

**Executive Committee**  
Shelley Stinson and Damon Powell | Co-Chairs



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## Minutes

**Date:** March 11, 2026, **Time:** 10:00 AM – 12:00 PM

Physical Location(s)	Remote Address	Landline Access
<ul style="list-style-type: none"> <li>• 1100 San Leandro Blvd, 1<sup>st</sup> Floor, Oak Room, San Leandro (Creekside)</li> <li>• 2500 Bates Ave, Lassen RM, Concord CA 94520</li> <li>• 2612 Roosevelt Avenue, Richmond 94804</li> <li>• 901 Nevin Ave Richmond, 94801</li> <li>• 6425 Christie Emeryville 94608</li> </ul>	<p>Click <a href="#">Here</a>  <b>Zoom Meeting ID: 845 3859 9178</b>  <b>Passcode: 2026</b></p>	<p><b>To call into the meeting:</b></p> <ul style="list-style-type: none"> <li>• +1408-961-3929</li> <li>• +1408-961-3927</li> </ul> <p><b>Zoom Meeting ID: 845 3859 9178#</b>  <b>Passcode: 2026#</b></p>

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

**Present:** Shelly S.(R), Bryan H. (R), Rob N-N.(IP), Megan C. (IP), Alial B. (NP)

**Staff:** Camisha N. (IP), Edgard E. (R), Leah Jones (R), Ben C. (IP), Geroge A. (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-10:05 AM 10:00 AM**

- a. Moment of Silence
- b. Introductions
  
- c. **Agenda review and approval - 10:11 AM**
  - Motion: Rob
  - Second: Megan
  - Action: Agenda was approved.
  
- d. **Review and approve November Minutes – 10:18 AM**
  - Motion: Megan
  - Second: Shelley
  - Action: Minutes were approved.
  
- e. **Mission Statement – 10:21 AM**

**II. Membership Check In – 10:22 AM**

**March Planning Council Agenda –10:30 AM 10:30 AM**

Shelley asked for clarity on why the Group's Norms were on the Planning Council's agenda and questioned if they had been completed and voted on. Staff affirmed that the Group Norms have been completed, but members of the

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council suggested that committee chairs review them at the beginning of each meeting this month. She also stated during outreach at McClymond High School, she met Jennifer Ly, who is conducting a survey for Black parents, caregivers, and girls who is interested in announcing her research study through University of San Francisco on a sexual health app for people living with HIV and asked if she can get a ten minute platform or should she be in the announcement section. Members agreed to have her introduce her research study in the announcements section. Rob explained the Conference on Retroviruses and Opportunistic Infections (CROI) Update for the agenda. The 2026 Topic for this month will be New Diagnoses, presented by Steve Gibson or Gabby Cleary. Rob pointed out that more time may be needed on the agenda if a provider is presenting. Staff said she would follow up with the Office of HIV Director Dot Theodore to see if there will be a presenter this month, and yes, more time will be allotted to them. She also stated that the Staff Report can be included in the body of the email rather than giving an oral overview to the council. The agenda items are: New Diagnosis - HIV Epidemiology and Surveillance (HES) Asian Health Services; Nominations; CROI Update; Review WorkPlan; and the Recipient Report. Rob suggested the Group Norms to the top of the agenda under the Mission statement.

- a. **Membership / Recruitment Strategy**
- b. **Workplan Benchmarks and Deadlines**
- c. **Recipient Report**
- d. **Nominations (Co-Chairs)**
- e. **Staff Report**

Motion: Rob

Second: Megan

Action: Agenda was approved.

### III. **Grievance – 10:53 AM**

Rob stated he submitted the formal grievance regarding an issue that occurred during the Planning, Priorities, and Allocations (PPAC) meeting on March 5, 2026. He stated that a hostile environment is not normalized. He explained during the PPAC that he was discussing work to increase PLWHA representation on the Council, and April Langro volunteered that Contra Costa Health collects its own survey information. He requested that the data be made available to the PLWHA committee, and he was met with, "I don't report to you." Rob expressed that he had brought up a lot of feelings for him, and that's why he wants to discuss the Group Norms. Shelley asked Deputy Dr. George Ayala if he was aware of this situation. He stated Yes and it is taken seriously. There are a number of steps they plan to follow, led by Ben Chen (Councils and Commissions Manager). They will engage in one-on-one with Rob, then have a conversation with April, and then try to reach a resolution. He agrees that reviewing the Group Norms at the start of each cycle makes sense for each council and committee meeting. He stated he wants to discourage treating what happened in a public meeting as a matter of public record. He appreciates Rob submitting the letter, even though it must have been hard to write. Ben stated that he spoke with Rob yesterday and with April this morning, and his takeaway is that everybody still wants to work together; it's just about collaborating, making sure we have data to move ahead. At the bottom of the grievance, there are two recommended actions. One of the grievances to be agendized is access to Contra Costa County data. However, as far as the Contra Costa County data typically included in some reports, he'll look into it to ensure all that data is available for the Planning Council's work. He wanted to note that Contra Costa County feels their data hasn't been represented in the data and the needs assessment for the Planning Council, and the concern is that, if shared, some internal stuff may be taken out to share broader, kind of population-level data. George stated that, regardless of the data being represented, the council is encouraged to coordinate efforts because it represents two counties. He

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continued by saying, "I want us to kind of think about how we best integrate and critique involvement has been a long-standing one in terms of the involvement of people living with HIV in Contra Costa County. In the past, the council has tried many remedies to increase the number of members in Contra Costa County on the council, and we will continue to do that." he expressed that he doesn't want April to feel she has to take on this on her own and has to run the Intentional of Alameda County's efforts. Also, he agrees with Rob that it is the council's prerogative to request data if it is being collected in an official capacity. Shelly asked whether the application includes Contra Costa County data to get funding? George replied Yes. Megan stated that she thinks this is a good opportunity to consider how we can better share data while respecting people's confidentiality and to leverage the data to be as impactful as possible. George stated that the survey for people living with HIV has not been finalized, and there's plenty of time for the Planning Council to contribute to survey development. It would also be a good time for April to provide feedback from people living in Contra Costa. Also, the only time data is not shared is when the numbers are small enough to risk breaking, you know, anonymity or confidentiality. Shelley asked Rob if there was anything else he wanted to say. Rob stated the two items listed in the grievance are 1) Reaffirmation of the group norms in the meetings, and 2) Access to the data, which the staff is working on, so his grievance is resolved as far as he is concerned.

### IV. Policy Engagement – 11:09 AM

11:00 AM

Rob announced that Policy Engagement is a new standing item on the PLWHA committee agenda, and that they will monitor it monthly in the U.S. People Living with HIV Caucus, National Minority AIDS Council (NMAC), and AIDS Policy Team. When topics arise that the entire council needs to engage in, they will be itemized on the agenda as needed. Ben introduced the Councils and Commissions (C&C) Policy Priorities program and discussed ways C&C can support by providing updates on county-wide policy topics. C&C has been sharing updates from Alameda County's policy team with other programs in C&C; they've discussed state bills, proposed rules, and federal legislation. The goal is to work with PLWHA on monitoring topics related to Ryan White, Medi-Cal, and prevention funding, and to bring them to the council's attention as needed.

### V. Needs Assessment

Camisha gave an overview of how the needs assessment survey has been discussed in the PLWHA committee and the new ideas that have emerged. Rob explained that the Needs Assessment and client satisfaction survey were on the PPAC's workplan until last week, when they were voted onto the PLWHA's workplan. There has been discussion around the implementation of the two surveys before the priority setting takes place. Rob has drafted a survey that combines the client satisfaction survey and the needs assessment survey. He suggested conducting community listening sessions and flash surveys to gather qualitative information. He continues to give an overview of the combined survey and the agencies' examples, where he plans to present the listening surveys. With one community listening session in Spanish. Ben explained that in the past, the client satisfaction survey went out only to subrecipients via the Office of HIV Care (OHC); however, the needs assessment has gone to a broader audience within Alameda and Contra Costa counties. He suggests keeping in mind that client satisfaction is built into OHC's contractual requirements. Therefore, it may make things trickier when adding additional items to what they are already contractually obligated to do. Pertaining to the focus groups: Ben told Rob that the epidemiologist suggests getting people who are not currently in care. Rob agreed. He stated, "If their case managers can't find them, I think it's probably going to be hard for us to find them, but as long as we are promoting it wider than funded organizations, and the addition of a virtual option for listening sessions

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would help encourage people that aren't engaged in care." Ben suggested that Rob think about the structure for the Needs Assessment and what's important for you to do your work as a planning council member.

### VI. Client Satisfaction Survey

### VII. Review WorkPlan - 11:23 AM

The members updated and approved the WorkPlan.

### VIII. Bylaws Update – 11:32 AM

Damon and Camisha worked on section six of the fishing section and completed sections seven through twelve during the break. The Project Officer instructed Camisha on the confidentiality statement and the Bylaws' roles and responsibilities. Members agreed that all committees use Co-Chair instead of Vice Chair.

Motion: Megan

Second: Rob

Action: Bylaws update was approved.

### IX. Staff Report – 11:45 AM

**11:50 AM**

Ben reviewed the 2024 budget. He stated that it hasn't been fully updated and that they are taking a look at last year's budget. He removed the part about staffing because it does not change.

Outreach Materials: \$2,700

Interpretation: \$4,043 this was not utilized

Food: \$5,103

Travel: \$2,400 There may be more money allocated to this because of the Ryan White conference this August and other events.

Lodging: \$8,400

Town Hall: \$4,000

Ben explained that a Request For Proposal (RFP) was put out for a website host, redesign, and maintenance, but the effort was unsuccessful in securing a vendor. He is figuring out an in-house solution. Megan states she noticed the website was down yesterday. Ben said yes. It's been in development, and the plan is to host it internally.

Overall, this is the budget. Based on the needs assessment, Ben believes there are some leftover gift cards that can be contributed. Additionally, Ben said he will look into the exact costs of some items from last year to provide better numbers for the Town Hall. Rob stated that he will relate this information to the PLWHA committee.

Shelley asked Camisha if she knew who the three members would be who would attend the Ryan White conference this year. Camisha stated that Co-Chair Damon and she have not yet heard a response from an unaffiliated person. Bryan stated that Diana Dupree had expressed her desire to attend the conference and that he would attend virtually. Shelley stated that she has submitted Diana through part D.

Camisha asked whether members were interested in attending other conferences, if that were possible. Rob stated that the Ryan White conference should be the primary focus when considering travel funded by Ryan White. But bring the conferences to the Executive Committee to review. Ben stated to keep in mind that it takes time for the county to allocate funds to the council for travel. Megan acknowledged that

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members should be aware they will pay out of pocket while traveling and should expect to be reimbursed. Camisha confirmed that when she emailed the council regarding traveling to the conference, the member will be responsible for all travel-related expenses and will be reimbursed once all receipts have been submitted. Rob stated that, usually, the unaligned member is already at the poverty level, and a stipend for food and travel for the members would be best.

### X. Announcements

### XI. Adjourned at 12:00 PM.



### Current 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

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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.

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.