



Oakland Transitional Grant Area (TGA)

COLLABORATIVE COMMUNITY PLANNING COUNCIL

“Serving Alameda and Contra Costa Counties”

CCPC MEETING MINUTES

Wednesday, February 24, 2016

1:00 pm – 4:00 pm

Office of AIDS Administration

1000 Broadway, 5th Floor Oakland, CA 94607

Liam Galbreth, Co-Chair

Nilda Rodriguez, Co-Chair

I. CALL TO ORDER

The meeting was called to order by Co-Chair, Liam Galbreth at 1:24 p.m., who began by welcoming the newest CCPC member, Raymond Brickhouse. Co-Chair Galbreth then began with general introductions of the CCPC members and guests. A moment of silence was observing in honor of those affected and/or impacted by HIV/AIDS. Eric McCann read the Mission statement. The Group Norms and Values were read by Nydia Morales.

MEETING ATTENDANCE

PLANNING COUNCIL MEMBERS:

Lois Bailey-Lindsey	
Loren Jones	Cynthia Carey-Grant
Nydia Morales	Liam Galbreth (Co-Chair)
Trina Walker	Loris Mattox
Eric McCann	Phoenix Smith (OAA Grantee Rep)
Monica Cross (Co-Chair)	Carla Wright
Marjorie Katz (State OA) (via Phone)	Fred Smith
	Will Walker

Absent Member(s):

Staff:

Keisha Willard
Carla Goad (Contra Costa County)
Betty Ubiles

Council Support

Patricia Sweetwine
Shirley Prothro
Kweli Gibson
Alma Williams

Community/Guests:

David Varela	Brian Chirairo
Hanna Tessema	Jane Dalugdugan
Ramiro Montoya	Gloria Preciado
Octavio J. Vallejo, MD	Roshea Larkin
Pamela Casey (OAA)	

II. AGENDA REVIEW AND APPROVAL

Cynthia Carey-Grant moved to approve the Agenda for the February 24, 2016 meeting. Nydia Morales seconded the motion. The *Action: 1602-CCPC-01* was approved.

III. REVIEW AND APPROVAL OF THE MEETING MINUTES

Monica Cross moved to approve the January 27, 2016 CCPC Meeting Minutes. Nydia Morales seconded the motion. The *Action: 1602-CCPC-02* was approved.

UNFINISHED BUSINESS (refer to Appendix for Motions)

IV. GRANTEE REPORT UPDATE

(Phoenix Smith, OAA Interim/Acting Director/Grantee Representative, presented her report. Highlights of her presentation included:)

- The members were reminded of Michael Lee's recent retirement as it was announced that his position will soon be posted for applications to fill the staff vacancy.
- Award letters for the new fiscal year have gone out to all Ryan White funded agencies. They are in the process of submitting budgets and scopes of work for approval. The new FY2016-17 contract year begins March 1st. Per HRSA protocols, all agencies will receive 90% of their awarded funds (as in previous years), with the balance of 10% to be allocated once HRSA releases that amount; later in the year.
- The RFP process for the new Medical Nutrition Therapy service category, has been completed. Two agencies will receive awards based on the results of an independent panel review of their proposals.
- Staff at OAA has conducted site visits the past few weeks for ADAP enrollment sites. There are new contracts for these sites, which we hope will be ready by June.
- OAA had a visit this week from HRSA's Regional Quality Coach around creating the Quality Management Plan for Alameda County. Some of you may be contacted for input on possibly being a part of the process.
- Matt Wong, OAA's IT/ARIES Data person is working with Ryan White funded agencies to insure ARIES data is being entered into the system properly; in conjunction with the annual RSR report.
- There was a recent Part B site visit by the State which went really well. *(Part B participants were thanked for their cooperation.)*
- Lenny Green, the HRSA Project Officer, has tentatively scheduled his site visit for sometime in late March or early April. As part of that site visit, he will meet with CCPC members and possibly some community members. There may also be a final decision at this time regarding the TGA being removed from the current draw-down status.

V. REPORTS: STANDING COMMITTEE CO-CHAIRS AND MANDATED CATEGORY REPRESENTATIVES *(Action Items Only)*

PLWHA

(No Action Items) - We did establish topics for the educational luncheon series that will begin on May 17, 2016. (The topics and dates were read/announced.)

MEMBERSHIP

(No Action Items) - We hope that everyone has seen the ad we ran in East Bay Express for the past three weeks.

QUALITY DATA & SERVICES

We discussed two of the surveys that were recently distributed to CCPC members for their feedback. One survey was for feedback to OAA regarding the Priority-setting and

Allocations processes. Out of 17 members, only 11 responded. The other survey was the Administrative Mechanism, regarding feedback from CCPC members on OAA's performance as the Grantee. Out of 7 members, only 3 responded. These responses are unacceptable and we know that the Support Staff had distributed these surveys more than once. Because of the lack of response to these important surveys we want to request more time on the CCPC Meeting Agenda to stress the importance of participation/responses. With particular emphasis on the Priority-setting and Allocations survey, we are suggesting that it is done during the CCPC meeting to insure it is completed in a timely manner.

CONTRA COSTA

(The written report was referred to - in Carla Goad's absence.)

STATE OFFICE OF AIDS

(Marjorie Katz gave her report - via Phone)

- In response to the RFA, OA awarded the Statewide Training and Education Program contract to API Wellness Center. All information concerning the award can be found on the State OA website.
- Letters have been sent to all Part B (HCP) contractors with amounts listed for their new 3-year contracts and requesting them to submit their budgets.
- There was some additional (limited) funding available to contractors who have demonstrated successes in spending allocated funds in the past and that received no previous additional funding. The additional allocations are only for the period: April 1, 2016 to March 31, 2017.
- The State OA announced the authorization of the Orange County Needle Exchange Program (OCNEP) for a 2-year period - February 11, 2016 to February 11, 2018.
- In keeping with the HRSA deadline of September 2016, the State OA has partnered with Inland Empire, Santa Clara, and Sacramento Counties in preparing the Statewide Resource Inventory as an integral part of the Statewide Needs Assessment and Integrated Plan. More information on this will be presented later.

Loren Jones: We are doing a 5-year integrated plan here in Alameda County. Is the State Plan entirely separate and independent of the County Plan, or will there be some coordination at some point between the State Plan and County plans?

Well, the State Plan has to incorporate all the Counties. Although I referred to those 3 Part A's who are the only ones that are co-authoring, when we first began the process we met with all Part A Grantees and discussed the need to share information. We are planning a follow-up phone call with all the Part A Grantees, so I will make sure that Phoenix has the date and she can be included in the call. This is already in process.

PREVENTION

(No Action Items) - We did decide that we want to have a Community Forum and we will begin the planning process.

VI. UPDATE ON ISSUES IDENTIFIED TO DISCUSS REGARDING OAA's REQUEST FOR RFP

Co-Chair Galbreth provided a brief apology for not being at the meeting and explained the historical concerns that were raised at the Executive Committee that led to this discussion being placed on the Agenda.

VII. DISCUSSION: HOW TO ENGAGE THE COMMUNITY/PUBLIC IN HELPING TO EXPAND THE CCPC MISSION STATEMENT AND COMMUNITY PARTICIPATION

Co-Chair Galbreth distributed copies of the Mission Statement to members and stated the background and concerns leading up to this discussion. He restated points from the annual training and retreat where members expressed some lack of clarity about the actual roles and responsibilities of the CCPC and its members. *(He read and explained integral points of the CCPC's roles per HRSA guidelines. He asked to have the Mission and Vision Statements re-read. Cynthia Carey-Grant volunteered.)* He opened the discussion to both CCPC members and the Community/Public to provide their comments and suggestions:

"I think all three are great. I would like for us to look at the Mission Statement and how it begins. I think it may be too sophisticated with professional language. In trying to reach out to the community, we should have our writing be as simple and plain as possible in order to be understood by any level of literacy. I think we should simplify the verbiage."

"I would like to see some language that speaks to our intention of holding basic human and social justice rights of the people in our community...and also addressing the diversity within our community."

"I think the Mission Statement is kind of short. The scientific advances that have occurred in the last 6 years are amazing. The reduction of viral load and the benefits of viral suppression are key. So I think you need to include that type of language and support it being understandable for everybody. I want to remind you that inclusion, parity, transparency, and representation should part of the work being done in this body."

"There is the issue of reduced HIV stigma. There is a great organization that I suggest calling and that's the AIDS Lifecycle and they have a subgroup called Positive Peddlers that are the ones doing the fight against stigma and HIV. Also the outreach to the underserved needs to be a little broader. Education is a word we hear all the time. The words awareness, understanding, compassion, and leadership need to be included."

"I think the Mission Statement is too vague. I think we need to be more specific about what some of these things mean. We've had the conversation about use of the word infected, which also facilitates stigma, but it's still included in our language."

Co-Chair Galbreth added that, "I heard you raise a process question, which oftentimes it is easier to review a document when someone has suggested changes. What makes sense to me, and let me know what you all think, is to get feedback on this document as it exists now and maybe come back with the Executive and other Committee input; to come up with another wording of this, that reflects the discussion we have today, and then bring that back to the CCPC for additional review and approval. How does that sound?"

"Not sufficient to me. I would feel uncomfortable as an Executive Committee member tweaking all of this and bringing it back. I think we should get whatever we need from people, not just from critiquing it, but finding out what truly is the vision? What are those powerful words? What are those images?"

Co-Chair Galbreth asked, "What are your thoughts about the best way to do that?"

"That's usually something you do in a retreat."

We do have a retreat coming up in May. So is the thought that we should perhaps revisit this then? What do people think about the option of bringing this back to our retreat in May, rather than running it through the Executive Committee?

"I agree with Cynthia, and we had discussed bringing back Dr. Cadet who facilitated the last retreat. I don't think the facilitation should held by members of the CCPC - we're too close to it. So having an outside facilitator would be a good idea - if she can do this at the next retreat."

"I think that we should have the opportunity to bring with us drafts of what the suggested language should be. Then at the retreat we would have concrete statements to work with rather than just starting from scratch when we get there."

"I agree and I think that everyone could come with or pre-submit one sentence for each category, then we have something to work it. Also, if we can find a way to get a sentence from the community, as well, to insure they are included."

"I think we should do this in stages, based on the time constraints of the retreat."

"I think we need to have some thought ahead of time about what our boundaries are with regard to what can we do as who we are as a Federally funded body, as opposed to what we want to do."

"I really believe that, given the last retreat and the quality of our facilitator, we could come out with the gist and spirit of the things that would be the most defining for us as a collective body."

Co-Chair Galbreth restated the important topics of the discussion for overall clarity. It is the general understanding that what has been proposed today, is to be addressed through a facilitated discussion at the CCPC retreat in May. That we have an opportunity for CCPC members and community members to provide input or their own statements regarding what our Mission Value and Vision should be, and we at the retreat will look at those in addition to other information and whatever the facilitator

brings to us, to come up the Mission, Values and Vision Statement. Does that sound right? Are there any concerns about that process?

"Just one small question...is there a due date for this?"

There is not a due date. This is something that is a living thing that I think we need to be constantly attentive to and, it is something that we identified at the last retreat as something that we are all not necessarily on the same page with.

"I meant a due date with regard to the statement?"

The statement exists as it is now. So if we comply with the requirement of having the statement but if it exists in a way that we don't agree with then we need to...

"But I mean that, if I heard correctly, I should have developed a statement of my own..."

Oh, you mean your own statement, I'm sorry! We should think about that. I need to check with Pat/Support Staff about if that's something you can get out and what sort of tool would be best for doing that. We have on the one-hand done electronic surveys in the past, but our response rate recently has not been great. So perhaps we could have a tool for the next CCPC meeting that we could hand out and maybe also email that tool to whatever group lists we have. Does that sound like it would work? Okay...

NEW BUSINESS

VIII. UPDATE ON QUARTERLY FISCAL REPORT AND DISCUSSION ON CONTENTS

Co-Chair Galbreth updated members about the status of discussions among the Executive Committee on how better to address the challenges identified in receiving these reports. The primary past concern had been the inability to get both the carryover and reallocations funding allocated and spent in a timely manner. To remedy that, we are now making sure that we get fiscal reports on a quarterly basis. The written schedule is included in the meeting packets. We want to make sure that we are getting the information that we think would be most useful to look at. We want to set some time here today for people to make suggestions on what they want to see in those reports.

"I just wanted to pose a question and a thought. I don't know how many people are accustomed to reviewing fiscal reports...I don't think we all have the same level of experience and knowledge in that. So perhaps we should request a fiscal report review one-on-one, so that we can make sure that everyone understands the language and the process before we start getting the reports."

(There was also some concern expressed about the listed dates of the proposed reports to CCPC members - specifically referencing the first quarter (March 1 - May 31, 2016) as the only period that may provide helpful information. However, the actual report dates to the Executive Committee and CCPC are noted as July. The priority setting process was

noted as beginning in August, then allowing only one month of data. It was suggested that more conversation is needed with Elena DeLeon at OAA to determine the possibility of a more appropriate timeline for reports.)

"I have a general question, for Phoenix, about when we return money to the Feds..are the unspent funds from the service providers or is it from within the OAA?"

It has been from the service providers. (Various reasons were given.)

(Phoenix responded to questions about HRSA's 90% initial allocation - with the 10% remaining balance allocated later in the year and the difference in the carryover funds distribution and use.)

IX. FY2016-2017 CCPC CO-CHAIR ELECTIONS/VOTE: NOMINEE STATEMENTS

Pat Sweetwine facilitated this portion of the meeting and explained the process. The nominees, Loren Jones, Monica Cross, and Liam Galbreth were announced as the candidates and provided with 2-minute time-periods to make their statements. The balloting took place after the statements by the candidates. Kweli Gibson reminded members and participants about the requirement that they participate on a CCPC Committee.

X. COMMUNITY/PUBLIC COMMENTS

Hanna Tessama - Provided information on AIDS Community Research Initiative of America (ACRIA) and their national capacity building program on HIV and aging. She brought flyers and discussed their other upcoming local events, as well as answered questions with regard to the direct focus of services, requirements, and information for mature adults - age 50 and over.

Ramiro Montoya - (A statement was read on his behalf concerning his suggestion that all Ryan White funded agencies should be required to post data about all CCPC meetings for their clients edification.)

David Varela - Project Open Hand East Bay, spoke about the agency and its expanded services. Currently, services are only being provided to Alameda County residents. Persons who were previously cut-off just need to simply reapply by completing the application and having it signed by a licensed practitioner. The East Bay office is open Monday through Friday. However, if Alameda County participants are unable to get to the office during normal business hours, they are able to go to the San Francisco office on Saturdays to access services. The agency is seeking an Alameda County provider to assist with their Senior lunch program. David also spoke in detail about other programs and services now being offered by the agency.

XI. ANNOUNCEMENTS

Patricia Sweetwine announced the new CCPC Co-Chairs for 2016-2017...congratulations to Monica Cross and Liam Galbreth.

Robert Whirry, the OAA Consultant, sent a recent email stating that it is absolutely critical to have Black MSM voices at the table for the Comprehensive Plan process. The commitment is a once per month meeting and conference call.

Cynthia Carey-Grant noted that Nilda Rodriguez is in a skilled nursing facility called Excel Healthcare Center, 3025 High St., Oakland. Nilda wanted the CCPC members to know that she missed being engaged in the Council process. Cynthia encouraged members to visit her at the facility. She also announced the showing of a documentary, Wilhelmina's War, being shown on PBS on February 29th and locally at Cal-PEP in Oakland on March 10th. Finally, WORLD has moved into its new space. The grand opening is scheduled for March 9th from 4-7pm. Tours of the new Women's (only) Clinic will also be conducted at this time.

EBAC has just completed its Family Care Network (FCN) Biannual Report indicating over 257 unduplicated clients seen between August 1, 2015 and January 31, 2016. The first FCN site visit will occur in March 2016. Two 17 year olds were included in the 10 newly completed intakes at the Downtown Youth Center.

Loren Jones announced that Bay Area Positive Women's Network will be visiting Nilda Rodriguez on March 10th as a group activity for National HIV Women's and Girls' Day. There is a free breakfast/conversation tomorrow from 9am to 1pm at Preservation Park. The event is sponsored by Imani Community Church and East Bay Faith Collaborative with speakers from APEB and Bridges HIV. The hosts are N. Little and Rev. Robert Newells. The events will run for about 6 weeks.

Robert Whirry will be at the QDSP Committee meeting on the 3rd Monday in March which is another opportunity to meet and ask him questions.

Trina Walker announced that there are still funds available for the STRMU (Short-term Rental, Mortgage and Utility Assistance) Program. She encouraged CCPC members to send any potential client referrals. The program staff is willing to help with client challenges. Client criteria is HIV-positive/AIDS diagnosis, must be an Alameda County resident, and have proof of income. She can be reached at STRMU@acgov.org

XIII. ADJOURN

Fred Smith moved to adjourn the meeting at 3:20pm. Cynthia Carey-Grant seconded the motion. The *Action: 1602-CCPC-03* was approved.

MOTION APPENDIX

- **1602-CCPC-01: Motion Adopted**
Cynthia Carey-grant moved to approve the February 24, 2016 meeting Agenda. Nydia Morales seconded the motion.
- **1602-CCPC-02: Motion Adopted**

Monica Cross moved to approve the January 27, 2016 CCPC Meeting Minutes.
Nydia Morales seconded the motion.

- **1602-CCPC-03: Motion Adopted**

Fred Smith moved to adjourn the meeting at 3:20pm. Cynthia Carey-Grant seconded the motion.