



## Executive Committee Meeting

**Date:** Wednesday March 14, 2018

**Time:** 10:00am-12:00pm

**Location:** Office of HIV Care and Prevention- 1000 Broadway St., Oakland, CA 94607 Room 310 A/B

**Members Present:** Raymond Brickhouse, Jessica Osorio, Eric McCann, Phoenix Smith.

**Excused:** Monica Cross

**Guests:** Dot Theodore, Curtis Moore

**Staff:** Akilah Cadet, Lianne Hope

### Minutes

Topic	Discussion	Action
Call to Order	<p>Meeting called to order by the Co-chair Eric McCann, at 10:09 am. Members introduced themselves. Moment of silence was observed to honor those infected with and/or impacted by HIV/AIDS. Raymond Brickhouse read mission statement.</p> <p><b>Agenda was reviewed.</b>            Corrections: None. Feb 14 meeting minutes not Nov 10<sup>th</sup>.            Motion: Raymond Brickhouse made a motion to approve the agenda.            Second: Jessica Osorio            Result: Minutes approved. <b>03.14.18.v1</b></p> <p><b>February 14, 2018 minutes were reviewed.</b>            Corrections: None.            Motion: Phoenix Smith to approve the minutes.            Second: Raymond Brickhouse            Result: Minutes approved. <b>03.14.18.v2</b></p>	<p><b>03.14.18.v1</b> <b>03.14.18.v2</b></p>
Grantee Reports	<p><b>Alameda County Report (Phoenix Smith):</b></p> <ul style="list-style-type: none"> <li>• New staff introduction, Dot Theodore, will be back up for Phoenix Smith.</li> <li>• International Conference 2020 HIV AIDS conference is happening and there is some dissatisfaction due to the travel ban since it will be during an election year. More conversations to come.</li> <li>• More attention with disparities between Oakland and SF.</li> <li>• March 23 HIV AIDS disparities conference about the resource disparities.</li> <li>• Next Getting to Zero meeting is March 19.</li> <li>• Ryan White Services Report was done on time, next step a report we can present to the community. Never had a comprehensive report before.</li> <li>• Request for reallocation to go on the agenda next OTGA meeting to address the lack of transportation vouchers.</li> </ul>	<p>Forward the email from Nick and March 23 meeting</p> <p>May have two votes in March</p>

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	<p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>• Discussion about AIDS 2020.</li> </ul> <p><b>Contra Costa County Report (Jessica Osorio):</b></p> <ul style="list-style-type: none"> <li>• Last clean up for the RSR Ryan White Report. Otherwise going well.</li> <li>• Starting to work on Ryan White PA services report</li> <li>• Had the HRSA call for part C and they seemed optimistic with part A and C.</li> <li>• Anjuli will be covering the meetings, this will be Jessica Osorio’s last week in the office before maternity leave.</li> <li>• Started working on STD Annual Report but haven’t done one in several years but we have a new epidemiologist.</li> </ul> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
<p>Standing Committee Reports</p>	<p><b>Standing Committee Reports:</b></p> <ul style="list-style-type: none"> <li>• Combined PWLHA/Membership: Interviewed three candidates, two went on to the designee, one will be interviewed for clarification questions next month.</li> <li>• Data &amp; Services: They are working on the AAM and will provide recommendations later this month to share with the council for approval.</li> </ul> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>	
<p>Staff Report</p>	<p><b>Administrative Staff Report:</b></p> <ul style="list-style-type: none"> <li>• Recruitment: Lianne has been tabling at multiple HIV events including March 19<sup>th</sup> and March 23<sup>rd</sup>.</li> <li>• JSI Consultants: Provided all information to review where the council needs support. Executives will have a private call with the consultants.</li> <li>• HRSA Call: Presentations needs to be reconsidered and provided mainly from Alameda County. Need to utilize more of the data collected.</li> </ul> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>• The HAPY Group said if he sends an email Raymond Brickhouse can get a reminder and possible applications.</li> </ul>	
<p><b>Town Halls, Presentations, and HRSA</b></p>	<p>Planning Council Staff lead a discussion of planned events and HRSA recommendations.</p> <p>Town Halls: None moving forward. Community feedback can be collected via community events and speaker’s series.</p> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>• Asked why Contra Costa is part of the Oakland TGA. Discussion held on how this started in 2005 and HRSA changed to TGAs and EMAs via a legislative change.</li> <li>• JSI may be here for April or May meeting. They will observe the council and set dates to observe the council.</li> <li>• If we ask why EFA is not spending money what can you provide? We could show you a report of what they returned.</li> </ul>	<p>Will follow up</p>

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	<ul style="list-style-type: none"> <li>That is the point of the needs assessment. To show what services are provided in both counties, epidemiological data, areas of focus and more.</li> </ul>	
<b>Bylaws and MOU</b>	<p>Akilah Cadet presented and update on the bylaws and MOU. Bylaws: Please see the updated version. MOU: Need to add clear language about the sharing of data and presentations</p> <ul style="list-style-type: none"> <li>Do one-page document</li> </ul> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>Why do we have an MOU? To make it clearer why we have different understanding</li> <li>Protection for the MOU.</li> <li>Comorbidity report to City of Berkeley and Alameda County</li> <li>Edits made to the bylaws, will provide to the council for approval.</li> <li>Do a more intense orientation for new chairs? More extensive.</li> <li>Look at the seating of chairs and mentorship with chairs.</li> </ul>	Akilah will draft a one-page MOU for the committee to review.
<b>Wellness Day</b>	<p>Curtis Moore discussed the collaborative Wellness Day</p> <ul style="list-style-type: none"> <li>May 16</li> <li>What time of Day: 1-4/5 Maybe 2-7pm</li> <li>What does it look like for you? Money and foods; report as Unit of Service, Recruit providers, Self-care for the providers, Massage, Acupuncture, Barber shop clean cuts, Make up person, Vendors for food, Musicians, Speakers, Panels?</li> <li>Costs covered by Planning Council Budget</li> <li>Idea/feedback wall with post its so people can share ideas</li> </ul> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>See above.</li> </ul>	
Public Comment	<ul style="list-style-type: none"> <li>None.</li> </ul>	
OTGA Agenda	<p>See Workplan. Council meeting agenda approved.</p> <p><b>Questions/Comments:</b></p> <ul style="list-style-type: none"> <li>None.</li> </ul>	

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Adjourn	Motion to adjourn: Raymond Brickhouse Second: Phoenix Smith Result: Approved. <b>03.14.18.v3</b> Meeting was adjourned at 12:12pm	<b>03.14.18.v3</b>
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