



# Oakland Transitional Grant Area (TGA)

COLLABORATIVE COMMUNITY PLANNING COUNCIL

*"Serving Alameda and Contra Costa Counties"*

## CCPC & TOWN HALL MEETING MINUTES

Wednesday, July 27, 2016

9:00 am – 5:00 pm

San Leandro City Hall

901 E. 14th St. (South Bldg.) San Leandro, CA 94577

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

### I. CALL TO ORDER

The meeting was called to order by Co-Chair Liam Galbreth at 9:30 am. The roll call followed. A moment of silence was acknowledged in honor of those affected and/or impacted by HIV/AIDS. Freddie Smith read the Mission Statement and the Group Norms and Values were read by Co-Chair Monica Cross.

#### MEETING ATTENDANCE

##### PLANNING COUNCIL MEMBERS:

Monica Cross, Co-Chair

Loren Jones

Karen Schlein (Contra Costa County)

Eric McCann

Lois Bailey-Lindsey

Cynthia Carey-Grant

Phoenix Smith (OAA Grantee Rep)

Keisha Willard

Trina Walker

Raymond Brickhouse

Carla Wright

Liam Galbreth, Co-Chair

Loris Mattox

Freddie Smith

##### Absent Member(s):

##### Staff:

Betty Ubiles

Marjorie Katz (State OA)

##### Council Support

Patricia Sweetwine

Kweli Gibson

Shirley Prothro

Elena Vaca

Alma Busby-Williams

##### Community/Guests:

Cynthia Daly

Diana Dupree

Natalie Johnson

Theodora Marzouk

Y. Mohammed

Jameelah Muwwakkil (OAA)

Pam Casey (OAA)

Richard Lechtenberg (HES)

Robert Whirry

Dr. Tony Sillemon

Lorenzo Hinojosa (OAA)

Julian de la Cruz

### II. AGENDA REVIEW AND APPROVAL

Freddie Smith moved to approve the Agenda for the July 27, 2016 meeting. Raymond Brickhouse seconded the motion. The *Action: 1607-CCPC-01* was approved unanimously.

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

Freddie Smith moved to approve the June 22, 2016 CCPC Meeting Minutes. Loren Jones seconded the motion. The *Action: 1607-CCPC-02* was approved with one abstention.

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

### IV. GRANTEE REPORT/UPDATE

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

- She gave a brief update on the 71/29% Waiver request that was recently submitted to HRSA.
- OAA staff, Epi Dept. staff, and CCPC Co-Chairs will be attending the Ryan White Conference in Washington, DC in August.
- OAA is working with the City of Oakland to develop strategies for the Fast Track Cities initiative. This is an unfunded project.
- The Standards of Care for the Oakland TGA have been finalized. There are a limited number of original copies, but OAA can make copies available to certain CCPC members and agencies.
- OAA is in the process of creating new operating procedures for transportation vouchers. As well, the number of local providers who can access them has also been expanded in an effort to provide better access for clients. Any problems should be referred directly to OAA staff or Phoenix.
- Phoenix spoke with the HRSA Project Director about the recent fire at APEB. He promised to look into any Federal level funding and other assistance that may be available.
- Congratulations to the Linkage Team for connecting their 100th client to care (during the 3 year period).
- Still working on finalizing the HOPWA MOU.
- Per HRSA guidelines, the Alameda TGA is required to have a separate (individual) Quality Committee to address certain quality standards. Pamela Casey of OAA is currently heading this project and may be contacting some CCPC members about potential participation.
- OAA and the ATID working group is in touch with the State OA about outlining the ongoing challenges with data entry, data reporting, and the ARIES system.

**Is the implementation plan report, quarterly? If we can't work things out during the meetings with the State concerning ARIES, is there an alternative option?**

*I report on the data every month. We have not discussed any firm alternatives at this time - other than the initial discussions about possible options.*

**Are there other issues with ARIES, other than the problems with uploading data?**

*Some of our providers are reporting that they've input data into the system and it hasn't loaded onto the system. We don't know why that's happening, but our technical staff is looking into it. So it's those types of technical glitches.*

**Is the issue with ARIES broader than just our TGA?**

*As far as we know, yes. Not every TGA or EMA uses it; some like Los Angeles create their own data system.*

*(A Contra Costa representative explained how the ARIES system is working for them.)*

*(Questions were posed about asking for information from Los Angeles and San Francisco about their data entry systems.)*

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

**PLWHA** - Loren Jones announced the upcoming educational luncheon series.

**MEMBERSHIP** - Monica Cross announced that her committee is asking for a representative

from each of the CCPC committees to volunteer and support their Speakers Bureau.

**QUALITY DATA** - *(No Action Items)*

**CONTRA COSTA** - Karen Schlein noted that they are in the process of filling two key (senior) management positions in her office, which means she will continue to participate at meetings in person or by phone until these positions are filled. Contra Costa Health Plan has agreed to provide additional transportation assistance/support for some health plan members; to be paid by Medi-Cal and Ryan White Part A funds. The Consortium met a couple weeks ago to present allocation recommendations for 2017-2018, which will be presented to the CCPC at an upcoming meeting. Other subject topics and data will be presented later at today's meeting.

**PART D UPDATE** - Eric McCaan reported that the Family Care Network has its annual recruiting campaign underway and is looking for a new Peer Counselor. They are trying to get a grant for Emergency Dept. HCV and HIV testing. Cynthia Carey-Grant added that there was an annual (all day) meeting on yesterday, and the first audit in 20 years, was successfully passed. Liam noted that the Part D Reauthorization was approved for fiscal year 2016-2017.

**STATE OFFICE OF AIDS**

*(No Action Items – written report included in meeting packets)*

**VI. PUBLIC COMMENT UPDATE – *(No Public Comments)***

**VII. QUALITY DATA & SERVICE COMMITTEE REPORT ON PRIORITY-SETTING & RESOURCE ALLOCATION EVALUATION RESULTS**

Lois Bailey-Lindsey recounted the June 22nd meeting results that indicated the following:

Ø There were 19 responses (out of 12 CCPC members and 23 community members present).

Ø There was major improvement in the quality of the responses received since the first meeting evaluation. (80% of the respondents were either very satisfied or satisfied with the meeting).

Ø The comment trends (4) were presented.

Ø The new strategy used was determined to be working very well.

Ø Attendees were reminded to complete the evaluation forms distributed earlier.

## NEW BUSINESS (refer to the Appendix for Motions)

### VIII. CONTRA COSTA COUNTY REQUEST TO REINSTATE EARLY INTERVENTION SERVICES (*Roll Call VOTE*)

Karen Schlein briefly explained the historical background leading up to the request by the Consortium. Cynthia Carey-Grant seconded the motion as put forth by the CCPC Executive Committee to approve the request.

**(Public:) So are you taking all the money out of Early Intervention?**

*No...we are putting money into Early Intervention. Previously, the category was not funded, so we are taking a small percentage of the money that we have dedicated to Medical Case Management and a small percentage from Health Education to reinstate this service.*

The *Action: 1607-CCPC-03* was voted on and approved unanimously, after public comment.

*(Patricia Sweetwine was asked to review and clarify the meeting documents included in member packets and those related to the upcoming allocations process.)*

### IX. OAA REQUEST TO CARRYOVER FUNDS - FY2015-2016 (*Roll Call VOTE*)

Phoenix Smith of OAA referred members to the new (revised) document that she had distributed among those present. She explained her recent discovery that, carryover funding can be used on a one-time request basis. She then explained the OAA request in detail, noting that the total funds requested is less than the total carryover amount.

**Have you thought about including Transwomen in that study? Is that a possibility?**

*No...I did not. We can definitely consider doing that. This is a draft, basically. It was also brought to our attention that we should (possibly) include Latino men in the study. Perhaps Latino Transwomen could be included, as well.*

**What will be the qualifications for using the van, as opposed to getting a transportation voucher and taking the bus?**

*Well, this category has been allocated in this way for 5-7 years or more. So, it is really the choice of the client to go to the appropriate agency that offers the transportation of their choice.*

**Will it be a new van - so that it doesn't require repairs all the time?**

*Yes, that is the hope! We did some research on the cost of a new van with the appropriate wheel chair lift, etc., and found that it would be in the range of \$60-\$70,000.*

**So this one van will take care of all the transportation for Alameda County?**

**Why can't we get two to insure that we have public access if one is down?**

*Yes, if you are a Ryan White eligible client you can call the agency and participate. I will take the suggestion of an additional purchase back to OAA. The existing van still has too many (costly) repair needs to make it serviceable and ADA compliant.*

**(Public:) If people sign up for the van, they can't get a voucher?**

*No...they can use both. You can access the van and you can also get vouchers.*

(Public:) Before, the van service would stop at 3pm - which is untimely for some clients having appointments/needs after that time. Will the new van be accessible more hours?

*I'm not really sure, because that is more of an agency decision. OAA does not get involved in those kinds of decisions, we only allocate the funds to provide the service and they develop the schedule that works best for the community?*

*[There were other questions asked about this service and its previous challenges. Phoenix explained that she is unable to respond to specific questions about how the agency runs the transportation service. Direct concerns should be addressed with the agency provider. Contra Costa offered their expertise and collaboration, after recently experiencing a new transportation service provider.]*

*[There was also a discussion after a process question - related to amended requests and adding additional suggested needs.]*

Freddie Smith seconded the motion set forth by the CCPC Executive Committee to approve the OAA request as presented; for use of \$125,000 of the FY2015-2016 carryover funds. The *Action: 1607-CCPC-04* was approved with 8 members voting - yes; 1 - no; and 2 - abstentions.

#### **X. OAA REQUEST - PART A REALLOCATIONS FOR ALAMEDA & CONTRA COSTA (Roll Call VOTE)**

Phoenix Smith began the formal presentation by addressing the status of the request for reallocation of funds to the Home Health category. She indicated that there is still time to make the reallocation request; however, it must be done according to the CCPC process. Karen Schlein of Contra Costa presented information pertaining to the Consortium's request for use of \$30,178 as their proportional percentage of the Oakland TGA carryover funds request. This amount is (proposed) to be used among 4 service categories. Loren Jones seconded the motion set forth by the CCPC Executive Committee to combine the Contra Costa request with the Alameda County request pertaining to carryover funds. The *Action: 1607-CCPC-05* was approved by unanimous vote.

Phoenix Smith resumed her presentation on the Alameda County request for the reallocation of \$37,543 in Part A funds.

**Can you describe the process for agencies who want to make reallocations requests?**

*If an agency needs extra funds within the fiscal year, they should make a basic written request to their assigned OAA Program Manager - detailing the amount, UDC/UOS data, and clear justification for the request. This can be done by a simple email. The Program Manager then submits the request to me and it is then presented to the CCPC.*

*[Clarification was given about the duality of the requests for food and housing.]*

*[Trina Walker was asked to restate the services offered by the utility assistance program.]*

*[Additional points of clarification were discussed and expressed.]*

Cynthia Carey-Grant seconded the motion put forth by the Executive Committee to approve the reallocation request for EFA and Housing Assistance funds; totaling \$37,543. The *Action: 1607-CCPC-06* was approved by unanimous vote.

*[The CCPC members took a short break.]*

## XI. FISCAL QUARTERLY REPORT

Elena Deleon presented the first quarter report for Ryan White Part A and MAI funds covering March 1, to May 31, 2016.

**Why are the percentages for Contra Costa indicating such low numbers in certain areas - like substance abuse?**

*Looking at the numbers here, I don't think it is actually low...they are 2% from what it should be. Data input is behind also for the first quarter. But we could ask them or look at the progress reports also for additional information.*

*[Co-Chair Liam Galbreth provided additional clarification on the topic.]*

**Based on your analysis, how are we tracking Medical Nutrition against previous years?**

*This is the first year of that service category. We have 2 agencies providing the service and it has been slow hiring the Nutritionist. The Program Manager has indicated that we may need to allocate some dollars, due to the late hiring. As of today, I do not know if the position has been filled.*

*[Co-Chair Galbreth indicated that the Executive Committee has requested some form of monthly financial reporting - in addition to the quarterly reports - to provide (potentially) improved tracking capabilities for the CCPC.]*

## LUNCH BREAK

## TOWN HALL MEETING - CONVENED

*(No Public Comments were made)*

## CCPC MEETING - RECONVENED

## XII. OTHER FUNDING SOURCES

Jamilla Muwwakkil , OAA Program Manager, presented information on additional funding sources outside Ryan White. Some documents from a previous CCPC presentation were used to assist in educating the CCPC members and audience on other identified County resources, commonly used acronyms, allowable uses of Ryan White funds, and HAB's eligibility requirements - all in accordance with the ACA. Phoenix Smith, OAA Acting Director, provided additional commentary on the subject matter.

## XIII. MAI REPORT

Dr. Tony Sillemon, Asst. Program Manager, and staff at EBAC led the slide presentation following a brief program overview. Over 400 clients have accessed the broad based MAI and related supportive services the past report year with 5,269 UOS being accounted for.

**Do you split the psychosocial groups between MSM and women?**

*We do split them. We actually tried a group with the young men and there were challenges based on some of the guys indicating they felt uncomfortable being in the*

*group setting with other guys that they routinely see out in social settings. Any suggestions for reasonable solutions would be appreciated.*

Another concern and highly challenged area has been our substance abuse clients. We have tried multiple strategies to get clients in and retained. Even addressing the fact that they have said they do not support the 12-step agenda and want to be serviced (realistically) where they are, from a socio-economic standpoint.

**When it comes to mental health, do you assess them all?**

*Yes...every one.*

**Out of the 400-plus people seen, do you know how many are new or are these people that were already in the system?**

*I would say that probably 80% are persons who have already been there and the 20% are new. I can get that breakdown for you later. I do not have the actual numbers with me.*

**How are we coming with the trauma issue?**

*Our medical case managers and social workers are the ones that deal with this. We try to work our team in helping them make best use of their resources, as this can be a very timely situation. Right now, I don't have specific data on this.*

*[There were many other comments, questions, and suggestions posed on various situations and challenges related to the MAI program agenda.]*

#### **XIV. INTEGRATED HIV CARE & PREVENTION PLAN / 2017-2021 UPDATE**

Robert Whirry, OAA Consultant/Grant Writer, presented an update on the current findings of the Workgroup and outcome of public meetings. His focus covered suggested new concepts (currently unfunded), (potentially) new concepts using existing care and prevention funding, and concepts that could be incorporated into a regional initiative. Robert also gave an update on the current timeline leading to the completion of the project - scheduled for September.

**What is the difference between PrEP and PEP?**

*(Robert explained the definitions, medications used, privacy implications, etc.)*

**Given our current housing crisis, are there other objectives to address this?**

*There are also a set of vision statements, that sort of preface the goals and objectives, that talk about the most important issues. I don't know that a housing recommendation came to the front. But there will be a statement about housing, definitely, up front.*

#### **XV. PLWHA, QUALITY DATA & SERVICES, AND MEMBERSHIP COMMITTEES & OAA PRIORITY- SETTING/RANKING RECOMMENDATIONS**

Co-Chair Galbreth gave a brief background on the ranking process. He asked for a brief update from the committees. **QD&S:** There was a lot of discussion about this and each member committed themselves to developing a final ranking of 3 top priorities.

**PLWHA:** The committee took the time to develop a realistic justification for their top rankings - based on expressed public need; however, it does not mean that the ranked category percentage will necessarily meet CCPC funding priorities. **OAA:** Based their decision on what has been noted in spending trends over the last few years: CORE Services: Case management - #1; EIS - #2; Mental health - #3; Outpatient/Ambulatory health - #4; Oral health care - #5; Substance abuse/outpatient - #6; Home & community based health services - #7; Home health care - #8; and Medical nutritional therapy - #9. Supportive Services: Case management/non-medical - #1; Food bank/Home delivered

meals - #2; Psychosocial support services - #3; Housing services - #4; Legal services - #5; Medical transportation - #6; EFA - #7; Linguistic services - #8; Childcare - #9; and Health education/risk reduction - #10.

*[There were various questions, discussions, and comments about the basic needs - as indicated by clients - versus how to attain a realistic balance within the priority rankings. Members were then asked to complete their individual ranking forms.]*

XVI. CCPC MEMBERS COMPLETE INDIVIDUAL PRIORITY-SETTING RANKING FORMS  
*[CCPC members completed and submitted their individual ranking forms.]*

XVII. PUBLIC/COMMUNITY COMMENTS  
*(No Comments)*

XVIII. COMPLETE EVALUATIONS  
*[CCPC members were asked to complete their meeting evaluation forms.]*

XIX. ADJOURN  
With no other business at hand, Cynthia Carey-Grant moved to adjourn the meeting. The motion was seconded by Lois Bailey-Lindsey. The *Action: 1607-CCPC-07* was approved.

## MOTION APPENDIX

- **1607-CCPC-01: Motion Adopted**  
Freddie Smith moved to approve the July 27, 2016 meeting Agenda. Raymond Brickhouse seconded the motion.
- **1607-CCPC-02: Motion Adopted**  
Freddie Smith moved to approve the June 22, 2016 CCPC Meeting Minutes. Loren Jones seconded the motion.
- **1607-CCPC-03: Motion Adopted (Roll Call VOTE)**

The motion, seconded by Cynthia Carey-Grant, as put forth by the Executive Committee: Contra Costa County is requesting approval to reinstate the Early Intervention Services (EIS) and to redirect a combined total of \$32,069 in funds from Medical Case Management and Health Education to fund the new EIS category.

Cynthia Carey-Grant - Yes	Phoenix Smith, Grantee - Yes
Eric McCann - Yes	Lois Bailey-Lindsey - Yes
Monica Cross, Co-Chair - Yes	Loris Mattox - Yes
Loren Jones - Yes	Trina Walker - Yes
Freddie Smith - Yes	Raymond Brickhouse - Yes
Keisha Willard - Yes	(Unanimous)

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

The motion, seconded by Freddie Smith, as put forth by the Executive Committee: OAA is requesting to use \$60,000 of the carryover funds to purchase a new van with an appropriate wheelchair lift. Additionally, \$65,000 of carryover funds will be used to support a special project - a Needs Assessment on African American MSM, Gay, and Bisexual Identified Men Living with HIV in Alameda County. This is based on approval of an OAA special request to HRSA, for one time use of \$125,000 of the FY2015-16 carryover funds.

Lois Bailey-Lindsey - Yes	Freddie Smith - Yes
Cynthia Carey-Grant - Yes	Phoenix Smith, Grantee - Yes
Eric McCann - No	Monica Cross, Co-Chair - Abstain
Loren Jones - Yes	Trina Walker - Abstain
Loris Mattox - Yes	Keisha Willard - Yes
Carla Wright - Yes	(8 - Yes; 1 - No; and 2 - Abstentions)

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

The motion, seconded by Loren Jones, as put forth by the Executive Committee: Contra Costa County is requesting \$30,178 as their proportional percentage of the Oakland TGA request to HRSA, for use of the carryover funds. The amount is to be combined with the overall request by Alameda County. Additionally, the amount will be split among 4 Contra Costa service categories: \$1,000 - Home Attendant Care; \$7,500 - Oral Health Care; \$11,678 - Early Intervention Services; and \$10,000 - Ambulatory Outpatient Medical Care.

Lois Bailey-Lindsey - Yes	Monica Cross, Co-Chair - Yes
Cynthia Carey-Grant - Yes	Trina Walker - Yes
Eric McCann - Yes	Loris Mattox - Yes
Loren Jones - Yes	Keisha Willard - Yes
Phoenix Smith, Grantee - Yes	Carla Wright - Yes
	(Unanimous)

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

The motion, seconded by Cynthia Carey-Grant, as put forth by the Executive Committee: OAA is requesting to reallocate a combined total of \$37,543 from EFA and Housing Assistance service categories. The funds will be reallocated as \$25,543 to Emergency Housing and \$12,000 to Emergency Food Assistance.

Lois Bailey-Lindsey - Yes	Cynthia Carey-Grant - Yes
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Eric McCann - Yes  
Phoenix Smith, Grantee - Yes  
Trina Walker - Yes  
Keisha Willard - Yes

Loren Jones - Yes  
Monica Cross, Co-Chair - Yes  
Loris Mattox - Yes  
Carla Wright - Yes

(Unanimous)

- **1607-CCPC-07: Motion Adopted**

Cynthia Carey-Grant moved to adjourn the meeting. Lois Bailey-Lindsey seconded the motion.