



# Oakland Transitional Grant Area (TGA)

## COLLABORATIVE COMMUNITY PLANNING COUNCIL

*"Serving Alameda and Contra Costa Counties"*

### CCPC MEETING MINUTES

Wednesday, April 27, 2016

1:00 pm – 4:00 pm

Office of AIDS Administration

1000 Broadway, 5th Floor Oakland, CA 94607

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

#### I. CALL TO ORDER

The new audio microphone/sound system was briefly explained to everyone present by the Audio Technician, Andre Fullard. The meeting was then called to order by Co-Chair Liam Galbreth, who requested introductions. A moment of silence followed, in honor of those affected and/or impacted by HIV/AIDS. The Mission Statement and the Group Norms and Values were read by a CCPC member.

#### MEETING ATTENDANCE

##### PLANNING COUNCIL MEMBERS:

Monica Cross, Co-Chair (via Phone)  
Loren Jones  
Betty Ubiles  
Trina Walker  
Eric McCann  
Lois Bailey-Lindsey  
Cynthia Carey-Grant (via Phone)  
Phoenix Smith (OAA Grantee Rep)

Karen Schlein (Contra Costa County)  
Keisha Willard  
Liam Galbreth, Co-Chair  
Loris Mattox  
Fred Smith  
Marjorie Katz (State OA) (via Phone)  
Raymond Brickhouse

##### Absent Member(s):

##### Staff:

Will Walker  
Carla Wright  
Nydia Morales  
Nilda Rodriguez

##### Council Support

Patricia Sweetwine  
Kweli Gibson  
Shirley Prothro

##### Community/Guests:

Octavio J. Vallejo, MD  
Freddie Smith  
Mayra Lopez  
Ramiro Montoya  
Barbara Green-Ajufo

#### II. AGENDA REVIEW AND APPROVAL

Eric McCann moved to approve the Agenda for the April 27, 2016 meeting. Loren Jones seconded the motion. The *Action: 1604-CCPC-01* was approved.

### III. REVIEW AND APPROVAL OF THE MEETING MINUTES

Betty Ubiles moved to approve the March 23, 2016 CCPC Meeting Minutes. Raymond Brickhouse seconded the motion. The *Action: 1604-CCPC-02* was approved.

### UNFINISHED BUSINESS (refer to Appendix for Motions)

### IV. GRANTEE REPORT UPDATE

*(Phoenix Smith, OAA Acting Director, presented brief highlights from the Grantee Report. Highlights of her presentation included:)*

- OAA has been working to improve the timeline for processing/approving contracts. As of April 12, ninety-percent (90%) of the Ryan White Care contracts have been processed.
- Rama Franklin has been hired as a temporary new staff person at OAA. She will monitor several Ryan White contracts.
- HOPWA has designated a representative (Trina Walker) to attend CCPC meetings. The MOU updates continue to be a work in progress, but it is expected to be finalized shortly.
- With regard to the draw down restriction, per a recent meeting with our HRSA Project Officer, Lenny Greenwood, we are close to resolving this matter. There is one issue that we have been notified will be addressed in June. He did mention that he had noted the improvements on the part of the TGA.
- A Quality Management training is being held on May 23rd, and the first HIV and Aging training (ever held in the East Bay) is scheduled for May 5th and 6th in the 3rd Floor Conference Room at OAA offices.
- There have been some environmental changes at the OAA main office. Because of being short staffed - with no one to cover the front desk - a doorbell has been added to announce and alert staff to visitors. There is now a temporary Administrative person ("Ella") who will greet and assist persons coming to the office. Other movement of furniture and people is also occurring, like the STD Office now being located on the 3rd Floor. The doorbell was only added as a measure to assist with the flow of visitor traffic to the offices.

**"Looking at the Implementation Data Report, it looks very low...is that due to not having data in - adequately, or is there anything we should be paying attention to here?"**

*It's because it is the beginning of the year, and it usually takes agencies a couple months to get up to speed on entering their data. So, that's the reason why.*

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

#### PLWHA

*(Loren Jones presented)*

Our report shows that our Educational Series has been moved back from May, and is now beginning on July 19, 2016 and continues (monthly) to November 15, 2016. As part of our policy education update, we are convening two focus groups that are part of the TGA-wide Integrated Prevention and Services Plan. There was some discussion about concerns in not having the additional Committee Co-Chair seat filled and the low-attendance/participation. Ongoing public recruitment efforts will continue.

## MEMBERSHIP

*(Betty Ubiles presented)*

The meeting was focused on strategies for increasing membership on the CCPC. One applicant (who has served on the Council, previously) is scheduled for an interview in May.

## QUALITY DATA & SERVICES

*(Lois Bailey-Lindsey presented)*

The Committee is working on a new and simpler evaluation tool for use during the allocations process. The current document is in draft form and will be finalized at the May 16th meeting. The Committee is recommending that time is designated, at the end of each CCPC meeting, to complete the evaluation. Also, that time is set aside at the following CCPC meeting, for the Committee to share its results - from the prior meeting. All CCPC members are asked to carefully review the timeline of the presentations and the sections that discuss the associated processes in the Priority Setting and Resource Allocations Manual. Pat Sweetwine mentioned that she will be sending out data concerning the Priority Setting and Resource Allocations Manual to all members by the beginning of May for their benefit.

## STATE OFFICE OF AIDS

*(Marjorie Katz gave highlights from her written report - via Phone)*

- The State OA hosted a community/stakeholder forum on "Getting to Zero" on April 11th in Sacramento. Participants were informed about the State's process for using the Integrated Plan and asked to give their input. They were quite a few people from the Alameda County area in attendance. There will be additional meetings, also offering public/community input, beginning in Los Angeles in two weeks, and a meeting is scheduled for Alameda County in June (date to be announced).
- The State OA completed submittal of its RSR report (to HRSA) ahead of schedule.
- The CCPC members were asked to review the written report for information and updates on the ADAP activities. The information is detailed - with numerous changes.
- All HCP and MAI contractors have been notified that all invoices for the period April 1, 2015-March 31, 2016 must be submitted by May 16, 2016. The earlier date has been mandated by HRSA.
- The State's annual plan for HOPWA was submitted to HCD on February 25th. There are opportunities for public comment open through April - before the final plan is submitted to HUD on May 16, 2016. ***(Marjorie commended the Oakland TGA/CCPC for already initiating steps to collaborate directly with HOPWA...she was very happy to hear this has happened.)***
- The State OA has been allowed to use Ryan White funds to initiate a pilot project to develop/refine linkage to care and re-engagement activities based on surveillance data shared by five designated counties (San Diego, Riverside, Ventura, Orange, and Alameda). These counties will provide feedback to the State OA in a collective effort to improve the quality of HIV surveillance and prevention efforts throughout the State.
- OA is working through the recently released Federal guidance on syringe exchange programs. The office will submit a request for determination of need, on behalf of

the State, by the end of July 2016 - in collaboration with other State health departments.

- OA is continuing work on the Statewide Needs Assessment and Integrated Plan in conjunction with other State health departments. The office anticipates a timely response to Federal guidance.
- The California Planning Group (CPG) met in Sacramento on April 12th to receive and discuss updates on various OA and CPG business topics and activities.

**Loris Mattox: Regarding page 5 of your report: Where does Alameda County fit into the collaborations taking place and the reference to health departments being able to directly submit relevant data; and who is the person that should be contacted?**

*The person would be one of my co-workers. I don't know if Alameda County is working with someone directly - perhaps Phoenix would know more about that. The person's name at OA is Alexandra Ross and I'll get the contact info to you via email.*

### **CONTRA COSTA**

*(No Action Items - No Report)*

### **PREVENTION**

*(Cynthia Carey-Grant reminded the members that she has resigned from the Committee and thought Shelley Stinson of OA would be presenting.)*

*(No Action Items - No Report)*

### **PART D**

*(Eric McCann presented)*

- EBAC had a recent site visit that went well.
- All UOS were met for the last year.
- HRSA will also be offering technical assistant with the ARIES issues - along with the State Coordinator.
- *(Lois Bailey-Lindsey offered additional details about the ARIES issues and challenges with the information/data being properly entered.)*

### **MISCELLANEOUS REPORTS**

- SAMHSA has issued two calls for proposals at the State level for capacity building around Methadone Abuse and Overdose Prevention that the State will be applying for; that will eventually trickle down to local agencies.

## **VI. RFP & CARRYOVER FUNDS REQUEST (*Power-Point Presentation*)**

Lois Bailey-Lindsey presented the lead-in report data. She reviewed the current system for charges for patient services. Phoenix mentioned that there had been some revisions to the data that was previously distributed. Her slide presentation began with an explanation and other background details on carryover funding and included examples and more detailed information on the overall process; up to the actual submittal and formal request to HRSA. She also covered the RFP process that is now being handled by GSA.

**Where does the Health-PAC money come from?**

*It comes from Alameda County Healthcare Services Agency - the funds are not attached to a particular patient, unlike Ryan White or Medicaid dollars; the money is distributed to the clinics in the Alameda Healthcare system through a Block Grant.*

**What are some of the solutions that have been thought about as far as getting the money spent for Medical Transportation and EFA? How can we make sure the money is spent?**

*It's a back and forth issue about whether the Case Managers should have the vouchers, or not - given the challenges in the past. We are in discussion now about possibly expanding the agencies that will be able to access the vouchers - although OAA will still administer the overall process.*

*[Co-Chair Galbreth responded by cautioning the members about allocating to categories/services where the money cannot be spent. With regard to the RFP, it is important to look at the Standards of Care and the data that can be incorporated into the RFP's.]*

Phoenix also spoke about the challenges in the limited numbers of local service providers with the capacity to appropriately deliver Ryan White services to the community.

**Is there any reason why the County cannot mandate collaborations, in an effort to assist in expanding agency participation?**

*That's a great idea - we can basically design the RFP however we want. We can definitely put that in with certain categories...and I will pass that information on.*

*[There were detailed comments about possible collaboration assistance for the smaller agencies who don't traditionally respond to RFP's or apply for funding.]*

*[Phoenix and Lois offered clarifications to questions asked by community participants regarding HIV housing.]*

## **VII. RETREAT AGENDA & UPDATE**

Co-Chair Galbreth asked the members to review the draft of the Retreat Agenda in their packets and get back with their suggestions. The document will be finalized at the next Executive Committee.

### **[NEW BUSINESS]**

## **VIII. DISCUSSION: STANDARDS OF CARE**

Co-Chair Galbreth asked the members to review the document in their packets - in order to provide feedback to Facente Consulting by May 1st. There will be another meeting with the Consulting firm and the Executive Committee in May, for additional feedback before the document is finalized.

*[Numerous comments, concerns, and suggestions were noted and discussed. Patricia Sweetwine reminded members that Shelley Stinson of OAA needs to be notified about all suggested changes - since she is the designated person in charge of incorporating the changes.]*

## **IX. PRIORITY SETTING & RESOURCE ALLOCATION TIMELINE INTRODUCTION**

Lois Bailey-Lindsey referred members to the materials included in their packets - which details the meeting timelines.

## **X. COMMUNITY/PUBLIC COMMENTS**

Ramiro Montoya - Spoke about his concerns and challenges with current housing rules and guidelines concerning persons living with HIV and posting notifications of meetings for public input. He introduced his petition to raise money to support an independent fund to assist TGA residents with their problems.

*[Phoenix Smith responded to his statements and concerns. Additional comments were made by Betty Ubiles, Loren Jones, Lois Bailey-Lindsey, and Patricia Sweetwine. There was an additional offer - by Barbara Green-Ajufo - to add/include CCPC meeting notices to the CAPS general email announcement list, which reaches over 600 persons.]*

## XI. ANNOUNCEMENTS

- Raymond Brickhouse announced that his agency is having a CDC site visit next week, and he was just wondering why he is being required to be present - to discuss the CCPC.  
*[A possible explanation was offered by a member - from personal experience.]*
- A "Get East Bay Tested" representative distributed pens with various testing information and briefly explained the project.
- Loren Jones announced the Integrated Plan focus group meeting on Monday from 11:30 am - 1 pm with a focus on persons over 50 living with HIV. The next meeting is May 23rd focusing on Women with HIV from 12 noon - 1:30pm with lunch.
- Betty Ubiles reminded persons of the importance in registering and voting.
- Ramiro Montoya announced the International Workers Day 2016 March on May 1st at Fruitvale BART Station.
- Barbara Green-Ajufo announced that in her position with UCSF-CAPS, she is required to assist local planning councils with internal capacity building, so she will be attending future meetings and is responsible for providing any of her organization's resources to the CCPC.

## XIII. ADJOURN

Loren Jones moved to adjourn the meeting. Keisha Willard seconded the motion. The *Action: 1604-CCPC-03* was approved.

## MOTION APPENDIX

- **1604-CCPC-01: Motion Adopted**  
Eric McCann moved to approve the April 27, 2016 meeting Agenda. Loren Jones seconded the motion.
- **1604-CCPC-02: Motion Adopted**  
Betty Ubiles moved to approve the March 23, 2016 CCPC Meeting Minutes. Raymond Brickhouse seconded the motion.
- **1604-CCPC-03: Motion Adopted**  
Loren Jones moved to adjourn the meeting. Keisha Willard seconded the motion.