



# 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, June 8, 2016

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

#### I. CALL TO ORDER

The meeting was called to order by Co-Chair Liam Galbreth at 10:20 a.m. with introductions by the Committee members. A moment of silence was observed in honor of persons infected with and/or impacted by HIV/AIDS.

#### MEETING ATTENDANCE

##### COMMITTEE MEMBERS PRESENT:

Betty Ubiles  
Liam Galbreth (Co-Chair)  
Monica Cross (Co-Chair)  
Karen Schlein (Contra Costa County) (via Phone)  
Phoenix Smith (OAA/Grantee)

##### COMMITTEE MEMBERS ABSENT:

Loren Jones

##### Facilitation/Support Staff:

Shirley Prothro  
Patricia Sweetwine

##### Guests:

Elen Deleon  
Arlyn Ramos

#### II. AGENDA REVIEW AND APPROVAL:

Betty Ubiles moved to approve the Agenda for the June 8, 2016 meeting. Monica Cross seconded the motion. The *Action: 1606-EXEC-01* was approved.

#### III. MINUTES REVIEW AND APPROVAL:

Betty Ubiles moved to approve the May 11, 2016 Executive Committee Meeting Minutes. Monica Cross seconded the motion. The *Action: 1606-EXEC-02* was approved.



# 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, June 8, 2016

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

### UNFINISHED BUSINESS:

#### V. GRANTEE REPORT

*(Phoenix Smith, OAA Acting Director, presented brief highlights from her written report):*

##### Highlights:

- After almost a year, I will be meeting with HOPWA on May 24th to finalize the MOU.
- In communications with our HRSA Project Officer, it still has not been determined when he will visit our TGA. However, he will want to meet with certain members of the CCPC. That's all the information I have at this time.
- Pam Casey is coordinating a quality training within a couple weeks - with one for internal OAA staff and another for providers. The goal is to develop a better quality plan.
- I interviewed and approved Freddie Smith for his appointment to the CCPC - just awaiting feedback from the BOS.

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

Membership - Betty Ubiles reported that the Committee has interviewed one new applicant who has been approved by OAA and the CCPC Membership Committee.

Quality Data - Kweli Gibson reported that the Committee is asking for time at the beginning and end of each meeting for CCPC members to complete the evaluation form. The report back will occur at the beginning of each meeting, while the completion of the evaluation tool would have occurred at the end of the prior meeting. The final draft has been scaled down to a total of six questions. The Committee is also requesting that the draft document be approved - with the understanding that there will be some refining of the questions at a later date. The Committee wants to conduct the initial evaluation at the May CCPC meeting. Also, there have been some concerns expressed about the current ranking process, in terms of clarity and collective



# 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, June 8, 2016

**Liam Galbreth, Co-Chair**

**Monica Cross, Co-Chair**

understanding. A suggestion would be to have discussions in which members will respond to why they (personally) ranked categories the way they did.

**Will the questions be designed to respond to the topics of that day, or will they be general questions posed at each meeting?**

*The questions will be the same for each meeting to help determine the collective levels of understanding among members.*

**Are these questions/forms to be used at every meeting or just for the meetings during the allocations process? If the latter, I would consider asking these questions in the context of allocations.**

*This is just for allocations.*

The QDSP Committee is asking for any input - specifically, recommendations on other wording or any new questions, prior to their next meeting on May 16th. The wording will be corrected to better reflect the anticipated responses.

***[The Executive Committee agreed to allow the recommended process to move forward.]***

**Contra Costa** - (No Action Items or Report)

**PLWHA** - (No Action Items or Report)

**Prevention** - (No Action Items or Report - per the resignation of Cynthia Carey-Grant.

*Kweli will follow-up with Shelley Stinson at OAA for an update.)*

### NEW BUSINESS (*Action Items*)

#### VII. INTRODUCTION TO PRIORITY-SETTING AND ALLOCATION MANUAL

Kweli Gibson reported that the manual is prepared and ready to go. Keisha Willard will be making the presentation. CCPC members are being strongly encouraged to read the information - particularly pages 27-31, which pretty much describes the process in detail. Co-Chair Galbreth mentioned a previous discussion concerning a new date for the August meeting, in lieu of the anticipated absence of several CCPC members. He recommended August 31, 2016 as the new meeting date (removing the August 24th date

#### VIII. REQUEST TO REALLOCATE FUNDS TO MENTAL HEALTH & VOTE (*Refer to Appendix for Motions and Voting Data*)



# 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, June 8, 2016

**Liam Galbreth, Co-Chair**

**Monica Cross, Co-Chair**

Phoenix Smith gave background information on the request to reallocate all of the funds from the Health Insurance Premium and Cost Sharing category to Mental Health. This reallocation will allow OAA to fund an MOU with Alameda Behavioral Health Services to provide psychiatric consultation and assessments to Ryan White clients at EBAC and AHF, as well as other related mental health services throughout Alameda County. The amount to be reallocated is \$45,912

for FY2016-2017. This is based on 90% of the TGA's current award - with the amount to change depending on the actual full award from HRSA.

### **Do you find that the mental health component is increasing over the past three years, with regard to health?**

*No. What we are finding is that we have mental health providers who are not spending all of their funds, and we only have a few. Some of this is due to the impact of the ACA which has led to a reduction in people accessing ambulatory care because of MediCAL expansion. But that has also led to a reduction in people accessing mental health services, as well. Mental health is a service category that we will RFP this year - since it's been 6 years since a new request for proposal has been put out. We also hope this will encourage innovative collaborations to better serve the community.*

Betty Ubiles moved to approve the reallocation request of \$45, 912 by OAA as stated. Liam Galbreth seconded the motion. The **Action: 1605-EXEC-03** was approved.

## **IX. UPDATE: STANDARDS OF CARE REPORT**

Shelley Facente of Facente Consulting suggested utilizing the distributed documents (rather than the slide presentation) during her review and update. She noted that the process is near its end and the presentation today is to cover the final feedback stage - prior to going to the designer and the printer by June 1st. Fifty (50) hard copies are scheduled to then be printed with additional access to electronic versions of the final document. Depending upon the feedback involved the date may be extended to June 15th, however June 1, 2016 is the target date for finalization of the project. In meeting with OAA staff a couple weeks ago, we have incorporated some of the data from the How Best to Deliver Services tool as a revision, as well as making the language more simple; which was a concern that was raised. Other revisions included:

- Change the word 'consumer' to 'client'.
- Preferred Services is to be changed to Recommended Best Practices (as a means to differentiate between the minimum expectation and the ideal standard)



# 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, June 8, 2016

**Liam Galbreth, Co-Chair**

**Monica Cross, Co-Chair**

- The first document was called the 'Fundamental Standards', but has now been changed to 'Universal Standards'.

The document in your packets, basically, includes everything that applies to all of the different categories. The idea is - that is the base of everything.

### **How does this version compare to other TGA's?**

*I would say the version you see is much less (highly) technical than versions in other areas. The HRSA Project Officer for your TGA recommended the Baltimore standards - which is where I got the format from. So this format is very comparable in content and much simpler.*

*[Shelley responded to numerous comments, recommendations, and questions from Committee members as she covered various parts of Standards tool. Suggestions by the HRSA Project Officer covering acuity have also been incorporated into the document.]*

Shelley agreed to make the changes noted and to send the document on to the designer. The final product should be available and to the CCPC members within a couple weeks.

## **X. UPDATE: INTEGRATED HIV CARE PLAN**

Robert Whirry provided his update via phone conference. There have been monthly meetings with the Integrated Plan Working Group since January, with additional conference calls every two weeks. The in person meetings are on the second Friday. Things have been going well, with a lot of basic information and data gathered on HIV. This month and going into June, there are a series of information gathering meetings scheduled to answer a full range of questions. A group met on May 2nd that met at the AIDS Office (we were able to bring food in) which turned into a discussion on all African American issues - which we really needed to have - and it turned out to be very useful. We are having a meeting of the Transgender group soon - although the date keeps changing. We are doing a group in Richmond, through the HIV Contra Costa Consortium. We have a Women's group scheduled for May 23rd. The African American MSM group is scheduled to be held at APEB, but we've had some trouble getting that going - however I'm looking forward to that. Also, I've been working with Sophy Wong about specific issues identified around data - as well other people - who feel that 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, June 8, 2016

**Liam Galbreth, Co-Chair**

**Monica Cross, Co-Chair**

specific ways in which we coordinate data collection and access the data can be improved in both counties, on a number of fronts. So we have set up a special data meeting where we will just focus on developing recommendations over the next five years of the Plan, around data. That is scheduled to take place on May 23<sup>rd</sup> from 2-4 pm. People involved in that include the epidemiology leads for both Alameda and Contra Costa, the data people for the HIV access network, the Part B family care network, and representatives from Santa Rita Jail - all are people that have direct involvement in compiling data. That meeting itself should produce a series of recommendations for the Plan that I will bring to the Working Group and eventually to the Council - which is exciting. Then I've been meeting with subcommittees of the Council - PLWHA, Services & Planning, and Prevention this month and next. There is a meeting with the Integrated Plan Working Group this Friday, where we will finalize our vision statement for the Plan and going through our basic structural goals and objectives. Our big planning meeting is on Friday, June 10<sup>th</sup> from 10 am - 4 pm and we will spend the entire day really developing the key objectives. There may be other input groups leading up to the meeting on June 10<sup>th</sup>. After that, I will go to the Council, twice, to talk through some of new ideas, to get your input and buy-in, so that when we come in with the actual plan in July, nothing will be a surprise. My first

presentation to the CCPC will be on June 22<sup>nd</sup>. Although I won't have time to really write up the goals and objectives by then, and vet them through both the Working Group and the CCPC, I do want to get your input. By the July 27<sup>th</sup> meeting we would have pre-submitted the data to CCPC members for their review (probably a week in advance), prior to my presentation of the formal goals and objectives at that meeting. I will also try to present to the Contra Costa Consortium that month. The Plan itself is due September 30<sup>th</sup>. Hopefully, by early August we will have a draft of the Plan that's really in good shape. I'm aiming to try to get it in by the end of August, if we can. I am thinking about presenting at the July 13 Executive Committee meeting for my formal update presentation - for half an hour to 45 minutes.

#### **Is the formerly incarcerated an identified group or is it in the process?**

*We did not set up a group for them, only because it didn't come up. The easiest way to do that, is for me to attend an existing group of the target population. I would love to get that input, and if you know of a group that is meeting, and you can hook me up, I will be happy to see what we can work out.*





# 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, June 8, 2016

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

When you say that you would like to be in contact, do you mean by phone, do you want a group - what are we talking about? Will you go to them? How many people should be in the group?

*Well the groups we are doing are all in person. We can provide a meal - lunch or dinner - and we can meet at the County. However, if it's an existing group where we can go to them, that's fine. We need about an hour and a half, or at least an hour. Ideally, a group of 10-12 persons to get a good perspective. You don't want to get too many more than that, but even if its 4-5 people I still think that would be valuable.*

**How soon would you be able to meet with a formerly incarcerated group?**

*It pretty much needs to happen before our Retreat on June 10th. So, we would have until June 9th to complete our information gathering.*

#### XI. REFINE THE CCPC MAY 25, 2016 RETREAT AGENDA

The Committee members reviewed and formulated the topics and discussions for the Retreat meeting.

#### XII. COMMUNITY/PUBLIC COMMENTS

*(No comments requested/noted)*

#### XIII. ANNOUNCEMENTS

*(No announcements noted)*

#### XIV. ADJOURNMENT

Betty Ubiles moved to adjourn the meeting. The motion was seconded by Phoenix Smith. The *Action: 1605-EXEC-04* was approved by unanimous vote.

### Motion Appendix:

- 1605-EXEC-01: Motion Adopted



# 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, June 8, 2016

**Liam Galbreth, Co-Chair**

**Monica Cross, Co-Chair**

Betty Ubiles moved to approve the Agenda for the May 11, 2016 meeting. Liam Galbreth seconded the motion

- **1605-EXEC-02: Motion Adopted**

Betty Ubiles moved to approve the April 13, 2016 Executive Committee Meeting Minutes. Liam Galbreth seconded the motion.

- **1605-EXEC-03: Motion Adopted (*Roll Call VOTE*)**

Betty Ubiles moved to approve the OAA reallocation request to move funds totaling \$45,912 from the Health Insurance Premium & Cost Sharing category to the Mental Health Services category. Liam Galbreth seconded the motion.

Liam Galbreth - Yes

Phoenix Smith - Yes

Betty Ubiles - Yes

- **1605-EXEC-03: Motion Adopted**

Betty Ubiles moved to adjourn the meeting. The motion was seconded by Phoenix Smith.