



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, April 13, 2016

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

I. CALL TO ORDER

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

II. MEETING ATTENDANCE

COMMITTEE MEMBERS PRESENT:

Loren Jones
Monica Cross (Co-Chair)
Lois Bailey-Lindsey (on Phone)
Betty Ubiles

COMMITTEE MEMBERS ABSENT:

Nilda Rodriguez
Cynthia Carey-Grant
Phoenix Smith (OAA Grantee)
Carla Goad (Contra Costa County)
Liam Galbreth (Co-Chair)

Facilitation/Support Staff:

Shirley Prothro
Patricia Sweetwine

Guests:

Chrystal Johnson
Stephanie Hernandez
Dale R. Gluth
Stephanie Cornwell
Mayra Lopez
Pamela Casey-Lewis

III. AGENDA REVIEW AND APPROVAL:

Betty Ubiles moved to approve the Agenda for the April 13, 2016 meeting. Loren Jones seconded the motion. The *Action: 1604-EXEC-01* was approved.



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IV. MINUTES REVIEW AND APPROVAL:

Betty Ubiles moved to approve the March 9, 2016 Executive Committee Meeting Minutes. Lois Bailey-Lindsey seconded the motion. The *Action: 1604-EXEC-02* was approved.

UNFINISHED BUSINESS:

V. GRANTEE REPORT

(In the absence of Grantee Representative, Phoenix Smith, Pamela Casey-Lewis presented brief highlights from the written report):

Highlights:

- As of April 8, approximately ninety (90) percent of all OAA FY2016-2017 Ryan White, Part A, Part B, and MAI contracts have been processed. This is an improvement over last year.
- Rama Rene Franklin was recently hired as a new Program Monitor at OAA and will be assisting with the oversight of 6 Ryan White contracts.
- The Linkage Network meeting was announced and details of the March meeting were reviewed.
- The new MOU's with all ADAP enrollment sites have been signed and completed.
- The UDC/UOS chart and data was briefly reviewed. There will be an update to the data by the CDC April 27 meeting.

[There were questions about how the data is calculated. Pamela provided explanations and examples.]

- A Quality training is being held on May 23 regarding the NextGen and ARIES systems.

"Do you have to have to RSVP for the training?"

Yes.

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

Quality Data - Lois Bailey-Lindsey reported that the Committee was instructed, by the CCPC, to review and evaluate each section of the Priority-Setting and Resource



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Allocations documents to develop a survey tool. The Committee will be working on this survey tool at their April 18 meeting.

"Are we starting the evaluation at the next CCPC meeting, or was there a strategy for that?"

That is something we will be discussing at our next meeting - on April 18 - around how to do the new evaluation process.

PLWHA - *(No Action Items)* However, Loren Jones reported that the Educational Luncheon Series begins in May - she announced and reviewed possible speakers, needs, dates and scheduled activities.

Membership - Betty Ubiles reported that the Committee has been working to increase CCPC membership through various personal contacts and other public recruitment activities.

Prevention - *(No Action Items or Report)*

VII. DISCUSSION WITH RETREAT FACILITATOR

Patricia Sweetwine, Administrative Support Director, explained that the previously assigned task for Executive Committee members (requesting their direct input and suggestions, by this meeting) was not completed. Members and the community were asked to craft wording/statements that they would like to have included in the Mission and the Values statements.

Dr. Akila Cadet then explained the process for this year's Retreat, based on suggestions and outcomes from the previous CCPC training. She asked the Executive Committee members to identify their priorities; to be covered and included at the Retreat:

- A review of the values
- Allocations Exercise
- Review of Group Norms
- Community Involvement
- Parliamentary Procedure - possibly
- Bylaws - possibly
- Communication - internal - among members; with the public/community; etc.
- CCPC Membership - mini-training with Q&A session
- Quality Data Evaluation
- Manual Exercise/Training by Quality Data



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- Scale to Measure Individual (CCPC Members') Progress
- An Exercise On How To Better Explain/Interpret Data and Standard Terms

She stated that she will put together an Agenda based on today's conversations.

NEW BUSINESS (*Action Items*)

VIII. EIS PROVIDERS BRIEF OVERVIEW - REGARDING CHALLENGES IN IMPLEMENTING THEIR PROGRAMS

The EIS Panel members introduced themselves. Stephanie Hernandez provided the facilitation for the review. Her presentation began with a brief background on the duties and responsibilities of the team, followed by a review of the handout material. There were detailed discussions regarding the inability to track UOS while working in the field/during outreach; recording/tracking data on homeless persons and those who are not eligible for Ryan White services; the overall challenges with linkage to care strategies and processes; and other areas if importance, as noted in the distributed material.

IX. DISCUSSION: RETENTION OF NON-CONFLICT PLWHA ON CCPC AND AMENDING BYLAWS - REGARDING NILDA RODRIGUEZ' TERM IN OFFICE

The Committee members had a detailed discussion about the realities of the current physical condition and situation of Ms. Rodriguez, with regard to how her membership status may be impacted. Loren Jones suggested that consideration be given to the mobility challenges that will certainly need to be addressed by her (physical) attendance at meetings. Co-Chair Cross stated that, through a previous conversation and discussion, it had been determined that there would be a (formal) recommendation to allow Ms. Rodriguez' membership term on the CCPC to expire ("term out") - since her term expires in May - and to have her reapply after the one year mandatory 'wait period'. This would not require any changes to the Bylaws.



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X. REVIEW: STANDARDS OF CARE DOCUMENTS

Shelly Patricia Sweetwine presented the draft of the Standards of Care document prepared by Facente of Facente Consulting. The contractor is asking that the Executive Committee members review the draft document and respond (directly) to her with their individual suggestions, comments, etc., by May 1, 2016. Patricia will send contact details for Facente Consulting to all Executive Committee members.

XI. AGENDA SETTING FOR APRIL 27, 2016 CCPC MEETING

The Committee members formulated the topics and discussions for the April CCPC meeting.

XII. COMMUNITY/PUBLIC COMMENTS

(No comments requested/noted)

XIII. ANNOUNCEMENTS

Ø Co-Chair Cross reminded the members that her radio station is available for promotional possibilities. Contact her for further details.

XIV. ADJOURNMENT

Betty Ubiles moved to adjourn the meeting. The motion was seconded by Pamela Casey-Lewis. The *Action: 1604-EXEC-03* was approved by unanimous vote.

Motion Appendix:

- 1604-EXEC-01: Motion Adopted



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- **1604-EXEC-02: Motion Adopted**

Betty Ubiles moved to approve the March 9, 2016 Executive Committee Meeting Minutes. Lois Bailey-Lindsey seconded the motion.

- **1604-EXEC-03: Motion Adopted**

Betty Ubiles moved to adjourn the meeting. The motion was seconded by Pamela Casey-Lewis.