next month.
- Program Managers are currently completing site visits for FY2015.

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

Quality Data - *(No Action Items) [Monica Cross stated that the committee is awaiting the evaluation tool before taking any action at this time.]*



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Contra Costa - *(Written report included in materials.)*

Membership - The committee has two interviews coming up, per Monica Cross, and there is a new recruitment program via radio. Patricia Sweetwine mentioned other pending Action Items - including the Committee's recommendation for the Executive Committee's approval of Carla Wright and Keisha Willard as new CCPC members. There was brief discussion about the situation involving Carla Wright's missing the November meeting. There were no concerns expressed about this. A copy of the new recruitment flyer was reviewed.

Milton Hadden moved to approve the new CCPC membership appointments of Carla Wright and Keisha Willard. Cynthia Carey-Grant seconded the motion. The *Action:* 1601- EXEC-03 was approved.

PLWHA - Loren Jones noted no action items but announced that elections will be held at the next meeting. She also noted that Michael Buck will be attending to make recommendations for their 2016 Educational Lunch series.

Prevention - *(No Action Items)*

VII. ANNUAL TRAINING REPORT RECOMMENDATIONS

Liam Galbreth led the discussion and asked for input on the written report submitted by Dr. Cadet. He highlighted Dr. Cadet's specific recommendation about "Defining clearer roles of Council and Community members." There seemed to be some consensus about more community participation in the expanded/future process. There was a discussion about who would be the best potential candidate(s) for facilitation of the additional public comment(s). Recommendations included Dr. Cadet, OAA Staff, and Co-Chair Liam Galbreth. It was suggested that Co-Chair Liam Galbreth would lead the public discussion, which would possibly be scheduled during the February CCPC meeting.

VIII. UPDATE ON THE PRIORITY SETTING AND ALLOCATIONS EVALUATION

(Co-Chair Galbreth noted that it was decided this discussion would be tabled until a later date)

NEW BUSINESS *(Action Items)*



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IX. DISCUSSION: NEED FOR QUARTERLY FINANCIAL REPORTS & STRATEGIES FOR REVIEW OF OAA CARRYOVER REQUEST

Co-Chair Liam Galbreth opened the discussion by recounting the issues. Feedback included:

- Ellen DeLeon used to give quarterly financial reports to the Executive Committee and CCPC. This has not happened in some time.
- *[Various committee members voiced their concerns, issues, suggestions, etc.]*
- Invite Dr. Nicholas Moss to a future meeting to discuss the issues and concerns.
- *There should be specific needs identified, as well as creative alternatives, for the focus of the discussion with Dr. Moss.*
- This topic will be agendized for general discussion at the February CCPC meeting, with a potential invitation to Dr. Moss to attend the March 2016 meeting.

X. PARTNER NOTIFICATION PROGRAM

Kelly Stemple of OAA Community Health opened the presentation with a brief description about his background. He explained and discussed the "Third Party" program that he is involved with.

How many calls are you making on average now?

Back five years ago, a lot of funding was cut and Partner Services was one of the programs that suffered. Right now there aren't a lot of clients from Alameda County, they come from other Counties and out of State, more so than from Alameda. That's probably because of client "buy-in" and concerns around "confidentiality".

What can the Committee do to make your job more successful?

Basically, I want the community to know that this service is available.

Do you want the Committee to do some outreach to let the community know about the service and to reassure clients that this is a safe environment to communicate in?

Yes...exactly!

Are you interested in coming to the full Planning Council and spreading the word?

Sure...I could make a small presentation there.

Obviously, confidentiality is a primary concern, but what other areas to buy-in have you identified from providers?



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They have (some) preconceived notions around losing clients because the Health Dept. is involved in the Partner Notification process...is the basic push back the program deals with.

XI. REVIEW OF TGA COMMITTEE MEETING SCHEDULE - FY2016-2017

Patricia Sweetwine, MPH, MSW and Director of the CCPC support staff opened by reminding members of the prior request for their individual reviews of the data (for errors and needed corrections) before it is posted to the website. Some holiday alternative meeting dates have been added. Co-Chair Galbreth noted his concerns about dates around the financial reporting presentations. He also noted that receiving financial data after allocations are done, as opposed to having it earlier was problematic. His suggestion is to have the data presented to the Executive Committee in an earlier (quarterly) timeframe; perhaps during March, June, and September.

XII. REVIEW OF THE UPDATED CCPC WEBSITE

Patricia Sweetwine also led the discussion and presentation. Members were encouraged to view the site, individually, in their spare time.

XIII. AGENDA SETTING FOR JANUARY 27, 2016 CCPC MEETING

Co-Chair Galbreth reviewed the draft copy with the members who also shared their thoughts and comments.

XIV. COMMUNITY/PUBLIC COMMENTS

(No comments requested/noted)

XV. ANNOUNCEMENTS

(No announcements noted)

XVI. ADJOURNMENT

Cynthia Carey-Grant moved to adjourn the meeting. The motion was seconded by Monica Cross. The *Action: 1601-EXEC-04* was approved.

Motion Appendix:

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- **1601-EXEC-01: Motion Adopted**

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- **1601-EXEC-02: Motion Adopted**

Milton Hadden moved to approve the December 9, 2015 Executive Committee Meeting Minutes. Loren Jones seconded the motion.

- **1601-EXEC-03: Motion Adopted**

Milton Hadden moved to approve the new CCPC membership appointments of Carla Wright and Keisha Willard. Cynthia Carey-Grant seconded the motion.

- **1601-EXEC-04: Motion Adopted**

Cynthia Carey-Grant moved to adjourn the meeting. Monica Cross seconded the motion.