



# 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, December 14, 2016  
10:00am - 12:30pm

Liam Galbreth, Co-Chair

Monica Cross, Co-Chair

#### I. CALL TO ORDER

The meeting was called to order at 10:20 a.m. by Co-Chair Monica Cross with personal introductions of the Committee members and participants. A moment of silence was observed in honor of persons infected with and/or impacted by HIV/AIDS. Loren Jones read the Mission Statement.

#### MEETING ATTENDANCE

##### COMMITTEE MEMBERS PRESENT:

Loren Jones  
Betty Ubiles  
Liam Galbreth (Co-Chair)  
Monica Cross (Co-Chair)  
Phoenix Smith (OAA/Grantee)  
Lois Bailey-Lindsey  
Karen Schlein (Contra Costa)

##### Facilitation/Support Staff:

Patricia Sweetwine  
Shirley Prothro

##### Guests:

(None)

#### II. AGENDA REVIEW AND APPROVAL:

Phoenix Smith (OAA Director) asked to add items to the Agenda: a reallocation request and a brief discussion for consideration of amending the meeting calendar. Betty Ubiles moved to approve the Agenda for the December 14, 2016 meeting with the requested additions. Loren Jones seconded the motion. The *Action: 1612-EXEC-01* was approved unanimously.

#### III. MINUTES REVIEW AND APPROVAL:



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Phoenix Smith moved to approve the November 9, 2016 Executive Committee Meeting Minutes. Betty Ubiles seconded the motion. The *Action: 1612-EXEC-02* was approved.

#### UNFINISHED BUSINESS:

#### IV. GRANTEE REPORT

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

##### **Highlights:**

- OAA has interviewed Barbara Green-Ajufo as a new prospective CCPC member and forwarded the request for approval to the Board of Supervisors.
- The proposals for the CCPC Administrative Support and Psychosocial Support Services were prepared. There were 2 bidders conferences held in November (Oakland and San Leandro). However due to low staff capacity, OAA decided to postpone the Psychosocial Support Contract until sometime next year. Current providers in this category will receive additional funding support due to this action.
- Interviews will be scheduled soon to fill the OAA Ryan White Program Specialist position, left vacant by Michael Lee's retirement.
- Monday's Community Services Awards event was very successful. Congratulations to Committee member Loren Jones on her award!
- OAA is working hard to reduce the amount of unexpended funds and to get the necessary reallocations approved as soon as possible.
- Phoenix presented at the National PrEP Summit in San Francisco on December 6<sup>th</sup>. There was good information shared about information on leveraging Ryan White funds to support this service. OAA staff is reviewing this, since more clarity is needed. Studies were indicating significant disparities among men and women and adherence outcomes.
- OAA held a PrEP Boot Camp on December 6<sup>th</sup>, as a free training for the staff of contracted service providers. Possibly, a condensed presentation can be scheduled for the CCPC in the coming months, to acquaint members with the science and basics of bio-medical interventions.



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- OAA also just released an RFP for PrEP Navigators (due December 28<sup>th</sup>), which is the outcome of State funds that were awarded 2 years ago.
- Ryan White Parts A, C, and D Directors are considering drafting a letter to the State OA to report on the ongoing challenges with the ARIES system.

### What are your long term plans for OAA staffing capacity, given the current challenges you’ve indicated?

*Although we’ve been working with a reduced staff, we are hopeful that with the new PrEP prevention funding, there will be additional staff brought on. Plus, there has been discussion about having both a CARE and a Prevention Director (like in previous years). The challenge with all this is not knowing how stable the PrEP initiative funding from the State will be.*

*As far as Interns, I am currently looking for someone to work with me now...and, if anyone knows of a potential candidate, please refer them to me – and I will look for some form of compensation for them.*

### What type of impact do you think that the current gentrification of San Francisco residents moving to Oakland, will have (if any) on our local HIV services and resources?

*We’ve experienced this transition the past few years. But we have not received any additional funding. Although San Francisco receives much more funding assistance than our TGA, our African American demographics support our current funding. There are many people from there, living here in Alameda County, and still working or receiving their services in San Francisco.*

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

**Membership** - Betty Ubiles reported that the speaker’s bureau will make a presentation in January 2017.

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



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

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

PLWHA - Loren Jones reported on the committee's recent discussions and activities. She also expressed concerns about low participation numbers.

*[There was a brief discussion about merging Membership and PLWHA Committees' special funds to support a community activity.]*

#### VI. OAA REALLOCATION REQUEST & VOTE *(added to Agenda)*

Phoenix Smith reviewed the related details concerning the MAI reallocation request for \$50,000.

There was brief discussion among the Committee members about clarity. Phoenix motioned to approve OAA's request to reallocate \$50,000 in MAI funds, to be used as carryover funding in

the next fiscal year. Lois Bailey-Lindsey seconded the motion. The *Action: 1612-EXEC-03* was approved by Roll Call VOTE. *(See Motion Appendix for VOTING details)* Phoenix Smith presented the OAA reallocation request to move total funds of \$23,138 to the current Home Health Care provider.

*[There was much discussion about this matter being a second request for funding assistance. Pamela Casey of OAA presented additional details and responded to questions. There was a suggestion that the provider is requested to submit a forecast strategy - indicating their plans for resolving potential future funding crisis.]* Lois Bailey-Lindsey seconded the motion. The *Action: 1612-EXEC-04* was approved by Roll Call VOTE. *(See Motion Appendix for VOTING details)*

#### VII. CONTRA COSTA COUNTY REALLOCATION REQUEST & VOTE

In the absence of Contra Costa representative, Co-Chair Monica Cross motioned to move the discussion and vote on Contra Costa's reallocation request for carryover funding to the upcoming December 21<sup>st</sup> CCPC meeting. Lois Bailey-Lindsey seconded the motion. The *Action: 1612-EXEC-05* was approved.



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*(There was some discussion about this situation and moving another Agenda item as well. Various comments were expressed. The discussion that followed was focused on the How Best to Deliver Services directives.)*

Lois Bailey-Lindsey motioned to approve moving the discussion on the How Best to Deliver Services directives to the upcoming December 21<sup>st</sup> CCPC meeting. Loren Jones seconded the motion. The *Action: 1612-EXEC-06* was approved.

#### VIII. UPDATE ON THE DECEMBER TRAINING

Dr. Akilah Cadet reviewed the scheduled meeting Agenda with the Committee members.

*(Patricia Sweetwine reminded the Committee members that they needed to remember prior discussions areas they've identified as concerns. Members were also reminded to read/review the Integrated Plan. Phoenix Smith reiterated her commitment, in her role as OAA representative, to support the strategies, plans, and objectives of the CCPC and the community, at large. There will be continued bipartisan efforts to reassure the public that their health concerns are/will be addressed.*

Dr. Cadet will make the adjustments to the Agenda from the feedback she received today.

#### IX. UPDATE ON THE 2017-19 MOU

Patricia Sweetwine reported that there was absolutely no response from the CCPC members, who were asked to review and comment on the document. The Co-Chairs will schedule a separate meeting with OAA to finalize the document.

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

Patricia Sweetwine explained that only 4 surveys had been received in the provider's segment and none from the membership. Copies were distributed among the Committee members to complete the requested data. All responses are due back by December 20, 2016; to allow appropriate time for analysis of the data.



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#### NEW BUSINESS (*Action Items*)

#### XI. FY 2017-2018 NOMINATIONS FOR CCPC OFFICERS

The Committee members were reminded of the eligibility criteria and nomination process. Supporting data was distributed. There was a brief open discussion about 3 initial nominees: Raymond Brickhouse, Carla Wright, and Monica Cross.

#### XII. DISCUSSION ON CHANGING THE CCPC ANNUAL MEETING CALENDAR (*added to Agenda*)

Phoenix Smith led the discussion about her suggestion to take the month of December off – not have any CCPC or sub-committee meetings during the entire month.

#### XIII. AGENDA SETTING FOR DECEMBER 21, 2016 TRAINING/MEETING (*This was done previously with Dr. Cadet*)

#### XIV. COMMUNITY/PUBLIC COMMENTS

Betty Ubiles spoke about the recent tragedy at the "Ghost Ship" business site. Phoenix Smith noted additional community resources for mental health services after this terrible community tragedy.

#### XIII. ADJOURNMENT

Co-Chair Liam Galbreth motioned to adjourn the meeting. The motion was seconded by Loren Jones. The *Action: 1612-EXEC-07* was approved.

#### Motion Appendix:

- **1612-EXEC-01: Motion Adopted**

Betty Ubiles moved to approve the December 14, 2016 Executive Committee Meeting Agenda. Loren Jones seconded the motion.

- **1612-EXEC-02: Motion Adopted**





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- **1612-EXEC-03: Motion Adopted (Roll Call VOTE)**

Phoenix Smith motioned, as a request by OAA, for approval of the reallocation of MAI funds in the total amount of \$50,000 - to be given to the current MAI contract provider. Lois Bailey-Lindsey seconded the motion.

Lois Bailey-Lindsey - Yes

Loren Jones - Yes

Phoenix Smith (OAA/Grantee) - Yes

Betty Ubiles - Yes

- **1612-EXEC-04: Motion Adopted (Roll Call VOTE)**

Phoenix Smith motioned, as a request by OAA, to approve the reallocation of funds in the total amount of \$23,138. The amount of \$6,430 is to be removed from Quality Management and an additional amount of \$16,708 from the Ambulatory Care category and moved to Home & Community-based Health services. Lois Bailey-Lindsey seconded the motion.

Lois Bailey-Lindsey - Yes

Loren Jones - Yes

Phoenix Smith (OAA/Grantee) - Yes

Betty Ubiles - Yes

- **1612-EXEC-05: Motion Adopted**

Co-Chair Monica Cross motioned to table the reallocation request by Contra Costa (scheduled for today) to be added to the CCPC meeting Agenda for December 21, 2016. Lois Bailey-Lindsey seconded the motion.

- **1612-EXEC-06: Motion Adopted**

Lois Bailey-Lindsey motioned to table the How Best to Deliver Services discussion (scheduled for today's meeting) to be added to the CCPC meeting Agenda for December 21, 2016. Loren Jones seconded the motion.

- **1612-EXEC-07: Motion Adopted**

Co-Chair Liam Galbreth motioned to adjourn the meeting. Loren Jones seconded the motion.