

Planning, Priorities, and Allocations Committee Meeting

Chair: Shelley S. | Vice-Chair: Bryan H.

Minutes

Date: Thursday, October 2, 2025, **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 • 2612 Roosevelt Ave., Richmond 94804 • 1001 83rd Ave. Apt.203, Oakland 94621 • 1616 Capitol Ave., Sacramento 95814 • 2500 Bates Ave. Suite B, Concord 94520 • 280 Lenox Ave Apt. E Oakland 94610 • 2726 Aborn Rd San Jose 95121 • 6425 Christie, Emeryville 94608 • 5345 Shafter Ave, Oakland, CA 94618 	<p>Click Here Zoom Meeting ID: 872 8314 4785 Passcode: 2000</p>	<p>To call into the meeting:</p> <ul style="list-style-type: none"> • USA 636 651 3128 US Toll • USA 877 411 9748 US Toll-free <p>Conference code: 657145</p>

Present: Barbara G-A. (R), Bryan H. (R), LeRoy B. (R), April L. (R), Aliaa B. (R), Ebony G. (R)

Absent: Diana D. (NP), Angel D. (NP), Shelley S. (NP)

Guest: Rob N-N (R), Jesse M. (R)

Staff: Luis L. (R), Camisha N. (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.

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

1:00 PM

- Welcome with the Moment of Silence
- Introductions, member check-in, and Quorum confirmation
- Mission Statement

II. Agenda Review & Approval 1:10 PM

Motion: LeRoy
 Second: Bryan
 Status: Approved with correction to PSRA from PRSA

III. Review and approve the September 4th Minutes 1:13 PM

Motion: Bryan
 Second: Barbara
 Status: Approved.
 Review and approve the September 12th Minutes
 Motion: LeRoy
 Second: Ebony

Status: September 12th Minutes are approved with the correction to the spelling of COVID.

IV. Public Comment on Agendized Items

V. Discuss PSRA Process

1:28PM – Camisha stated that there is no written process for the PSRA, and that now would be a good time to develop one. The members agreed to present the PRSA presentation to the PLWHA committee and the full council in June. In July, the Priority Setting process will take place, and votes from PLWHA and PPAC will be delivered to PPAC at their July meeting. Leroy stated that the council needs to conduct a Needs Assessment every year as part of the PSRA, and that the members choose a vendor or subcontractor for the Needs Assessment. Also there should be a discussion by the council that they have a calendar that is approved at the beginning of the year and to provide the information that is needed to do the allocations to DCAC [Alameda County Public Health Department] about what is needed for the allocation and defining what that needs assessment information is. Then work backwards to move certain things (PSRA tasks) up earlier. As well as calendaring the Integrated Plan Process for 2026. Bryan asked Camisha whether the Client Satisfaction survey would be presented to the Planning Council at the end of the year. She stated she would have to defer to Luis, then she explained the components of the Needs Assessment related to the PRSA process. Barbara questioned whether the Needs Assessment was every third year. The members agreed that they are entering their third year, and the full Needs Assessment will restart in 2026. Barbara pointed out that the information [about the epidemiology] can be unclear when presented before the rankings. She stated that people were unclear whether the information was a recap of previous data or new data. Leroy agreed that the epidemiology topics should be calendarized and presented to the council at the beginning of the year. Ebony suggested a refresher, if needed. Rob provided an example of doing the presentation in May and the refresher right before the Priority Setting tasks place. Camisha presented the epidemiology topics for 2025 to the members. She euphemized that it was presented at the start of the council's year during the Soft Launch and confirmed that the same process will apply to the 2026 calendar year. Leroy explained that the topics shown on the screen do not align with the PSRA calendar and are related to syndemic work. Instead, he is referring to the core functions that should be laid out month by month. He continued by stating that these topics are not necessarily required for the PSRA Standard Operating Procedures (SOP).

The PSRA SOP will be:

- June PPAC will discuss presenting to PLWHA and the council the Priority Setting presentation in July.
- Office of HIV Care (OHC) will not vote/rank anytime during the PSRA process.
- Data from the Client Satisfaction Survey
- Data from the Needs Assessment:
 - People living with HIV (not only the PLWHA committee) should provide input in the surveys, one on one interviews, or focus groups. Input from clients.

If the client satisfaction survey and the Assessment of Administrative Mechanism (AAM) are needed for this process, those items can be moved to be available to the council earlier in the year. LeRoy explained that the Needs Assessment is what they define it as. He elaborated on the past process of hiring a subcontractor: they collected various data points and then provided a report. He stated that the Public Health Department (PHD) is taking those steps and presenting the Needs Assessment to the council, and that should be defined as the Needs Assessment. Furthermore, if there was a client satisfaction survey available from one or two years ago, the council would just have to agree to use that latest data and define that as the process. Meaning the council will have tables labeled by ethnicity, race, gender, spending data, and unutilized funds, and will be able to see duplicated and unduplicated units of service per category. The Client Satisfaction Survey should also be defined with the same categories and reach a certain number of people. He gave more

examples and stated the Needs Assessment needs to be defined better for the purpose of the committees earlier in the year, like in January in order to give the PHD their order to explain what they need. Rob clarified that this is the year the full Needs Assessment for the Integrated Plan will be conducted. LeRoy confirmed. But the question's whether that will be enough. The whole council needs to define the Needs Assessment piece as early as possible for the 2026 council year. Leroy stated that viral suppression doesn't say everything, and that just because it is logged as Units of Service doesn't mean it does.

Luis explained to the members that the client satisfaction survey received 136 responses, which is low this year. They are finalizing the responses, and OHC is working on ways to incentivize the surveys moving forward. Barbara pointed out that based on the number of people in the OTGA, the N, compared to the responses of the Client Satisfaction Survey, is very small, and the members need to pay attention to how the survey is being rolled out at various organizations. She suggests having an information session for people who receive Ryan White funding to discuss the survey. Rob suggested providing multiple ways to collect the data. Barbara and LeRoy stated there needs to be a budget for these types of activities.

VI. Compose Post Evaluation of PSRA Survey

2:14PM - Staff would like to create a Post Evaluation and asked the members what questions she should add into the Post evaluation for the PSRA. What barriers did they encounter.

Rob stated an issue with the survey was understanding how the voice of people living with HIV is incorporated into the Priority Setting the data.

The formula was not understood

Leroy's Topics:

- Did you have the info needed to do PSRA?
- What else would have needed?
- What did we do well?
- What were some challenges?
- How did we manage conflict?
- Decision-making?
- Integrated plan should be ready for review- be presented to PPAC/Planning Council.

Ebony asked, "Did Disability and Aging Support DAAS have a [get the PS ranking survey] survey?"

Bryan stated the questions around the aging population with HIV should be added [to the Client Satisfaction] survey.

VII. March Agenda Items

2:10PM - Members suggested staff should look into other TGA's like Atlanta, Meetings for the Minds, and other Part A's in California to strengthen their skills in doing the Needs Assessment, PSRA, and ideas as support staff. Aliaa suggested that the staff share an eligible list of who can get elected during nominations next year.

- Needs Assessment material
- Funding for developing new project related to organizing the needs assessment.
- Follow up on Resources to conduct Client Satisfaction Survey
- What does Staff need to conduct the work for the Needs Assessment?
- What support staff needs as support for the PRSA
- Nominations

VIII. General Public Comment

IX. Announcements

X. Adjourned at 2:35PM.



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.