

Executive Committee
Shelley Stinson and Damon Powell | Co-Chairs



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Minutes

Date: May 13, 2026, **Time:** 10:00 AM – 12:00 PM

Physical Location(s)	Remote Address	Landline Access
<ul style="list-style-type: none"> 1100 San Leandro Blvd, 1st Floor, Oak Room, San Leandro (Creekside) 	Click Here Zoom Meeting ID: 845 3859 9178 Passcode: 2026	To call into the meeting: <ul style="list-style-type: none"> +1408-961-3929 +1408-961-3927 Zoom Meeting ID: 845 3859 9178# Passcode: 2026#

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

Present: Shelley S. (NP), Damon P. (IP), Rob N-N. (R), Megan C. (IP), Aliaa B. (R)

Staff: Camisha N. (IP), Dot T. (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 at 10:03 AM 10:00 AM

- a. Moment of Silence
- b. Introductions
- c. Agenda review and approval
10:07 AM
Motion: Rob
Second: Aliaa
Action: Approved with the edit to item three changing March to May
- d. Review and approve April Minutes
10:08 AM
Motion: Rob
Second: Megan
Action: Approved
- e. Mission Statement

II. Membership Check In

III. May Planning Council Agenda 10:30 AM

- a. Membership / Recruitment Strategy

10:19AM – Camisha asked whether item three, a “Membership / Recruitment Strategy,” should remain a standing item on the planning council agenda, since the council membership is no longer at the minimum of 15 people. Damon stated that since there is a committee designated to that item, it should remain on the agenda indefinitely. Megan stated it should be a part of the committee report [of the Membership committee]. Rob replied that it is not just the membership committee’s responsibility, it is the entire council’s responsibility. He gave an example: the Listening Sessions hosted by

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the PLWHA committee have a strategy for recruiting new members, and it's a good reminder to the council that everyone should help recruit.

There was a discussion about how long the Recipient report and the utilization report would take during the council meeting. Dot explained that the utilization report will include all of 2025's data. Damon stated he'd like to add an item to the agenda regarding the Late Diagnoses data that Martin presented during the April council discussion (non-quorum meeting), based on Rob's questions. Staff reminded that the council had agreed that Damon and Bryan are co-chairs, and that Shelley Stinson is the vice chair of the planning council, and that nominations should be added to the agenda for a formal vote.

- b. Workplan Benchmarks and Deadlines
- c. Nominations
- d. Presenter:
 - i. LeRoy: Integrated strategy | 45 mins
 - ii. Rob: Late Diagnoses Data update | 15 mins
 - iii. Dot: Utilization Report | 25 mins

e. Recipient Report

Motion: Megan

Second: Aliaa

Action: Approved

IV. John Hopkins Update & Expectations

10:27 AM - Rob gave an overview of the Ad Hoc Committee at Johns Hopkins. They had their first informational meeting that week, where they shared resources. They plan to meet monthly through October 2026 to refine the parameters of what they are asking Johns Hospital to model for the council/committee. They are still looking for someone to join the committee with policy knowledge. They currently have an epidemiologist; Dot is the fiscal person; Aliaa is the prevention services person; and Bryan and Rob are the lived experience. Staff stated that she will ask Eileen Ng if she has anyone who could fill the policy category. Staff asked if she should schedule the Zoom meetings and create minutes. Rob stated no, since they are a small committee and he can do all the materials and meeting scheduling, but he'll copy staff on all movement for record-keeping purposes. He announced that they are funded by the National Institutes of Health (NIH) to do community research. This might be published, and they (Johns Hopkins Hospital and the Ad Hoc Council) will be included as co-authors.

Review WorkPlan

11:00 AM

10:30 AM – 2 d. Co-Chairs: sign Assurance Letter or Reflectiveness for annual progress report; if necessary” was extended to June because LeRoy will have presented to the planning council the concurrence letter at the end of May, and the Co-Chairs may have to sign the document after the council accepts or denies the Integrated Plan. Rob stated that the workplan shouldn't say “approval”; it should say “review of the Bylaws as needed.” He suggested changing the language to “...quarterly review or the Bylaws...”

Motion: Rob

Second: Damon

Action: Approved with the suggested edits

V. Review SOP

10:36 AM –

Megan gave an overview of why Standards Operating Procedures (SOPs) were brought back to the agenda. She stated that in the Quality Services Committee (QSC), there were some contradictions between the Bylaws and QSC's SOP, and that it might be worth reviewing the documents to ensure consistency with the Bylaws, and that the Bylaws could be

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revised. Rob stated that in all the committees that he is a member of, there are issues in the SOP regarding voting and membership. This way, all the other committees can adapt their SOPs. Megan added that the Bylaws meet the planning council requirements and are flexible enough that the SOPs for individual subcommittees do not contradict the bylaws, yet they can still work for the committees. Damon stated it seems like this committee needs to review all the SOPs and the Bylaws, and it should get added to this committee's workplan for next month. Rob said he doesn't necessarily think they need to go back and review the Bylaws. He thinks they just need to put in the Bylaws, whatever the minimum standard is for Ryan White programs or for Robert's Rules of Order. The Bylaws should be the minimum; that way, it gives the most flexibility to the committees' SOPs. The Bylaws should include standards for voting and membership. Damon volunteered to review the SOP's and asked if another member could review the Ryan White best practices (protocol). Megan asked Dot to chime in for clarity on what policies are up to them when making changes to their SOPs and Bylaws. Dot explained that HRSA doesn't tell the council how to run the meetings; that is their decision. However, HRSA is most concerned about whether your council conducts a needs assessment, sets priorities and resource allocation, and represents the community of people with HIV and providers. Therefore, the committee members have considerable flexibility.

Megan brought up the length of terms and how it is defined, which is confusing. Rob added that the number of missed meetings and whether they can be missed consecutively or not consecutively needs to be clarified in the Bylaws. Megan also stated that clarity is needed around which bylaws apply only to the full council and which also apply to standing committees. Rob stated there needs to be clarity in the bylaws around, yeah, membership and excused and unexcused absences. He suggested adding a section on standing committee independents or SOPs specifically for the standing committees to refer to. He also stated that the Bylaws will be subject to ongoing edits. Additionally, he stated that this will delay the approval of the SOPs in all committees. Dot added just something to consider when revising the bylaws that during the site visit from HRSA in August 2026 an item that was brought up were around membership and how the bylaws can be written to be less restrictive to encourage membership because you all want to encourage members longevity in the council and the council may not may not get innovative ideas with [the same] members on the council for a long periods of time. Damon asked if they were deciding to do the revisions as a group or to form a subcommittee to complete these tasks, given the amount of time this will take. Megan suggested that someone prepare items for the June executive committee to discuss and highlight areas that are unclear or might cause problems for the subcommittees. Staff suggested this committee can choose to review attendance, when a voting member can be seated after attending so many meetings, and there was clarity around whether there has to be at least 25% of people living with HIV on the Executive committee for the HRSA project officer, Jade. Jade stated that it is not a policy implemented by HRSA. Rob stated there's no need to delete that because currently, this committee is meeting that policy. Dot suggested adding a caveat such as "... if whatever requirement is not met, then this..." because that hung up the Planning Council when Camisha first started, regarding the requirement to have at least 13 members on the council. What are the alternatives that the Planning Council can use if there are not enough people on the council? Rob agreed and acknowledged that the SOPs language is similar, but the language needs to change the language in there from HIV-positive or AIDS-diagnosed Planning Council members to people living with HIV. In section four, it was agreed to keep the policy around "PLWHA shall serve as the Vice Chair in the absence of the Co-Chairs.-At least twenty-five percent (25%) of the Executive Committee members" and to keep the edits suggested at the May meeting.

Motion: Rob

Second: Damon

Action: the edits made to the SOPs have been approved.

VI. Review Bylaws

10:56 AM –

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The Bylaws are tabled due to a lack of time. Damon volunteered to highlight some general topics for next month's meeting and to review the QSC minutes to gather additional topics. He will share the topics with this committee via email. Megan stated she will share her comparison document, which she created for the QSC SOP comparison review, for him to use as a tool.

VII. Review MOU

10:57 AM - Rob stated that his edits are made in red and are based on best practices from other councils around the country, and a lot of it has to do with the meaningful involvement of people living with HIV. It was clarified that a process would be in place by the June 10th committee meeting to review and/or revise the MOU. Dot explained that when HRSA returns to our county for another site visit, they will check again to see whether the MOU is complete. It's a good idea to set their return as the deadline. Camisha added a column (line 1, e. Approve the MOU) to the workplan.

VIII. Swag Ordering

11:04 AM - Camisha explained that the PLWHA committee has expressed their frustration about being the only committee responsible for the swag and not being able to put only their logo on it. They have agreed to give the swag ordering and designing to the entire council. Damon instructed staff to determine which items the PLWHA committee wants to order and to bring them back to the executive committee next month for approval. There was more discussion about the swag and not using the logos, making sure the swag is made of quality materials, and the use of the items: is it increasing the council's membership, or is it a thank-you for participation or an incentive at outreach events?

IX. Staff Report

11:50AM

i. Membership update/discussion

11:13 AM – Camisha gave an overview of membership. Natalie left the council in December 2025; Jose has not attended any meetings this year, has not responded to emails, and has not responded to the warning letter. During a phone call, he stated that he would resign, and she asked for it in writing, yet he has failed to provide it. Therefore, he will be nullified. Also, Felecia has not attended any meetings this year, nor has she responded to emails; she will receive a warning letter. Also, Angel has missed two PPAC meetings, but he did attend the planning council meeting. In that case, he shall also receive a warning letter. Additionally, Moises has missed the planning council meetings and one membership meeting. Additionally, the membership committee has moved to meeting quarterly, and their next meeting is in June. The members suggested that the staff check in with the members before sending warning letters. Camisha announced that the membership will drop from 24 to 21 once Jose and Felecia are removed from the committee.

Also, Jesse Brooks has left the council, and there is one person that membership is getting ready to interview as well. Also, Avery has not declared which committee he wants to commit to. The council still has vacancies in the 20-29 and state Medicaid categories.

ii. Social Media

11:19 AM Camisha stated that Joghi and Barbara brought up the issue about the Planning Council and having their Instagram and Facebook being regularly monitored. I believe it'd be a good channel for outreach and getting the word out about the events happening. The listening session would have been a great way to get information out. She asked, "Should we put work into maintaining this?" Damon stated that the planning council support admin staff should be the ones who work and manage the social media accounts

iii. Attendance update

X. Announcements

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XI. Adjourned at 11: 23 AM



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.

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