



# 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, September 14, 2016  
10:00am - 12:30pm

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 by the Committee members, immediately followed by a moment of silence in honor of persons infected with and/or impacted by HIV/AIDS. Co-Chair Galbreth asked that a special moment be observed in honor of the passing of community leader Ron Chavez.

#### MEETING ATTENDANCE

##### COMMITTEE MEMBERS PRESENT:

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

##### COMMITTEE MEMBERS ABSENT:

Karen Schlein

##### Facilitation/Support Staff:

Shirley Prothro  
Patricia Sweetwine

##### Guests:

(None)

#### II. AGENDA REVIEW AND APPROVAL:

Loren Jones moved to approve the Agenda for the September 14, 2016 meeting. Betty Ubiles seconded the motion. The *Action: 1609-EXEC-01* was approved unanimously.

#### III. MINUTES REVIEW AND APPROVAL:

Betty Ubiles moved to approve the August 10, 2016 Executive Committee Meeting Minutes. Loren Jones seconded the motion. The *Action: 1609-EXEC-02* was approved.



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#### UNFINISHED BUSINESS:

#### IV. GRANTEE REPORT

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

##### Highlights:

- OAA is working to complete and get out several RFP's - hopefully by November.
- The passing of Kelly Stemple (long term OAA employee) was mentioned.
- It was noted that there was some improvement in MAI numbers over last year.
- After some review and discussion about the previous HRSA request to use the carryover funding, OAA decided not to request use (of a portion) of the funding to support the MSM Project as it was proposed. However, the proposed purchase of the medical transportation van is moving forward.

#### V. STANDING COMMITTEES & MANDATED CATEGORY REPRESENTATIVES REPORTS

*(Action Items Only)*

Membership - Betty Ubiles reported that the none of the potential candidates attended their scheduled meetings with the Committee. Recruitment efforts will continue in October.

*(Co-Chair Cross mentioned her affiliation with a local radio station and offered her ability to assist in recruitment efforts - via periodic PSA's.)*

Contra Costa County - *(Written report in packets)*

State OA - *(Written report in packets)*

Quality Data - *(Loren Jones provided verbal updates to the Committee members.)*

#### NEW BUSINESS *(Action Items)*

*(See Motion Appendix for VOTING details)*

#### VII. DISCUSSION & VOTE - REALLOCATION OF FUNDS - HOME & COMMUNITY BASED SERVICES



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Co-Chair Galbreth and OAA Acting Director Phoenix Smith led the discussion by reminding the Committee members of the background information. It was determined, by Committee members, that more information is needed before moving on a vote.

#### **Is it possible to refer these clients to someone else?**

*They may be eligible for other Medi-CAL programs; based on their individual eligibility.*

*(Committee members had a detailed discussion on the topic...resulting in a progressive plan to acquire additional vital data to support the reallocation of additional dollars. Phoenix stated she will take the new information back to the provider, but reminded the Committee of the timeline/s involved in the process.)*

## **VIII. APPROVAL & VOTE - RYAN WHITE PART A PERCENTAGES FOR CORE & SUPPORT SERVICES**

Co-Chair Liam Galbreth and OAA Acting Director, Phoenix Smith, facilitated this segment of the meeting. Co-Chair Galbreth reminded members of the circumstances leading up to today's requested action. Phoenix asked (on behalf of OAA staff suggestion) that, based on available analytical data, 5 percent of the allocation be moved to the Health Education and Risk Reduction category - which was previously unfunded. The dollars will be distributed as 1.6% (*each*) from Medical Case Management, Oral Health, and Outpatient Ambulatory Care.

#### **Who sets the salaries for the Case Managers?**

*OAA allocates a certain amount to the category - which is distributed among the contract awardees - and they (the agencies) determine what they can pay, based upon their own budgets, capacity, etc. OAA does not make those determinations.*

#### **When you say Medical Case Management will be RFP'd - for what fiscal year period is that?**

*It will be RFP'd for FY2018-2019...as will the MAI. The process begins in FY2017-2018.*

#### **Will we need to RFP Health Education & Risk Reduction to allocate for this year?**

*We have not funded this category in the past. So, I will recommend that we not allocate to this category because of the challenges that would be faced in getting this done.*

*Therefore, I suggest placing the 5% in Psychosocial Support as the alternative (= 9.78%).*



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*The recommended percentages for CORE categories are as follows: Ambulatory Care = 11.9%; Medical Case Management=23.69%; Substance Abuse = 5.66%; Mental Health = 9.65%; Oral Health = 6.06%; EIS = 7.21%; Home & Community Based Health Care = 5.14%; and Medical Nutrition Therapy = 1.4% - equals 70% in CORE Services. For Support Services the recommended percentages are: Food/Home Delivered Meals = 5.68%; Medical Transportation = 2.77%; Housing Services = 2.77%; EFA =2.52%; Child Care = 1.02%; Legal Service = 4.53%; Psychosocial Support = 9.78%; and Linguistic Services = 0.16%.*

Betty Ubiles motioned to accept the OAA recommendations for CORE and Support Service percentages for FY2017-2018, and to forward the recommendations to the CCPC membership for a final vote. Lois Bailey-Lindsey seconded the motion. The **Action: 1609- EXEC-03** was approved.

### IX. REVIEW ALLOCATION RECOMMENDATIONS FROM FACILITATOR

There was open discussion, led by Co-Chair Galbreth and Patricia Sweetwine, regarding the overall document results, previous years' challenges, additional data/informational needs, etc. Service utilization data - by demographics - was discussed as a particularly important need for the future. Phoenix Smith suggested a different process for presenting OAA recommendations -

by working through the QDS&P Committee. Possible reuse of the annual Master Calendar - listing timelines and specific objectives of each Committee - was also a part of the discussion. Co-Chair Monica Cross noted that the Membership Committee would be looking into expanding the new member orientation process and, suggested adding more training to future membership opportunities.

### X. AGENDA SETTING FOR SEPTEMBER 28, 2016 CCPC MEETING

The Committee discussed and prepared the final document. There was special emphasis on the plans to schedule meetings within the community.

### XI. COMMUNITY/PUBLIC COMMENTS

*(No comments requested/noted)*

### X. ANNOUNCEMENTS



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*(None noted)*

Monica Cross, Co-Chair

#### XI. ADJOURNMENT

Loren Jones moved to adjourn the meeting. The motion was seconded by Betty Ubiles. The *Action: 1609-EXEC-04* was approved.

#### Motion Appendix:

- **1609-EXEC-01: Motion Adopted**  
Loren Jones moved to approve the September 14, 2016 Executive Meeting Agenda. Betty Ubiles seconded the motion.
- **1609-EXEC-02: Motion Adopted**  
Betty Ubiles moved to approve the August 10, 2016 Executive Committee Meeting Minutes. Loren Jones seconded the motion.
- **1609-EXEC-03: Motion Adopted**  
Betty Ubiles motioned to accept the OAA recommendations for CORE and Support Services percentages for FY2017-2018 and, to forward the OAA recommendations to the CCPC membership for a final vote. Lois Bailey-Lindsey seconded the motion.



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- **1609-EXEC-04: Motion Adopted**

Loren Jones moved to adjourn the meeting. Betty Ubiles seconded the motion.