



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 10, 2016

Liam Galbreth, Co-Chair

Nilda Rodriguez – Co-Chair

I. CALL TO ORDER

The meeting was called to order by Monica Cross, acting Co-Chair, with introductions of the Committee members present, followed by a moment of silence in honor of persons infected with and/or impacted by HIV/AIDS.

II. MEETING ATTENDANCE

COMMITTEE MEMBERS:

Loren Jones
Carla Goad
Monica Cross (via Phone)
Phoenix Smith (Grantee Representative)
Cynthia Carey-Grant (via Phone)

COMMITTEE MEMBERS ABSENT:

Nilda Rodriguez, Co-Chair
Liam Galbreth, Co-Chair
Lois Bailey-Lindsey
Milton Hadden

Facilitation/Support Staff:

Shirley Prothro
Patricia Sweetwine

III. AGENDA REVIEW AND APPROVAL:

Carla Goad moved to approve the Agenda for the February 10, 2016. Loren Jones seconded the motion. The *Action: 1602-EXEC-01* was approved.

IV. MINUTES REVIEW AND APPROVAL:

Loren Jones moved to approve the January 13, 2016 Executive Committee Meeting Minutes. Cynthia Carey-Grant seconded the motion. The *Action: 1602-EXEC-02* was approved with one abstention.

UNFINISHED BUSINESS:



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V. GRANTEE REPORT

(Grantee Representative - Phoenix Smith, MPH, presented brief highlights from her written report):

Highlights:

- Raymond Brickhouse has been officially approved for membership on the CCPC.
- Michael Lee's recent retirement with OAA has left the office short-staffed. Phoenix explained that her capacity, presently, is "Acting Director of OAA" and, that she is still maintaining some of her contracts. However, Jameelah Muwwakkil and a temporary staff person will be joining the OAA team to assist with some duties, as the office works to rebuild its staffing capacity.
- The Medical Nutrition Therapy award was given to two local agencies that will begin service delivery on the new contract in March.
- The State is still working on the contracts for the new ADAP enrollment sites. It is estimated they will be ready by June.
- The UDC/UOS data was referred to. The MAI year-to-date numbers were a bit under in the Outpatient Ambulatory Care category, which will require some further investigation. She will report back at a later date. This is the first full year of MAI.
- HRSA will release new performance measures for CORE and Support services and their TA staff will be out later this month. The Committee will be made aware of developments as soon as possible.
- Pamela Casey recently hosted Dr. Neva Chauppette who held a presentation on Navigating Complex Cases. The event was well-attended with a lot of positive feedback.
- There is currently a Partner Services training being held at the offices of OAA. There has not been one of these trainings for some time.
- OAA is in collaboration with Part C and D about uploading all the data into ARIES, with the goal of having one client satisfaction survey. There have been some ongoing challenges in getting the NextGen data uploaded into ARIES.
- Matt Wong the OAA IT person is working on the RSR Report and assisting agencies in addressing the data reporting process.



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- Lenny Green, the HRSA Project Officer, has now said his planned site visit will take place in late March or early April. Updates will be provided to the Committee as they are learned.
- OAA is also preparing for a State site visit next week.

"Friday, we are supposed to have our meeting for the Integrated Plan, is this still happening?"

Yes...that meeting is still happening with the Integrated Plan Workgroup, which will be facilitated by Robert Whirry.

"On the social media technical assistance...how do we get in touch with them if we want to be involved in these online classes?"

I'm sorry, I didn't list the link. However, I will send the link to you so you can register.

"Are the outcome indicators and new performance measures being released at the February 18 meeting or are they available otherwise?"

I don't know, but I'll let you know later today.

"Why is the OAA office closed Friday and Monday?"

They are combining the Presidents' birthday holidays or something like that...I'm not sure.

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

Membership - Monica Cross reported that the Committee discussed placing an ad in the East Bay Express for three weeks (consecutively) and running a radio slot on the Berkeley Liberation radio station, as well as providing recruitment efforts at Peralta Community College. As reported earlier, one applicant, Mr. Brickhouse, has been approved for CCPC membership.

Quality Data - *(No Action Items)*

PLWHA - *(No Action Items)* The Committee is working with Michael Buck to establish the list of topics for this year's educational series. Also the Committee will be holding elections next month for the new Chair.

(Loren Jones expressed concern about there not being a report from the PLWHA Committee included in the meetings summaries that are distributed during the Executive Committee. Pat Sweetwine and Carla Goad responded - providing clarity about the timing of PLWHA meetings, which occur after the regular monthly Executive



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Committee meeting. The PLWHA Report is included among the regular CCPC meeting reports and documents, however.)

Contra Costa - (No Action Items) Carla Goad noted that - per the performance table - most of the services have met their UDC numbers, except Substance Abuse and Food. But, she anticipates these categories, and Medical Nutrition, will also meet their goals. Substance Abuse is behind because many of the clients go directly to their Medi-CAL provider, so they don't show up in the ARIES data. In terms of food, we have had a lot more funding available with fewer clients accessing the service. The RFP process was finalized for the 2016-17 program year, and Contra Costa continues to have a legal service provider. The grant award notice was received from Alameda County last week, and it was less than in previous years - due to a change in the formula for determining the dollar distribution between Alameda and Contra Costa. This resulted in a lower percentage of dollars that also resulted in substantial cuts to funding among services. All service categories have had a reduction and some more

than others. Those categories are noted near the bottom of the report area. The County is in the process of discussing this with service providers to determine what dramatically scaled-back services may look like. However, the County is hopeful that the final notice of award (from Alameda County) will provide some positive details that will determine how this will be addressed. Once a clear plan is developed, it will be communicated to the Planning Council.

"This is very discerning to hear. So what do we need to do here?"

I'm not sure what can be done now. I am hopeful that the final notice of grant award will have more positive news than the distribution we received last week, but we won't know that until, hopefully, May or June; whenever HRSA sends out the final notice of grant award. In the Intergovernmental Agreement this year, there was a change in the formula, which resulted in a shift in the percentage. While it may seem like 2-3 percent of a million and a half dollars isn't much, it is several hundred thousand dollars.

"What was the rationale for the change?"

I don't know all the details about it because I was not involved in the negotiations...it was between the Epi Units in Alameda and Contra Costa Counties. The dramatic change this year was based on a change in the historical formula used to calculate the split. By changing that formula it changed it more substantially than it might have if we had used the same formula and the increase of cases in Alameda or what have you.



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"So do we know in real time like where the clients actually are?"

In real time, clients will continue to receive the same level of service to the end of February. We are working very hard to try to get clarity from the agencies that, in some instances, are having 60-70 percent cuts in funding; in terms of what they can do with the dollars that are available.

(There was discussion about possibly speaking with Lenny Green, HRSA Project Officer, for more information on how this happened, since there are two different issues to consider. Phoenix Smith stated she will follow up on this.)

We will do what we can and as soon as we are clear what the agencies can do, I will communicate that out to all the system of care providers so that they can communicate it to all the clients. We will let the Planning Council know, so the PLWHA Committee and any individuals for Contra Costa can be noticed on here's what it looks like in March. Again, based on the final notice of grant award, we are hopeful that there will be money enough for some things to be restored.

"I just think that it is especially unfortunate when it happens to the category of food."

We are also talking with the food banks of Contra Costa and Solano, who have other food programs that clients can access for additional food resources.

"I think the concern is for single persons too. Because people with children can get stuff. A lot of our clients are single. There is also the transportation issue that goes along with food."

We do have our contract for Medical Transportation, which is allowable for support services in Contra Costa. That received a cut, but not as steep as some of the lower ranked services.

"So they can use your Medical Transportation to pick up food?"

Because Contra Costa's transportation...is spread in the county, that's not possible.

So that's just the big piece around that. I will keep the Planning Council updated and maybe by the time of the CCPC meeting I'll have more information and can just say "Here's what it looks like for now, from March until we receive the final notice of grant award." There were announcements about other local trainings, events and activities in the county.



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VII. DISCUSSION: ISSUES TO IDENTIFY (WITH DR. MOSS) REGARDING OAA REQUEST FOR RFP

Monica recounted the previous discussion from the last meeting regarding the Committee's concerns about the current RFP process. Patricia Sweetwine provided additional information for clarity. In response to the topic, Phoenix Smith - who indicated she would also be joining Dr. Moss in this discussion - noted that the process for expanding the provider base, so that others can apply for RFP's is not just a simple process. Previous attempts at making concerted efforts to reach out to the public and other organizations had limited results, at best.

"I've heard something about the RFP process requiring a review of your history with serving HIV clients - if you can't document this experience in serving those clients, doesn't it make it extremely hard to compete?"

Exactly. Because this is HIV funding and not some broad health funding where anybody can apply. You have to have experience providing services. Depending on the service category, usually in the RFP we say a minimum of 5 years experience providing services in Alameda County; to better insure applicants are familiar with the communities here, understand the epi data, and they understand the cultural nuances for providing services in the County. We do support and encourage collaborations between agencies to help build and enhance capacity among HIV providers. We have also been tasked with is to make sure that our RFP's are legally aligned with GSA requirements and County rules. to insure that our process is fair and open. I will make sure that Dr. Moss explains this process, and will encourage input from the CCPC on suggestions to help make the system better.

(Loren Jones offered comments on a local housing provider that she felt should be contacted and perhaps speaking with other agencies about how they can better explain their provisions of HIV-inclusive services.)

(Carla Goad explained housing services in Contra Costa County. She also mentioned the confidentiality issues and the importance in identifying/addressing potential service gaps.)

So, would the Council want Dr. Moss to discuss this at the March meeting? It was agreed that the Council will send an email to both Dr. Moss and Phoenix Smith noting the date, time, etc., as well as the specific questions that are to be addressed.



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Monica Cross also mentioned that the Council would be interested in a discussion on the process involving the carryover funds (e.g., how that is determined, the timing, etc).

Carla Goad also noted the confusion among the differences in the County and HRSA processes concerning the carryover.

Monica Cross indicated an interest in knowing more about the process concerning being penalized for not spending all the funds that led to a carryover request.

VIII. DISCUSSION: HOW TO ENGAGE THE COMMUNITY/PUBLIC IN HELPING TO EXPAND THE CCPC MISSION STATEMENT AND COMMUNITY PARTICIPATION

Patricia Sweetwine led the discussion by reminding Committee members that these topics were part of the concerns expressed at the December training.

"I'm unclear about the topic. Is this about how we can re-craft our Mission Statement?"

At the meeting last month, Cynthia Carey-Grant was saying that you would like to have the community weigh-in on what the Mission would look like; by having their feedback.

Carla Goad suggested that there are a few ways of doing that. Adding the community discussion to the CCPC meeting Agenda, with a specific time for dialog with the meeting participants, and then taking that re-crafted Mission Statement to the Town Hall meetings leading into Allocations and get feedback then. Once a re-crafted statement is developed, it could then be distributed among various HIV-focused groups for additional input.

Patricia Sweetwine asked about how much time would be devoted to the dialog on the Agenda for March.

Loren Jones reminded the Committee about being clear on who the services are being provided for - per the Ryan White guidelines.

Carla Goad expounded on the principles concerning the County's 'Contnuum of Care' and what that looks like.

NEW BUSINESS (Action Items)

IX. DISCUSSION: UPDATE ON QUARTERLY FISCAL REPORTS AND DISCUSSION ON CONTENTS



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Patricia Sweetwine reviewed the data that was submitted by Elena Deleon which included the historical financial report and schedule of this year's presentations to the Executive Committee and CCPC.

X. AGENDA SETTING FOR FEBRUARY 24, 2016 CCPC MEETING

The Committee members discussed and worked on the new Agenda for the February CCPC meeting.

XI. COMMUNITY/PUBLIC COMMENTS

(No comments requested/noted)

XII. ANNOUNCEMENTS

(No announcements noted)

XIII. ADJOURNMENT

The meeting was adjourned at 11:40 a.m. The *Action: 1602-EXEC-03* was approved by unanimous vote..

Motion Appendix:

- **1602-EXEC-01: Motion Adopted**

Carla Goad moved to approve the Agenda for the February 10, 2016 meeting. Loren Jones seconded the motion

- **1602-EXEC-02: Motion Adopted**

Loren Jones moved to approve the January 13, 2016 Executive Committee Meeting Minutes. Cynthia Carey-Grant seconded the motion; with one abstention.

- **1602-EXEC-03: Motion Adopted**

The meeting was adjourned at 11:40 a.m. by unanimous vote and approval.