

## Minutes

**Date:** Wednesday, November 19, 2025, **Time:** 1:00 PM - 3:30 PM (Extended)

Physical Location(s)	Remote Access	Landline Access
<ul style="list-style-type: none"> <li>• ACPHD 1100 San Leandro Blvd, Redwood Room, 1st<sup>th</sup> Floor.</li> <li>• 2612 Roosevelt Avenue, Richmond 94804</li> <li>• 5345 Shafter Ave, Oakland, 94618</li> <li>• 1001 83rd Ave. Apt.203 Oakland, 94621</li> <li>• 6425 Christie, Emeryville, 94608</li> <li>• 2500 Bates Avenue Suite B, Concord 94520</li> <li>• 20961 Tabua Court Hayward, 94541</li> <li>• 490 Illinois Ave., 9th Floor San Francisco, 94143</li> <li>• 280 Lenox Ave Apt. E Oakland 94610</li> </ul>	<p>Click <a href="#">Here</a> Zoom Meeting ID: 885 6438 3101 Passcode: 2000</p>	<p><b>Call into meeting:</b> 636 651 3128 US Toll 877 411 9748 US Toll-free Conference code: 657145</p>

IP: In-person, R: Remote, NP: Not Present

**Present:** Rob N-N. (IP), Angel D. (IP), Megan C. (IP), Carlos A. (IP), Damon P. (IP), Barbara G-A. (R), Diana D. (R), Bryan H. (R), LeRoy B. (R), Ilana N. (IP), Duran R. (E), April L. (R), Aliaa B. (R), Natalie W. (R), Ebony G. (R), Ji-Sook O. (R), Jesse M. (R), Joghi K. (R),

**Not Present:** Shelley S. (E), Felecia G. (NP), Jose P. (NP), Damon P. (E), Martin E. (NP)

**Staff:** Camisha N. (IP), Leah J. (IP), Catheryn H. (R), Eileen D. (R), Martin L. (R), Ben C. (R), Dot T. (IP), Stephanie C. (IP)

**Guest:** Corey P. (R), Laura C. (R), Will C. (IP), Holly C. (IP)

**Mission:** The Oakland Transitional Grant Area Planning Council will provide comprehensive planning, prioritization, and resource allocation regarding HIV/AIDS services in Alameda and Contra Costa Counties that are inclusive, equitable, compassionate, and respectful of human rights.

### Planning Council Goals:

- Advance in Alameda and Contra Costa Counties commitment to “Getting to Zero”.
- OTGA meets HRSA mandate to make allocation recommendations that align with the epidemiological data.
- Provide data driven recruitment and retention efforts that are reflective of the epidemiology in the TGA.

#### I. **Call to Order - 1:05 PM**

- Moment of Silence
- Introductions
- Mission Statement

II. **Review and Approve Agenda - 1:13 PM**

Motion: Carlos  
Second: Ebony  
Action: Approved

III. **Review and approve October minutes 1:14 PM**

Edit Section V under Quality Services Committee topic add “S” to “Standard.”  
Motion: Megan  
Second: Aliaa  
Action: Approved with edit to section V.

IV. **Public Comment for Agendized Items**

V. **Subcommittee Reports/Announcements: Workplan benchmarks & deadlines  
Executive Committee**

1:19PM Bryan: The committee had its last meeting on November 12, 2025. The members prepared the council’s agenda for November, they reviewed the Client Satisfaction data, and the members completed section VI of the Bylaws, while section VII will get rolled over to the month of March 2026.

**Membership**

Angel: The committee interviewed a few new members. The next new member orientation will be on Friday, November 19th, and the only vacant seat is the State Medical category. Lastly, staff have created a new member Handbook and can be presented to the full council in 2026.

**Planning, Priorities, and Allocation Committee**

Bryan: the PPAC did not meet.

**People Living with HIV and AIDS**

Bryan: The committee successfully completed the 2025 Work Plan. The Priority Setting presentation will be delivered to the PLWHA committee by the PPAC annually in June (starting 2026). The Long-Term Survivors event was held on Thursday, October 16th, and thank-you letters were sent out to the guest speakers. The committee purchased business cards and held nominations. Rob is Chair, Bryan is Vice Chair, and the committee created a new position: Event Coordinator, which Diana holds.

**Quality Services Committee**

Megan: QSC did not meet, but staff, Natalie, and Ji-Sook worked on the Assessment of Administrative Mechanism (AAM), and it will be presented in today’s meeting. Lastly, they completed their workplan in October.

VI. **AAM Presentation Natalie & Ji-Sook -**

1:25 PM - Assessment of Administrative Mechanism (AAM) of the Ryan White Part A program by Natalie and Ji-Sook. The Responses came from Planning Council 16 of 20 members; 15 Subrecipients responded with 21 replies; and one respondent was the Office of HIV Care. Natalie considers adding to next year's AAM of the Subrecipient Survey is to say "Please add details of which categories were grievances" to question 12- "Which service categories were the subject of the grievance?" There was discussion on how soon a Ryan White client should receive services from an agency provider, which is usually around 30 days.

VII. **Client Satisfaction Survey & Recipient Report**

**2:15 PM**

2:29 PM Dot presented the [2025 OTGA Client Satisfaction Survey](#). The survey was sent to 22 agencies, launched in July 2025, and received over 200 responses. The survey closed mid-September 2025. Agencies were encouraged to incentivize the survey. There were 137 completed responses. The survey included steps for next year (2026), which include assessing focus groups.

2:51 PM - Dot presented the [November 2025 Recipient Report](#). There was no Clinical Quality Management (CQM) summary this month. The work OHC did for the CQM Program for 2025-2026 will be available in March 2026.

VIII. **Nominations**

**2:25 PM**

2:57PM- Staff announced that the nominations are for the Planning Council's Co-Chairs and Vice-Chair positions. Due to both Co-Chairs and many members being absent, it was agreed that this item should be tabled until March 2026. Megan suggested being presented with the members' terms and the Bylaw terms of Chairs. Camisha presented a document that reminded the members that the terms of the chair are in sections three and four of the Bylaws, as well as in the Standard Operating Procedures (SOP), and that the chair's responsibilities are also outlined in the Bylaws and the SOP.

Motion: Megan

Second: April

Approved: Nominations is tabled until March 2026.

IX. **Medi-Cal Presentation Update**

**2:30 PM**

3:03 PM Tabled

X. **Group Norms**

**3:00 PM**

3:03 PM – Barbara suggested adding "step up and step back" to Carlos' version of the Group Norms.

Motion: Bryan

Second: Diana

Action: Approved

XI. **Staff Report** **3:10 PM**

3:10 - Camisha gave a high-level overview of the committees and councils' accomplishments for 2025.

XII. **General Public Comment/Announcements**

XIII. Adjourned at 3:25 PM **3:30 PM**

**NOTE:** Brown Act – [Hybrid meetings](#)



**GROUP NORMS:**

1. Be a welcoming body to all.
2. Respect each other as leaders.
3. Exhibit patience with each other.
4. Be anchored in our mission.
5. Agree to disagree.
6. Active, intentional, attentive, listening/eyes, ears, head, & heart
7. No retribution for what gets said here.
8. Be present in call to service/Be prepared & ongoing
9. No judgement/Take a breath & set it aside.
10. Everyone's effort & time is valued.
11. Consciously arrive on same agenda as others
12. Encourage clarifying questions/Do not assume lack of preparation
13. Be more creative & efficient in deliberations
14. Be on time.
15. Do not take things personally
16. Avoid using acronyms and abbreviations or explain what they stand for

The **Vibe Monitor** (Chairs and/or Planning Council Staff) can enforce the above ground rules in situations of disruptive behavior. Pursuant to the OTGA Bylaws members can be removed from the meeting and/or council for disruptive conduct or conduct affecting the council's integrity of the community's confidence.



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**Planning Council Meeting**

Damon P. & Shelley S. | Co-Chairs