



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, 3rd floor, Oakland, CA 94607
Wednesday, October 12, 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 Liam Galbreth at 10:07 a.m. with personal introductions by the Committee members. Loren Jones read the Mission Statement. A moment of silence was observed in honor of persons infected with and/or impacted by HIV/AIDS.

MEETING ATTENDANCE

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS ABSENT:

Karen Schlein
Lois Bailey-Lindsey

Facilitation/Support Staff:

Kweli Gibson
Shirley Prothro

Guests:

Lori Delay

II. AGENDA REVIEW AND APPROVAL:

Co-Chair Monica Cross moved to approve the Agenda for the October 12, 2016 meeting. Betty Ubiles seconded the motion. The *Action: 1610-EXEC-01* was approved unanimously.

III. MINUTES REVIEW AND APPROVAL:



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Betty Ubiles moved to approve the September 14, 2016 Executive Committee Meeting Minutes. Co-Chair Monica Cross seconded the motion. The *Action: 1610-EXEC-02* was approved.

[Co-Chair Monica Cross briefly referred to a planned discussion on the RFP process and the involvement of the CCPC – specifically regarding the new contract for the Administrative Support Staff. It was determined that this discussion would be had upon the

arrival of OAA Acting Director, Phoenix Smith, who would be able to provide broader context, answer questions, etc.]

UNFINISHED BUSINESS:

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

Membership - Betty Ubiles reported that one potential candidate had been interviewed and the Committee is now awaiting feedback from OAA. Recruitment efforts will continue throughout the month October.

[Co-Chair Cross mentioned her affiliation with a local radio station and asked for clarification about specific recruitment of PLWHA's. Kweli Gibson of Support Staff offered to assist with bullet points for the radio announcement.]

Contra Costa County - (Written report in packets)

Quality Data - Loren Jones provided verbal updates on the Committee's activities around the Priority Setting and How Best to Deliver Services processes.

PLWHA - Loren Jones announced that another workshop is being added (December 13, 2016) to the Committee's annual educational series. They are also planning to have meetings in other public locations (within the community).

[Loren asked for more clarification around reimbursements for persons to attend PLWHA meetings/events, since she is unaware of reimbursement process.]



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[There was a brief discussion around funding available to be used for either an event or advertising. A future meeting is planned for further discussion and a decision.]

V. GRANTEE REPORT

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

Highlights:

- OAA is working with Behavioral Healthcare to develop innovative strategies around collaborations and projects, and the upcoming mental health RFP.
- The Comprehensive Plan has been submitted to CDC and HRSA for review and feedback.
- Most of the OAA focus, this month, has been of funds reallocations. The staff has worked to develop a standard form and process, whereby tracking and requests for reallocations will be better documented in the future.

- There are 2 current RFP's being planned for distribution around November 1st – the Psychosocial Support and the CCPC Administrative Support contracts. The draft of the CCPC data can be shared with the Executive Committee for a quick 24-hour review. OAA can also ask that a member of the Executive Committee is included on the grants review panel for parity.

[Co-Chair Monica Cross asked about the budget determination for the CCPC contract. Phoenix Smith noted that this determination is typically made by OAA and that she would inform the Committee of the exact amount for the new RFP as soon as she has it.]

- The Program Specialist vacancy (left by Michael Lee's retirement) is now being advertised. Potential candidates should contact OAA for application instructions and more information.
- The annual World AIDS Day event hosted by OAA has been scheduled for December 12th (instead of December 1st). The registration process is different this year and the reservations for the Support Staff and Executive Committee will be handled by Phoenix Smith. Invitations have been extended to a broader spectrum of



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community, civic, and political members, as well as having the CCPC Co-Chairs make a brief statement at this year’s event.

[There was a discussion about the various types of case management practices and the implementation of trauma informed care.]

NEW BUSINESS (Action Items)
(See Motion Appendix for VOTING details)

VI. OVERVIEW OF TRAUMA INFORMED CARE TRAINING

Lori Delay of Behavioral Health Care Services gave a presentation and overview on the trauma informed care practices and the comprehensive 4-hour (baseline) training to be offered to service providers, but it is not the entire training.

How long has this process been a part of care and treatment system, and what’s been the outcome?

There are different agencies, and even the County, that have been providing trauma informed kinds of treatments – so there might have been evidence based practices. Two years ago there was a study of the county services to determine how a trauma informed system could be implemented, and one of the suggestions was to hire a Trauma Informed Care Coordinator to do all the necessary procedures to transform the system. There were other recommendations as well, so we’re just starting the three-year initially funded process and the reception has been great. However, the roll out has taken a little time.

So, practically, when in a Doctor’s office or clinic, how can you effectively deal with client issues and also have a conversation about their trauma, at the same time, within a 15-minute setting?

Because the persons that seek our services are assumed to (already) have a higher rate of trauma in their history, we can assume that we need all our services to be trauma informed. So within whatever setting you’re in, it becomes necessary to determine how you can best serve clients and not re-traumatize.

[There was additional clarification offered in response to various questions concerning the potential training and implementation processes. Community trauma was also highlighted as an integral component.]



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VII. FISCAL PRESENTATION – 2016 RYAN WHITE PART A & MAI

Elena Deleon, OAA Financial Officer, presented information and data on the second quarter allocations and expenditures for FY2016-2017 – covering the period June 1, 2016 – August 31, 2016.

The written report, covering both Alameda and Contra Costa counties, was reviewed with the Committee members. It was indicated that there were some missing justifications that will be provided at the October 2016 CCPC meeting.

With regard to the Waiver and our 75/25% split, is that based on a year to year basis?

That is a question for the HRSA Project Officer, although we believe it is year to year. (Phoenix will have the conversation and report back.)

VIII. UPDATE: REALLOCATION REQUEST FOR COMMUNITY HOME & HEALTH CARE SERVICES

Theodora Marzouk and Bertha Bell of Community Home & Health Care were introduced. OAA Acting Director, Phoenix Smith, reviewed the background data leading up to the OAA reallocation request. She indicated that the total funding request is unable to be made at this time. However, \$46,000 is immediately available – while OAA is working on a plan to request future reallocations to reach the subsequent funding needs; which she will present to the Committee at a later date. Theodora Marzouk responded to previous questions posed by the Committee and distributed related documents noting justifications and additional points for clarity. Bertha Bell explained the client intake, medical provider, referral, and other processes associated with this client service.

Although there is no question about the vital need for this life-sustaining service, what is the basis that the Doctor is using to base the determination for the service need?

The Doctor specifies in the patient’s letter of diagnosis that there is a prescribed need for the service, but they do not indicate the number of home health care hours the patient may need.

When the nurse goes out to visit the patient, aren’t they reassessing the needs at that time?

Yes...and that report goes directly to the Doctor.



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The motion as set forth by OAA is to approve the reallocation of funds – in the amount of \$46,000; moving this amount from Medical Nutrition to Home Health Care. Betty Ubiles seconded the motion. The *Action: 1610-EXEC-03* was approved by Roll Call VOTE.

The motion as set forth by OAA is to approve the reallocation of funds – in the total amount of \$84,557; moving \$18,000 from Medical Nutrition, \$24,809 from Medical Case Management, \$24,362 from EIS, \$12,386 from Mental Health, and \$4,000 from Psychosocial Support (all) to Emergency Housing. Loren Jones seconded the motion. The *Action: 1610-EXEC-04* was approved by Roll Call VOTE.

IX. AGENDA SETTING FOR OCTOBER 26, 2016 CCPC MEETING

The Committee discussed and prepared the final document.

X. COMMUNITY/PUBLIC COMMENTS

(No comments requested/noted)

XI. ANNOUNCEMENTS

Ø Betty Ubiles indicated that she would like to see the PLWHA/CCPC give some special recognition on behalf of Ron Chavez' philanthropic work within the Hispanic/Latino PLWHA community. She was instructed to contact Shelly at OAA.

Ø Loren Jones noted that she had not heard about any events or activities honoring Taking Action Against Violence Against Women Month.

XII. ADJOURNMENT

Loren Jones moved to adjourn the meeting. The motion was seconded by Betty Ubiles. The *Action: 1610-EXEC-05* was approved.



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Motion Appendix:

- **1610-EXEC-01: Motion Adopted**

Co-Chair Monica Cross moved to approve the October 12, 2016 Executive Committee Meeting Agenda. Betty Ubiles seconded the motion.

- **1610-EXEC-02: Motion Adopted**

Betty Ubiles moved to approve the September 14, 2016 Executive Committee Meeting Minutes. Co-Chair Monica Cross seconded the motion.

- **1610-EXEC-03: Motion Adopted (Roll Call VOTE)**

The motion as set forth by OAA is to approve the reallocation of funds – in the total amount of \$46,000 – moving this amount from Medical Nutrition to Home Health Care Services. Betty Ubiles seconded the motion.

Monica Cross, Co-Chair - Yes

Loren Jones - Yes

Phoenix Smith (OAA/Grantee) - Yes

Betty Ubiles - Yes

- **1610-EXEC-04: Motion Adopted (Roll Call VOTE)**

The motion as set forth by OAA is to approve the reallocation of funds – in the total amount of \$84,557 – moving the following amounts from service categories: \$18,000 from Medical Nutrition; \$24,809 from Medical Case Management; \$24,362 from EIS; \$12,386 from Mental Health; and \$4,000 from Psychosocial Support. The total amount from all categories (\$84,557) is to be added to Emergency Housing. Loren Jones seconded the motion.

Monica Cross, Co-Chair - Yes

Loren Jones - Yes

Phoenix Smith (OAA/Grantee) - Yes

Betty Ubiles - Yes

- **1610-EXEC-05: Motion Adopted**

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