

**Quality Services Committee Meeting**  
Megan C. & Damon P. | Chair and Vice-Chair

**Agenda**

**Date:** March 16, 2026

**Time:** 1:00 PM - 3:00 PM

Physical Location(s)	Remote Address	Landline Access
<ul style="list-style-type: none"> <li>• ACPHD 1100 San Leandro Blvd, Oak Room, San Leandro, CA 94577</li> <li>• 2500 Bates, Suite B, Concord, 94520- Lassen RM</li> <li>• 2121 Vale Road San Pablo 94806</li> <li>• 490 Illinois Ave., 9th floor San Francisco, 94143</li> </ul>	<p>Click <a href="#">Here</a> <b>Zoom Meeting ID:</b>817 3687 1155</p> <p><b>Passcode:</b> 2026</p>	<p><b>To call into the meeting:</b></p> <ul style="list-style-type: none"> <li>• 1(408)-961-3929</li> <li>• 1(408)-961-3927</li> </ul> <p><b>Zoom Meeting ID:</b>817 3687 1155#</p> <p><b>Passcode:</b> 2026#</p>

**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 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.   | <b>Call to Order</b><br>a. Moment of Silence<br>b. Roll Call<br>c. Read Mission Statement | <b>1:00 PM</b> |
| II.  | <b>Review and Approve Agenda</b>  | <b>1:10 PM</b> |
| III. | <b>Review and approve October minutes PM</b>  | <b>1:15</b>    |
| IV.  | <b>Review and approve Workplan</b>  | <b>1:20 PM</b> |
| V.   | <b>Review and approve Standard Operating Procedures</b>                                   | <b>1:35 PM</b> |



[www.oaklandtga.org/planningcouncil](http://www.oaklandtga.org/planningcouncil)

## Quality Services Committee Meeting

Megan C. & Damon P. | Chair and Vice-Chair

- |              |  |                |
|--------------|--|----------------|
| <b>VI.</b>   | <b>Review Utilization Data</b>   | <b>2:05 PM</b> |
| <b>VII.</b>  | <b>Chair and Vice – Chair Nominations and Elections</b>  |                |
| <b>VIII.</b> | <b>Member Spotlight Discussion</b>   | <b>2:20 PM</b> |
|              | <ul style="list-style-type: none"><li>▪ March: Megan</li><li>▪ April: Ilana</li><li>▪ May: Duran</li><li>▪ June: Damon</li><li>▪ July: Rob</li><li>▪ August: Ji Sook</li></ul> |                |
| <b>IX.</b>   | <b>Announcements, Evaluation <a href="#">link</a></b>  |                |
| <b>X.</b>    | <b>Adjourn</b>   | <b>3:00 PM</b> |



### 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 explain what they stand for.



[www.oaklandtga.org/planningcouncil](http://www.oaklandtga.org/planningcouncil)

## **Quality Services Committee Meeting**

Megan C. & Damon P. | Chair and Vice-Chair

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.