

Executive Committee
Shelley Stinson and Damon Powell | Co-Chairs



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Minutes

Date: April 08, 2026, **Time:** 10:00 AM – 12:00 PM

Physical Location(s)	Remote Address	Landline Access
<ul style="list-style-type: none"> 1100 San Leandro Blvd, 1st Floor, Oak Room, San Leandro (Creekside) 	Click Here Zoom Meeting ID: 845 3859 9178 Passcode: 2026	To call into the meeting: <ul style="list-style-type: none"> +1408-961-3929 +1408-961-3927 Zoom Meeting ID: 845 3859 9178# Passcode: 2026#

In person = IP | Remote = R | Not Present = NP | Excused = E

Present: Shelley S. (R), Damon P. (IP), Rob N-N. (IP), Megan C. (IP), Aliaa B. (E)

Staff: Camisha N. (IP), Ben C. (IP), Geroge A. (R), Dot T. (R)

Guest: Kalkidan D. (R)

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

I. Call To Order - 10:07 AM

- a. Moment of Silence
- b. Introductions
- c. Agenda review and approval - 10:13 AM
 - Motion: Rob
 - Second: Megan
 - Action: Agenda was approved
- d. Review and approve March Minutes - 10:19 AM
 - Shelley's name is misspelled under attendance and in section III.
 - Section I: Change November to March
 - Section IV: Edge United should be AIDS United.
 - Section V: Change epidemiologist to public health investigators
 - Section VI: Add see survey with link to the survey that was presented. Diana's name is misspelled
 - Motion: Rob
 - Second: Megan
 - Action: Approved with the suggested edits.
- e. Mission Statement

II. Membership Check In

III. April Planning Council Agenda - 10:29 AM

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- a. Membership / Recruitment Strategy
- b. Workplan Benchmarks and Deadlines
- c. Presenters
 - i. Late Diagnoses in the OTGA
 - ii. La Clinica: Early Intervention Services Program
- d. Recipient Report
 - Motion: Damon
 - Second: Shelley
 - Action: Planning Council Agenda was approved.

IV. Review WorkPlan - 10:45 AM

The members reviewed the items for April. Shelley asked to change the “X” to check marks on the workplan. Megan asked whether there were any Bylaws that had not been approved. Staff stated that she and Damon have worked on sections six and seven over the winter break, and the staff emailed, but it has not been approved yet. Staff announced that the Project Officer had informed her to add a confidentiality page and add the roles and responsibilities page to the Bylaws. Staff added the Roles and Responsibilities, but not the confidentiality statement, because it needs to be signed by members. However, staff can add it as a reference, and members can sign in individually.

V. Review SOP - 10:56 AM

Section I: Megan noticed that the first bullet point needs to be revised to, “The purpose of the Executive Committee is to coordinate the development of the Planning Council agenda, oversee and analyze fiscal reports, assume responsibility for organizational development, and coordinate the Planning Council workplan.”

Section III: Change bullet points to letters in section III. The second bullet is similar the sentence in section one and should get deleted. The members discussed moving “Serve as the grievance committee” to section III as item “e”. Megan and Rob agreed to strike item two and add a bullet to the Purpose section. Revisions were made in sections one, two, and three.

Section IV: Remove “A” and the bullet point.

Megan and Rob state that the executive committee has not been functioning as outlined in section IV. Also, the Planning, Priorities, and Allocations Committee is not listed in this document. Rob suggested changing the wording to “each standing committee’s chair or co-chair” because there is a hierarchy in the two roles, and the co-chair fills in when the chair is not available.

Section IV: Damon asked whether the council is complying with the rule requiring at least 25% of the People Living With HIV/AIDS Committee to be represented on the Executive Committee. There was a discussion of whether that is a mandate from the Health Resources and Services Administration (HRSA) or if the previous members created this policy. Staff stated she would check with the HRSA project officer.

Rob stated that the SOP should say “the executive committee is composed of the chair of each committee and the co-chair if the chair is unavailable,” instead of “The Executive Committee is composed at a minimum of two Co-Chairs of the Planning Council, and the Chair or Co-Chair. The People Living with HIV/AIDS Committee (PLWHA) shall serve as the Vice Chair in the absence of the Co-Chairs.” There was a discussion on whether the Vice Chair should attend the Executive Committee meeting and if it should be added to the SOP. Megan instructed to remove all CCPC terminology and change to Planning Council (PC).

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- VI. Review MOU - 11:24 AM** - The members discussed the timeline of when the Memorandum of Understanding is supposed to be revised and resigned. They announced that they are supposed to revisit the MoU every two years and, during this meeting, establish a process to complete it. Rob stated he can check the document against the best practices from other jurisdictions. Megan questioned whether the MoU would be completed by the June deadline in the workplan and whether it should be updated. Damon suggested that the members work on this at every meeting until it is completed. Shelley asked for clarity on what they agreed the MoU process is. Staff stated she will extend the due date for April 8 to June 10, 2026, to complete sections one, two, and three. Megan said she will bring her questions and suggestions to the MoU meeting. Shelley and Rob agreed to complete sections 1, 2, and 3 for the May meetings and finish the document by the June meeting.

11:45 AM - Dot asked for clarity on whether the Public Health/Office of HIV care staff will attend the council meetings. She stated that her staff feels lost at times when they attend virtually. She stated it is at this committee's discretion, but Camisha has told her that the council members agreed that there is a lot of public health staff at the meetings. Rob stated that these meetings are public and that there is no problem with OHC staff attending in person or virtually to observe. Megan stated that the OHC staff has been informative, and as long as they aren't dominating the discussion, she is ok with them attending (in any capacity). Camisha explained that, after HRSA's visit last August, the members discussed the presence of public health staff at the meetings. The members said there were many public health staff at the meetings, but Camisha pointed out that this is during the priority-setting and allocation time periods, which naturally warrant more public health staff and community members. Camisha stated that the members said they are fine with whatever the majority vote is. In short, this committee wants the OHC staff to attend the meetings however they see fit, without dominating the discussions. Their presence is necessary.

VII. Staff Report – 11:49AM

- a. Ryan White Conference- Diana will attend the conference in person. Camisha notified the HRSA project office via email that the Part A in-person attendees will be Damon, Diana, and Camisha. The county will pay for airfare, and all receipts are to be sent to Camisha for other reimbursement claims. Shelley stated that when she spoke with Diana, she was worried about being able to afford food and other travel expenses up front. Camisha stated that when she spoke with Diana, Dot assured her that Diana is responsible for that expense and will get reimbursed once the receipts are collected, provided to Camisha, and a claim is submitted to the County of Alameda. Rob asked if there is any way for the county to pay for Diana's travel and accommodation to make it easier, and to consider this a hardship for Diana. Rob will write a letter on her behalf to the county seeking approval to provide stipends before Diana travels to the conference. There was a discussion about past processes for members to attend the conference via a Board Letter. Camisha stated that, even with the Board Letter, the members had to be reimbursed as if they were county employees after the conference, and they had to surrender all receipts related to the conference expenses. Dot stated she will see if Cardea can assist by moving funds into their contract only to help Diana alleviate some costs during her travel. Camisha will also write a Board Letter requesting a stipend on Diana's behalf.
- b. Concord Location - Camisha asked the members which meeting should be hosted at the Concord location. Currently, the Planning Council, Quality Services Committee, and planning, Priorities, and Allocations committees are open to the public. She stated that there are about 3 additional members who either reside or work in Contra Costa County who sit on the PLWHA and executive committees. The members agreed not to open the Contra Costa County location for the PLWHA and executive committee meetings. Ben stated that we need the PLWHA members to request an accommodation to help reach quorum.

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VIII. Announcements

IX. Adjourned at 12:02 PM

12:00 PM



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. Step up Step back.
7. Active, intentional, attentive, listening/eyes, ears, head, & heart
8. No retribution for what gets said here.
9. Be present, prepared and engaged
10. No judgement/Take a breath & set it aside.
11. Everyone's effort & time is valued.
12. Encourage clarifying questions
13. Be creative & efficient in deliberations.
14. Be on time.
15. Be mindful of your actions and assume good intentions.
16. Avoid using acronyms and abbreviations or explaining what they stand for.

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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.