



# 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, January 11, 2017  
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

#### I. CALL TO ORDER

The meeting was called to order at 10:10 a.m. by Co-Chair Liam Galbreth with personal introductions of the Committee members and meeting participants. He requested a moment of silence in honor of persons infected with and/or impacted by HIV/AIDS. The Mission Statement was read by Co-Chair Monica Cross.

#### MEETING ATTENDANCE

##### COMMITTEE MEMBERS PRESENT:

Loren Jones  
Betty Ubiles  
Liam Galbreth (Co-Chair)  
Monica Cross (Co-Chair)  
Phoenix Smith (OAA/Grantee)  
Jessica Osorio (Contra Costa)

##### COMMITTEE MEMBERS ABSENT:

Lois Bailey-Lindsey

##### Facilitation/Support Staff:

Patricia Sweetwine  
Kweli Gibson

##### Guests:

Jameelah Muwakkil

#### II. AGENDA REVIEW AND APPROVAL:

Co-Chair Monica Cross expressed her concern about some of the eligibility requirements for Co-Chairs. She asked to have time added to the Agenda for further discussion. Co-Chair Liam Galbreth added the discussion to the 11:35 a.m. (prescheduled) Agenda item on FY 2017-2018 Nominees. Betty Ubiles moved to approve the Agenda with the requested changes/corrections for the November 9 - December 14, 2016 meetings. Co-Chair Monica Cross seconded the motion. The *Action: 1701-EXEC-01* was approved unanimously.



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### III. MINUTES REVIEW AND APPROVAL:

Betty Ubiles noted that OAA had officially changed their business name to HIV Health Services in early December. She motioned that the December 14, 2016 meeting Minutes should reflect this new information. Co-Chair Monica Cross seconded the motion. The *Action: 1701-EXEC-02* was approved.

### UNFINISHED BUSINESS:

*(In lieu of the Grantee's later arrival, the scheduled Grantee Report was moved in sequence.)*

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

**Membership** - Betty Ubiles reported that the Committee has scheduled presentations at EBAC and with a local women's support group.

*(There was a discussion concerning the current overall CCPC membership and participation. Phoenix Smith suggested, perhaps, holding meetings at different times and locations within the community; also explaining why OAA may not be the best site for all meetings. It was also suggested that Committees could decide when and where they would hold meetings. Another suggestion was that, more evening meetings and social activities might provide more visibility for the CCPC and recruitment efforts. A Committee member recommended contacting Gilead Pharmaceuticals for possible donor assistance in providing community events.*

Betty announced that the Committee will host a recruitment event on February 17, 2017 in partnership with the PLWHA Committee, AIDS Health Foundation (AHF), and Bay Area State of Emergency. The event is a film screening about the stigma of HIV and its affect on one Southern family. One of the actors will be present at the screening.



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Ms. Ubiles presented a motion on behalf of the Committee, requesting the approval of a two-year membership extension for Lois Bailey-Lindsey to retain her CCPC membership. The *Action: 1701-EXEC-03* was approved.

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

**State OA** - *(Written Report in packets.)*

**PLWHA** - Loren Jones reported on the committee's concern about the decline in Committee membership and participation. She also announced the plans for the proposed educational

luncheon series for FY 2017 and the upcoming election for Co-Chairs. There was discussion about the history and background of the merger of the Education & Policy Committee and PLWHA.

## V. GRANTEE REPORT

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

- There will be a mandatory Ryan White Contractors' meeting on January 18, 2017. Administrators from both Ryan White Parts C & D will make presentations at the meeting. Participants will also receive copies of the (first ever) "Contractors' Standard Operating Procedures Policy Manual."
- Our HRSA Project Officer will conduct a comprehensive site visit March 13-17, 2017. He will want to meet with the CCPC members and Co-Chairs. Phoenix asked members to please note the dates on their calendars.
- OAA is still in discussion with the City of Oakland regarding the (unfunded) Fast Track Cities' - Getting to Zero initiative.
- OAA recently entered into an MOU with Behavioral Health Care.
- In noting the draw down status, Phoenix indicated that members should be mindful of the fact that the CCPC was designated as part of the reasons for the draw down restriction (DDR); and it is important to be attentive to how the Council is functioning, as a whole. The DDR status is now going into its 3<sup>rd</sup> year. In conversations with a person from the Detroit TGA - whose composition is similar to Oakland's - they shared with Phoenix that their TGA was on DDR status for 2 years.
- It was noted that a lot of agencies were vying for the PrEP funds. Although the Oakland TGA received a significant amount of the PrEP dollars, due to the challenges of limited access with



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regard to certain community members, the African American and Latino communities were not receiving the anticipated benefits.

- Jameelah Muwakkil was introduced as one of the newest OAA staff. She will be directly assisting Phoenix and will represent OAA at meetings that the Acting Director is unable to attend.

**Has the OAA name change become official yet?**

*Not yet. The situation has been placed on hold for the moment.*

#### VI. CCPC DECEMBER 2016 RETREAT RECOMMENDATIONS

Co-Chair Liam Galbreth led the discussion concerning the final recommendations from the December 2016 Retreat. There was some discussion on maintaining the December date for the Retreat - however, nothing was resolved. Co-Chair Galbreth read from the Bylaws to determine the working relationship between Prevention and Care. He was unable to find a clear understanding and conceded to the recommendation that the Co-Chairs email Dr. Moss to request a meeting, whereby he could provide the needed clarity for the Council's edification. Support staff will contact the OAA Prevention Coordinator, Shelley Stinson, to invite her to the

February 2017 Executive Committee meeting to discuss Prevention Committee activities. Support staff will also contact Lois Bailey-Lindsey as a follow-up to her getting the Needs Assessment from Robert Whirry that was used in preparing the Integrated Plan.

#### VII. UPDATE ON THE ADMINISTRATIVE MECHANISM SURVEYS

Patricia Sweetwine reported that 18 of 24 Providers had returned their completed surveys. Only 7 CCPC members had responded with completed surveys. Contra Costa had completed and returned their document. A report will be prepared and presented to the Executive Committee at their February 2017 meeting.

#### VIII. NOMINEES FOR FY2017-2018 CCPC CO-CHAIRS

Patricia Sweetwine reported that 2 of the 4 eligible candidates for the Co-Chair positions have accepted the nominations. Co-Chair Liam Galbreth led the discussion regarding the eligibility criteria. Since several members are eligible, but have terms that expire within 10 (or more) months, is it too early to request an extension for membership or should a time limit be established? After a review of the Bylaws there

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was nothing (contextually) noted that would prevent an early request for the 2-year extension. The Committee agreed that there was nothing to impede the extension requests, and the nominations will be opened for 4 additional members.

### NEW BUSINESS (*Action Items*)

#### IX. DISCUSSION ON PREVENTION COMMITTEE

There was a brief review of the earlier discussion that took place at the CCPC Retreat in December 2016.

#### X. AGENDA SETTING FOR JANUARY 25, 2017 CCPC MEETING

*(The meeting topics were agreed upon.)*

#### XI. COMMUNITY/PUBLIC COMMENTS

*(None).*

#### XIII. ADJOURNMENT

Loren Jones motioned to adjourn the meeting. The motion was seconded by Co-Chair Monica Cross. The *Action: 1701-EXEC-04* was approved.

### Motion Appendix:

- **1701-EXEC-01: Motion Adopted**

Co-Chair Monica Cross expressed her concern about some of the eligibility requirements for Co-Chairs. She requested time added to the Agenda for a further discussion. The matter was added to the 11:35 a.m. time slot for the discussion on the Nominees. Betty Ubiles moved to approve the Agenda with the proposed changes for the November 9 - December 14, 2016 Executive Committee Meeting Agenda. Co-Chair Monica Cross seconded the motion.

- **1701-EXEC-02: Motion Adopted**

Betty Ubiles noted that OAA had officially changed their business name to HIV Health Services and motioned to have the December 14, 2016 meeting Minutes revised to reflect the change. Co-Chair Monica Cross seconded the motion.

- **1701-EXEC-03: Motion Adopted**



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Betty Ubiles motioned to approve a 2-year CCPC membership extension in behalf of Lois Bailey-Lindsey.

- **1701-EXEC-04: Motion Adopted**

Loren Jones motioned to adjourn the meeting. Co-Chair Monica Cross seconded the motion.