



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, 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.

UNFINISHED BUSINESS:



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

Membership - Betty Ubiles reported that the Committee has three new applicants scheduled for future interviews and that they are continuing discussions on recruitment efforts.

Quality Data - *(No Action Items or Report)*

Prevention - *(No Action Items or Report)*

PLWHA - *(No Action Items or Report)*

Contra Costa County - Karen Schlein reported that the Consortium is busily engaged in preparation of their recommendations for the allocations process. They are also seeking to fill Carla's position.

V. MAY 2016 ANNUAL RETREAT RECOMMENDATIONS

Co-Chair Galbreth mentioned that a couple of the items in this category have been scheduled for discussion, later in the Agenda. He specifically focused on the recommendation for the new Mission Statement. There was general consensus on the part of the Committee members that the newly recommended statement be adopted as the new (official) CCPC Mission Statement.

Betty Ubiles motioned to approve the new Mission Statement and to move it as an Action Item to the CCPC. Monica Cross seconded the motion. The *Action: 1606-EXEC-03* was unanimously approved.

GRANTEE REPORT

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

Highlights:

- The full award has been received from HRSA (\$6,977, 871).
- As part of the outcome of a recent meeting with Robert Whirry (OAA Grant Writer), Lorenzo Hinojosa (OAA Program Mgr.) and others, with the Latino community, concerns were expressed and new strategies developed about the specific community's lack of understanding of protocols surrounding agency business activities and requirements. In the future OAA will be working closely with the



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Latino community in developing ways on improving communication between OAA and Latino-serving agencies.

- OAA will have various openings in the future and will rely on the CCPC membership to help get the word out into the community, at large.
- There will be a meeting later today to finalize the MOU with HOPWA.
- The Client Satisfaction Surveys are out – please inform the public. This year, for the first time, the document has been translated in both Spanish and Chinese.

NEW BUSINESS (*Action Items*)

VI. REVIEW PUBLIC COMMENT PROTOCOL

Co-Chair Galbreth briefly reviewed the document with the Executive Committee members and opened the floor for further discussion and/or suggestions. Some of the comments included:

- Change meeting structure to have community/public comments at the beginning of the meeting, during lunch.
- Having OAA staff members at the meetings to answer questions in a more immediate and professional manner.
- Having a Public Liaison assigned to meetings to assist the community/public members with their comments; and also to provide direct follow-up.

VII. YEAR-END FISCAL REPORT – 2015-2016

Elena DeLeon of OAA’s Fiscal Office presented the information to the Committee members – as noted in her handout materials. Some of the specific highlights included:

- Page 1 lists the justifications for Ryan White Part A expenditures and unspent balance for Alameda County.
- Page 3 lists the justifications for Ryan White Part A expenditures and unspent funds as submitted by Contra Costa County.
- Page 9 (the last page) indicates a summary of funding balances for the past 9 years for both Alameda and Contra Costa Counties.

Phoenix Smith explained some of OAA’s strategies and plans for the future to counteract the challenges with unexpended funds in both Ryan White and MAI funding



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categories. Staff changes and infrastructure instability remain to be primarily identified challenges.

Elena also explained the formula funding criteria around unexpended funds and the fact that if more than 5% of the total amount is not spent, a penalty is incurred. This usually means there will be no carryover allowed.

I’m seeing sufficient numbers in units of service to unduplicated clients per the utilization reports, but insufficient billing in certain categories. So what’s happening?

Well, if I’m understanding your question correctly...the billing and amount of funding are not tied to the clients they see. The Ryan White funding is more directed toward staffing and their 10% administrative costs. Going forward, Program Managers will have to be more diligent in working with providers to determine if the UOS and UDC are realistic for the proposed service/s.

How are salaries determined?

There is no set standard. Salaries are determined by the agencies, currently, and it is assumed they are using best informed criteria on comparative (similar) salaries paid by other local agencies, CBO’s, etc.

Do you have any recommendation/s, from a fiscal point of view, on how we can better spend the money?

Yes. The Program Managers have to be on top of the contracts and agencies must submit their invoices on time. They cannot wait until the end of the contract period to try to spend down the funds. Actually, there are a multitude of issues. Program Managers are now being required to make periodic progress reports. This is just a small part of OAA’s changes for future improvements.

VIII. REVIEW PUBLIC COMMENT PROTOCOL

Co-Chair Galbreth led the discussion on how best to schedule the community/public comment time during the monthly CCPC meetings. It was decided that the (a) the comment period will be held at the beginning of the meetings; (b) a staff person will provide follow-up on each issue presented to the Council; and (c) the public comment protocols will become a standard part of the Agenda and briefly read (e.g., the Mission Statement & Group Values/Norms) during meetings.

IX. REVIEW CONFLICT OF INTEREST POLICY



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The Committee members reviewed and discussed the current policy and the feedback data. It was also noted and discussed that staff, as well as clients/patients receiving services at funded agencies would, too, present a conflict of interest in voting on Ryan White funding matters that would potentially benefit their service provider/s.

X. AGENDA SETTING FOR JUNE 22, 2016 – CCPC & TOWN HALL MEETING

The Committee made its suggestions and recommendations for the designated meeting and prepared the Agenda topics. Betty Ubiles moved to approve the Agenda for the CCPC & Town Hall Meeting for June 22, 2016. Monica Cross seconded the motion. The *Action: 1606-EXEC-04* was unanimously approved.

XI. COMMUNITY/PUBLIC COMMENTS

(No comments requested/noted)

XII. ANNOUNCEMENTS

(No announcements noted)

XIII. ADJOURNMENT

Betty Ubiles moved to adjourn the meeting at 12:10 p.m.. The motion was seconded by Monica Cross. The *Action: 1606-EXEC-05* was approved by unanimous vote.

Motion Appendix:

- **1606-EXEC-01: Motion Adopted**
Betty Ubiles moved to approve the Agenda for the June 8, 2016 Executive Committee Meeting. Monica Cross seconded the motion.
- **1606-EXEC-02: Motion Adopted**
Betty Ubiles moved to approve the May 11, 2016 Executive Committee Meeting Minutes. Monica Cross seconded the motion.
- **1606-EXEC-03: Motion Adopted**
Betty Ubiles moved to approve the new wording for the CCPC Mission Statement and to move the new (official) statement to the CCPC as an Action Item. Monica Cross seconded the motion.



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- **1606-EXEC-04: Motion Adopted**

Betty Ubiles moved to approve the Agenda for the CCPC and Town Hall Meeting for June 22, 2016. Monica Cross seconded the motion.

- **1606-EXEC-05: Motion Adopted**

Betty Ubiles moved to adjourn the meeting at 12:10 p.m. The motion was seconded by Monica Cross.