



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, November 9, 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 Monica Cross with personal introductions by the Committee members and participants. Betty Ubiles read the Mission Statement. A moment of silence was observed in honor of persons infected with and/or impacted by HIV/AIDS, and Phoenix Smith added a special acknowledgement.

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

Facilitation/Support Staff:

Patricia Sweetwine
Shirley Prothro

Guests:

Raymond Brickhouse
Rama Fraklin

II. AGENDA REVIEW AND APPROVAL:

Betty Ubiles moved to approve the Agenda for the November 9, 2016 meeting. Co-Chair Liam Galbreth seconded the motion. The *Action: 1611-EXEC-01* was approved unanimously.

III. MINUTES REVIEW AND APPROVAL:



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, November 9, 2016
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

Betty Ubiles moved to approve the October 12, 2016 Executive Committee Meeting Minutes. Co-Chair Liam Galbreth seconded the motion. The *Action: 1611-EXEC-02* was approved.

UNFINISHED BUSINESS:

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

Membership - Betty Ubiles noted that the Committee has continued with discussions about a speaker's bureau and will have more to report at the next meeting.

V. GRANTEE REPORT

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

Highlights:

- OAA released the CCPC RFP and the office is still working on the Psychosocial Support request.
- An announcement was given about the Linkage Network meeting and other upcoming local meetings/activities.

(*Standing Committee reports were continued after a brief discussion about the CCPC contract.*)

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

Quality Data - (*Written report in packets.*)

VI. REALLOCATION REQUEST & VOTE

Phoenix Smith reviewed the background details and decisions around the reallocation requests. There was some confusion expressed about information on the (distributed) presentation document that was followed by subsequent discussions, questions, and commentary for clarity.

(*Phoenix left to get another document, to be distributed for better clarity in the issue.*)



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, November 9, 2016
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

There was a discussion among the Committee members about exploring potential ideas, improvements, and services to enhance bilingual (Latino/Hispanic) participation.

After distributing the new documentation, Phoenix continued her presentation on the OAA reallocation requests by explaining (in detail) the actual funding adjustments for CORE and Support services.

Phoenix Smith motioned to approve the request, on behalf of OAA, to reallocate total CORE funds of \$53,915 for the Oral Health category. Betty Ubiles seconded the motion. The *Action:*

1611-EXEC-03 was approved by Roll Call VOTE. *(There was no response to the request for public comments.)*

Phoenix Smith motioned to approve the request, on behalf of OAA, to reallocate total Support Services funds of \$5,945 for the Oral Health category. Loren Jones seconded the motion. The *Action: 1611-EXEC-04* was approved by Roll Call VOTE. *(There was no response to the request for public comments.)*

NEW BUSINESS (*Action Items*)

(See Motion Appendix for VOTING details)

VII. CLEARING THE AIR

CCPC member, Raymond Brickhouse, expressed his concern and feelings about a situation that occurred during a previous CCPC meeting, and how the matter was handled.

(There was much discussion about this situation, with various comments expressed by the Committee members and a guest. There was also emphasis placed on adhering to the guidance/regulation around 'prohibiting the mention of agency names' during all Council business meetings.)

VIII. UPDATE ON THE DECEMBER TRAINING

Co-Chair Liam Galbreth facilitated the discussion. It was suggested that there be a discussion focusing on future strategies based on the potential changes with the new (incoming) political administration. Developing an (allied) plan among other Planning Councils/stakeholders in Northern California/Bay Area (and in other major cities within



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, November 9, 2016
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

the State), was mentioned as a possible immediate focus. It was also suggested that this CCPC should develop and distribute a letter to send to the others. The Committee discussed having a more comprehensive meeting with HRSA and the OAA executive staff/leadership to directly focus on realistic (and expanded) plans for future alternatives.

(Patricia Sweetwine reminded the Committee members that they needed to make recommendations for topics for the December (Training) meeting. The responses included: there should be some focus directed to PrEP; roles and responsibilities during the meetings; how to expand capacity for community/public participation; and how to maintain the balance between 'protocols' vs 'a safe, affirming atmosphere.'

IX. REVIEW 2017-2019 MOU FOR GRANTEE & CCPC

Patricia Sweetwine reviewed the document and explained the process. The documents will be presented to the CCPC (full body) for individual review and feedback before the final submission.

X. REVIEW ADMIN. MECHANISM SURVEYS - FOR NOVEMBER DISTRIBUTION

Patricia Sweetwine explained the process for each survey and that all responses are due back by December 20, 2016; to allow appropriate time for analysis of the data.

XI. AGENDA SETTING FOR NOVEMBER 16, 2016 CCPC MEETING

The Committee members established the topics for discussion at the CCPC meeting. There was emphasis noted about how to address the Needs Assessment in a manner that best represents the local demographics, concerns, trends, etc.

XII. COMMUNITY/PUBLIC COMMENTS/ANNOUNCEMENTS

Loren Jones noted that she is presenting at a community event (this evening) at the Bench.

XIII. ADJOURNMENT



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, November 9, 2016
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

Betty Ubiles moved to adjourn the meeting. The motion was seconded by Phoenix Smith. The *Action: 1611-EXEC-05* was approved.

Motion Appendix:

- **1611-EXEC-01: Motion Adopted**
Betty Ubiles moved to approve the November 9, 2016 Executive Committee Meeting Agenda. Co-Chair Liam Galbreth seconded the motion.
- **1611-EXEC-02: Motion Adopted**
Betty Ubiles moved to approve the October 12, 2016 Executive Committee Meeting Minutes. Co-Chair Liam Galbreth seconded the motion.
- **1611-EXEC-03: Motion Adopted (Roll Call VOTE)**
Phoenix Smith motioned, as a recommendation by OAA, to approve the reallocation of funds in the total amount of \$53,915 - to be taken from various CORE services categories and moved to Oral Health Care services. Betty Ubiles seconded the motion.
Liam Galbreth, Co-Chair - Yes
Loren Jones - Yes
Phoenix Smith (OAA/Grantee) - Yes
Betty Ubiles - Yes



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, November 9, 2016
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

- **1611-EXEC-04: Motion Adopted (*Roll Call VOTE*)**

Phoenix Smith motioned, as a recommendation by OAA, to approve the reallocation of funds in the total amount of \$5,945 – to be taken from various Support Services categories and moved to Oral Health Care services. Loren Jones seconded the motion.

Liam Galbreth, Co-Chair - Conflict

Loren Jones - Yes

Phoenix Smith (OAA/Grantee) - Yes

Betty Ubiles - Yes

- **1611-EXEC-05: Motion Adopted**

Betty Ubiles moved to adjourn the meeting. Phoenix Smith seconded the motion.