



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, July 13, 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 10:15 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:

Lois Bailey-Lindsey
Loren Jones
Betty Ubiles
Liam Galbreth (Co-Chair)
Monica Cross (Co-Chair)
Phoenix Smith (OAA/Grantee)

COMMITTEE MEMBERS ABSENT:

Karen Schlein

Facilitation/Support Staff:

Shirley Prothro
Patricia Sweetwine

Guests:

Shelley Stinson
Elena Deleon
Arlyn Ramos
Christine Lievermann (Contra Costa County) (via Phone)

II. AGENDA REVIEW AND APPROVAL:

Loren Jones moved to approve the Agenda for the July 13, 2016 meeting. Lois Bailey-Lindsey seconded the motion. The *Action: 1607-EXEC-01* was unanimously approved.

III. MINUTES REVIEW AND APPROVAL:



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Loren Jones moved to approve the June 8, 2016 Executive Committee Meeting Minutes with one correction requested by Phoenix Smith. Lois Bailey-Lindsey seconded the motion. The *Action: 1607-EXEC-02* was approved.

UNFINISHED BUSINESS:

IV. GRANTEE REPORT

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

Highlights:

- A brief review was given on the status of the Waiver request. No decision from HRSA as of this date.
- After meeting with representatives of the Fast Track Cities Initiative, OAA will be working with the City of Oakland and others to provide collaborative opportunities and endeavors around this campaign.
- The new Ryan White Program Standards of Care tool has been finalized. Copies are available per request.
- The OAA Linkage Team has recently linked their 100th client to care services.
- The HOPWA MOU is being finalized. Future meetings have been scheduled to work on solidifying the ongoing business relationship.
- There is some National focus now being given to the ARIES and EMR situation and how to make things better

Co-Chair Galbreth expressed his continuing concern about varying statistical information related to CCPC reports, such as ARIES data entry and missing numbers.

(Phoenix Smith responded with some of OAA's planned strategies for the future, while others commented on the topic.)

(Phoenix indicated that she had forgotten to include a matter for the Agenda. The matter was then put before the Committee for proper resolution.)

Phoenix Smith moved to request an **amendment to the Agenda for today's meeting, to include a discussion about carryover funds and other OAA reallocation requests. Loren Jones seconded the motion. The *Action: 1607-EXEC-03* was approved.



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V. DISCUSSION: ****OAA CARRYOVER FUNDS & REALLOCATION REQUESTS** (*Roll Call VOTE*)

(Added by VOTE to Amend the Agenda)

Phoenix explained (in detail) the items added to the Agenda for discussion and feedback, prior to the vote. The Committee members discussed and questioned points for clarity about the final decisions and OAA request.

Phoenix Smith motioned to approve OAA's request to move funds from the Ryan White Part A, EFA and Housing Assistance categories, and reallocate the combined total amount (\$37,543) at \$25,543 to Emergency Housing and \$12,000 to Emergency Food Assistance. The motion was seconded by Loren Jones. The *Action: 1607-EXEC-04* was approved by a unanimous Roll Call VOTE.

Phoenix Smith motioned to approve OAA's request to use \$125,000 of the carryover funds for 2 special projects in Alameda County: (1) purchase a new van with a wheelchair lift (\$60,000) and (2) conduct a comprehensive needs assessment on the needs of African American MSM, Gay, and Bisexual identified Men (\$65,000). Loren Jones seconded the motion. The *Action: 1607-EXEC-05* was approved by Roll Call VOTE.

Does the cost of the van include license fees, other DMV costs, etc.?

Yes. We have added approximately \$5,000 over the cost of recent purchase estimates to cover these costs.

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

Membership - Betty Ubiles reported that the Committee has decided to develop a Speakers' Bureau in an effort to outreach to the community.

(OAA offered additional assistance with educational materials, etc.)

Quality Data - (*No Action Items*)



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PLWHA – Loren Jones spoke about the Educational Luncheon Series which the Committee sponsors annually.

Contra Costa County – Christine Leivermann reported on highlights from the County's written report via phone. She asked if her office's request to reallocate carryover funding was a part of the amended Agenda topics? Phoenix gathered the related documents and led a brief formal presentation regarding the Contra Costa County request.

NEW BUSINESS (*Action Items*)

(See Motion Appendix for VOTING details)

VII. CONTRA COSTA COUNTY REQUEST: REINSTATE EIS CATEGORY BUDGET (*Roll Call VOTE*)

The motion moved by the Executive Committee (for final approval by the Planning Council) supports Contra Costa County's request to reinstate the EIS category budget at \$32,069 after redirecting funds from Medical Case Management and Health Education Services – with the second part being a request to use \$30,178 in carryover funds, that will be redistributed among

4 consumer services in Contra Costa. Loren Jones seconded the motion. The *Action: 1607-EXEC-06* was approved by Roll Call VOTE.

(There was a brief general discussion around the carryover funds process and the systemic challenges in providing community services.)

VIII. OAA PREVENTION UPDATE

Shelley Stinson, OAA Program Manager, led the report. There has been some growth among the HIV Prevention Planning Committee; however there are still openings for new members. The group is now focused on modifying its Operating Procedures and membership strategies.



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There are 2 High School and 1 Graduate School interns working with the Committee. She listed the reports that are now/soon due with regard to Prevention efforts – County and State wide levels. Shelley and Lorenzo Hinojosa of OAA have been visiting local HIV test sites and evaluating various testing personnel on their aptitudes in testing procedures. Shelley noted that there is a potential funding opportunity, due in November, which she is targeted/focused on.

I recently saw some information on eliminating the “pretest counseling”. What do you think about that?

(Shelley responded to the question in detail, finally indicating she doesn’t think anything would be lost by doing so.)

How many HIV testers are there in the TGA?

I don’t know the total number, off hand. But I can tell you that we have at least one certified counselor at each Ryan White funded site we manage (with some having 2 or more), and there are others at sites that are not funded by the County or Ryan White. So there are plenty of trained testers in our service areas.

Who is the current Chair or Co-Chair of the Prevention Planning

Committee?

Well I am the only one currently, but we do need a community Co-Chair and that person does not have to be a member of the CCPC, at this point.

IX. FISCAL QUARTERLY REPORT – FY2016-2017

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

(Various comments, suggestions, and questions were exchanged between Elena, other OAA staff, and Committee members concerning the fiscal presentation.)

X. AGENDA SETTING FOR AUGUST 31, 2016 – CCPC MEETING

The Committee made its suggestions and recommendations for the designated meeting and prepared the Agenda topics.



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XI. COMMUNITY/PUBLIC COMMENTS

(No comments requested/noted)

XII. ANNOUNCEMENTS

(Patricia Sweetwine reminded all Committee members that they need to complete their group Priority Setting Rankings document.)

XIII. ADJOURNMENT

Betty Ubiles moved to adjourn the meeting at 12:31 p.m.. The motion was seconded by Loren Jones. The *Action: 1607-EXEC-07* was approved by unanimous vote.

Motion Appendix:

- **1607-EXEC-01: Motion Adopted**

Loren Jones moved to approve the Agenda for the July 13, 2016 Executive Committee Meeting. Lois Bailey-Lindsey seconded the motion.

- **1607-EXEC-02: Motion Adopted**

Loren Jones moved to approve the June 8, 2016 Executive Committee Meeting Minutes with one requested change. Item VI, Page 3, Bullet #2 – “Phoenix Smith will serve as the OAA Staff Representative at meetings.” Lois Bailey-Lindsey seconded the motion.

- **1607-EXEC-03: Motion Adopted**

Phoenix Smith moved to amend the July 13, 2016 Meeting Agenda to include a discussion about carryover funds and other OAA reallocation requests. Loren Jones seconded the motion.

- **1607-EXEC-04: Motion Adopted (Roll Call VOTE)**

Phoenix Smith moved to approve the OAA reallocation recommendations: (1) moving \$15,000 from Utilities and Food to Housing; and (2) moving \$10, 543 of Supplemental Funds into Part A Housing – instead of Utilities and Food. The total amount for these 2 reallocations is \$25,543 which will be added to the Emergency Housing category.



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Secondly, \$12,000 will be moved from Utilities to be added to Emergency Food Vouchers. Loren Jones seconded the motion. Roll Call VOTE:

Monica Cross, Co-Chair – Yes

Loren Jones – Yes

Phoenix Smith – Yes

Lois Bailey-Lindsey – Yes

Betty Ubiles - Yes

• **1607-EXEC-05: Motion Adopted (Roll Call VOTE)**

Phoenix Smith moved to approve the OAA reallocation request for use of the carryover funding: (1) use \$60,000 to purchase a new passenger van with a wheelchair lift; and (2) use \$65,000 to conduct a comprehensive Needs Assessment on the needs of African American MSM, Gay, and Bisexual identified men in Alameda County. Total requested funding amount is \$125,000. The motion was seconded by Loren Jones.

Roll Call VOTE:

Monica Cross, Co-Chair – Yes

Loren Jones – Yes

Phoenix Smith – Yes

Lois Bailey-Lindsey – Yes

Betty Ubiles – Yes

• **1607-EXEC-06: Motion Adopted (Roll Call VOTE)**

The motion was moved by the Executive Committee to support Contra Costa County’s request to reinstate the EIS service category and thereby redirect a combined total of \$32,069 from funds previously allocated for Medical Case Management and Health Education. Secondly, the motion would also request approval for \$30,178 in carryover funds to be redistributed among 4 Contra Costa services: Home attendant care - \$1,000; Oral health care - \$7,500; EIS to support Partner Services/Linkage to care/HIV testing - \$11,678; and Ambulatory outpatient medical care - \$10,000. The request will be forwarded to the CCPC for voting and final approval. Loren Jones seconded the motion. Roll Call VOTE:

Monica Cross, Co-Chair – Yes

Loren Jones – Yes

Phoenix Smith – Yes

Lois Bailey-Lindsey – Yes

Betty Ubiles – Yes

• **1607-EXEC-07: Motion Adopted**

Betty Ubiles moved to adjourn the meeting at 12:31 pm. The motion was seconded by Loren Jones.