

Planning, Priorities, and Allocations Committee Meeting

Chair: Aliaa B. | Vice-Chair: Barbara A-J.

Minutes

Date: Thursday, April 2, 2026, **Time:** 1:00 PM - 3:00 PM

Physical Location(s)	Remote Address	Landline Access
<ul style="list-style-type: none"> ACPHD 1100 San Leandro Blvd, Eucalyptus Room, San Leandro, CA 94577 2500 Bates Ave. Suite B, Concord 94520, Lassen RM 	<p>Click Here Zoom Meeting ID: 835 5053 4497 Passcode: 2026</p>	<p>To call into the meeting:</p> <ul style="list-style-type: none"> 1(408)-961-3928 1(408)-961-3929 <p>Zoom Meeting ID: 835 5053 4497 Passcode: 2026</p>

Present: Rob N-N. (IP), Bryan H. (R), Leroy B. (R), Aliaa B. (IP), April L. (IP), Barbara G-A. (IP), Ebony (R), Shelley S. (R)

Not Present: Leroy B. (NP), Angel D(NP),

Staff: Camisha N. (IP), Edgard E. (IP), Luis L. (R)

Guest: Jesse B. (IP),

Mission Statement: The OTGA Planning Council will provide comprehensive planning, prioritization, and education regarding HIV services in Alameda and Contra Costa counties that are inclusive, equitable, compassionate, and respectful of human rights.

- I. **Call to Order – 1:10 PM** **1:00 PM**
 - a. Welcome with the Moment of Silence
 - b. Introductions, member check-in, and Quorum confirmation
 - c. Mission Statement

- II. **Agenda Review & Approval – 1:21 PM**

Items VI and XI were duplicated. Suggested to delete item XI. Members expressed that the minutes do not need to be verbatim. Acknowledged their perspective, yet the Health Resources and Services Administration (HRSA) instructed staff to write minutes. Rob stated he finds the details helpful for the public, since these notes are posted on the website, and understands why it's necessary. He says it helps the public understand how the members arrived at the decisions. Section VII: Aliaa line six add "Rob stated" before "Don't make the questions required." Shelley stated that the sentence regarding banter should be removed. Item X delete "each"

Motion: Barbara
Second: Rob
Action: Agenda was approved with removing one of the "Review SOP" duplicates.

- III. **Review and approve the prior month's meeting minutes – 1:36 PM**

Section V: Replace "Dose" with "Does".
Aliaa stated to delete her comment "Aliaa said she feels she is still [too] young [to be chair]"

Motion: Rob
Second: Aalia

Action: Minutes for March have been approved with the suggested edits.

IV. Public Comment on Agendized Items

V. Review WorkPlan - 1:37 PM

Aliaa suggested to move Review Workplan to before General Comment on the agenda.

VI. Review SOP – 1:38 PM

- “Conducting research for the Needs Assessment and analyzing data to understand the needs of PLWHA within the Oakland TGA” will be moved to the PLWHA. Committee’s workplan. Change Vice Chair to Co-Chair.

Rob asked whether this committee gathers data on the original bullet: “Review data from PLWHA committee to understand the needs of PLWHA within the Oakland TGA.” Staff explained that this committee gathers data from the community for Priority Setting, and that Alameda County’s epidemiology team usually gathers the data for the council and committees to review.

- **Old:** Gather data shared from the recipient for monitoring, the Integrated HIV Prevention, and Care Plan.

New: Review data shared from the recipient for monitoring, the Integrated HIV Prevention, and Care Plan.

- **Old:** The distribution of funds among priority goals using all available information.

New: The allocations of funds among priority goals using all available information.

- A. **Old:** The Committee will hold monthly meetings on the first Thursday of each month from March to September. There are no scheduled Committee meetings from October to February. The Committee may vote to have additional meetings as work requires.

New: The Committee will hold monthly meetings on the first Thursday of each month from March to October. There are no scheduled Committee meetings from November to February. The Committee may vote to have additional meetings as work requires.

The members agreed to continue to meet until October so they can provide the Post Priority Setting and Resource Allocation (PSRA) Survey to the committee and review the responses and the process.

- F. **Old:** Public actions and comments advocated by the Committee on behalf of the Oakland TGA Planning Council require review and ratification by the Oakland TGA Planning Council

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New: The PPAC cannot make recommendations, speak, or take action in the public and/or comment on behalf of the Oakland TGA Planning Council without prior review and approval by the Oakland TGA Planning Council.

- **G. Old:** Committee meetings are open to the public.

New: Committee meetings are open to the public at Alameda County Public Health Department and Contra Costa Public Health locations.

April asked whether all SOPs included the statement, “Committee meetings are open to the public.” Staff should ensure that all SOPs include the same statement. Brabara suggested listing which committees are hosting locations in both counties. Staff stated that if the Contra Costa County (CCC) membership increases, then the number of committees will change. April added that currently, the Planning Council, PPAC, and Quality Services Committee (QSC) are being hosted at the CCC location.

- **H. Deleted:** In an effort to recruit Contra Costa County membership, the Committee will commit to holding meetings in Contra Costa County when possible.
H. New: Materials to be presented to the committee must be sent (72 hours) prior to the scheduled meeting. If a member wishes to call in a meeting, support staff must be notified 24 hours prior to the meeting via phone or e-mail.

Attendance

Aliaa asked whether the 72-hour notice prior to the meeting the same policy is for notifying staff when a person will not attend. Rob stated that he will be in attendance.

- A. **Old:** To maintain voting status once membership is attained, individuals must attend at least two-thirds (2/3 of 9 meetings) or six (6 of 9 meetings) of all committee meetings each calendar year. PCS will email the member a warning letter after twenty percent (20%) of two (2) meetings have been missed, informing them of their attendance. See AB 2303.

New: To maintain voting status after attaining membership, individuals must attend at least 5 of the 8 scheduled committee meetings. PCS will email the member a warning letter after two (2) consecutive meetings have been missed, informing them of their attendance and notifying the Executive Committee. See AB707.

- B. Rob wanted clarity on when members are nullified after two consecutive meetings. Does that mean any two meetings, two committee meetings, or two council meetings, and if it aligns with the Bylaws? There was discussion around deleting “members shall be nullified after two consecutive meetings.” April mentioned that if a member has a Family and Medical Leave Act (FMLA) request, the member will affect the quorum and won’t be able to vote. And she wonders if that is why the SOP has consecutive in the policy. members agreed to keep “members shall be nullified after two consecutive meetings” because there are only 9 meetings annually that require attendance. They discussed the process of removing a member due to inconsistent absences. It was agreed to make the decision to remove a member from this committee rather than taking it to the executive committee, and to notify the executive committee. Their plan is to finish the SOPs at the May meeting, starting in section B under Attendance.

C.

VII. Review Annual HIV Presentation – 2:30 PM

Aliaa presented the summary of the Annual HIV Presentation. See [here](#).

Rob suggested moving forward in the presentation not to use the word “target” but instead use “prioritize” to describe people living with HIV. He also asked if Contra Costa County (CCC) could provide a comparable report. April stated that there have been emails over the past two weeks to CCC employees to provide their reports, but they were not given enough time to present to the council. However, CCC will present to the planning council later this month. She pointed out that the slides stated the focus of PPAC as “expanded HIV testing and early detection,” but CCC has mostly CDPH and prevention state money for testing, because CCC receives less Ryan White funding; the majority of it comes from CDPH and prevention grants. Rob stated this is a good point to consider as they set the priorities [this year].

VIII. Review Fiscal Data – 2:49 PM

Luis presented the 2025-2026 Fiscal Update report. See [here](#).

Rob asked what the asterisks after Health Education/Risk Reduction meant. Luis said he would follow up with Dot on the reason.

IX. Review WorkPlan – 2:53 PM

Line .17 “Support members to build a comprehensive understanding of the Service Categories (PCN 1602)” was moved to the months of May and June. April would like to support with the task of reviewing the PCN 16-02 for this committee. She also suggested that LeRoy may have a great way to explain this based on his experience on other councils. She would also like to use the Standards of Care that the Quality Services Committee is finalizing to incorporate into the policy clarification notice (PCN) 16-02, which could be helpful.

X. General Public Comment

XI. Announcements

XII. Adjourned at 3:06 PM

3:00 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.

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.