

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



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**Minutes**

**Date:** November 12, 2025, **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>• 2612 Roosevelt Avenue, Richmond 94804</li> <li>• 901 Nevin Ave Richmond, 94801</li> <li>• 6425 Christie Emeryville 94608</li> </ul> | Click <a href="#">Here</a><br><b>Zoom Meeting ID:</b> 893 2786 0717<br><b>Passcode:</b> 2000 | <b>To call into the meeting:</b> <ul style="list-style-type: none"> <li>• USA 636 651 3128 US Toll</li> <li>• USA 877 411 9748 US Toll-free</li> </ul> Conference code: 657145 |

**Present:** Bryan H. (R), Damon P. (IP), Megan C. (IP), Shelley S. (R)

**Staff:** Camisha N. (IP), Dot T. (R), Leah J. (IP), Ben C. (IP)

**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 - 10:13 AM**  
 Motion: Shelley  
 Second: Bryan  
 Action: Agenda Approved  
 Megan and Damon suggested changing the headings of the agenda and minutes to make it easier for the members to differentiate them.
  - d. **Review and approve October Minutes**  
 Motion: Shelley  
 Second: Damon  
 Action: October Minutes approved with edits.  
 Item 1C: HCV is repeated twice indicating there was a misspelled acronym.  
 Item 3A: Replace “agenized: with “agendized.” Change “Georges” to “George.”  
 Item 5: Change “Megan concluded her second year as chair” ... with “first year as chair.”
  - e. **Mission Statement**

**II. Membership Check In**  
10:31AM -

Members checked in. Dot brought up the topic of Potential Defunding of Parts C and D and encouraged agency members involved in these parts to develop a message and present it to the Alameda County Board of

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Supervisors. She states that advocacy is needed outside the Public Health Department (PHD) to inform them of what is happening with HIV funding.

Staff provided an overview of the council's meeting this month. She also informed them that the membership committee will resume meeting quarterly starting in March 2026.

### III. **Recommended Agenda for November Planning Council Agenda** **10:30 AM**

- a. Membership / Recruitment Strategy
- b. Workplan Benchmarks and Deadlines
- c. AAM Presentation
- d. Recipient Report
- e. Nominations
- f. Medi-Cal Presentation Update
- g. Staff Report
- h. Finalize Group Norms

10:36 AM -

Members discussed the Planning Council agenda and the timeframes for the items. Damon asked if the Roberts Rules and finalizing the Group Norms would be added to the agenda. Dot stated she can integrate the Client Satisfaction Survey into the recipient report. Damon asked if the Nominations and the Assessment of Administrative Mechanism (AAM) Presentation would take a significant amount of time. Megan pointed out that the committees have been discussing the nominations within their own committees, except in PPAC, and that the other committees know their Chairs [for 2026].

Megan suggested that the staff should present the different options at the meeting. Staff stated that the members did see the different versions from Bryan, Carlos, and the one revised as a group; however, the council has not reached an agreement on it yet. Shelley will present the Medi-Cal Update. Due to the full agenda, the members suggested extending the meeting by 30 minutes. Camisha stated that her section (Staff Report) should not exceed 10 minutes. Damon asked for a report on the Planning Council budget from this year during the staff report. Ben agreed to have it available for the council.

Motion: Bryan

Second: Megan

Action: Planning Council agenda was approved

### IV. **AC Health Policy Priorities** **11:00 AM**

11:03 AM - Leah presented possible topics for future Policy Engagement presentations between Alameda County and the council regarding the Policy Priorities. Members gave feedback on the topics they want to hear about, such as the federal budget.

### V. **Bylaws** **11:20 AM**

- a. Section 6 - 11:34 AM There was discussion regarding SB707 as the new Brown Act regulation, effective 2026, and that it will be added to section six of the Bylaws. As well as the role responsibilities, the Chair is expected to abide by the SOP during their term(s).

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- b. Section 7 – 11:54 AM Members and staff agreed to allow Damon and Camisha to finish updating sections IV and IIV and have it prepared for the committee at the March meeting.

### VI. Staff Report

11:50 AM

- i. Chair Eligibility List -11:58 AM Camisha reviewed who is eligible to be nominated as Chairs for 2026 and refreshed them on the policy from the Bylaws.
- ii. Buddy System - 11:55 AM Camisha stated that there are three new council members, and she will give them the Mentor survey to see if they'd like a mentor. The members recommended that staff send the mentor survey to the entire council to see who wants to be a mentor and who wants to be a mentee.

### VII. Announcements

### VIII. Adjourned at 12:00 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. 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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