Oakland TGA Planning Council
Serving Alameda and Contra Costa Counties
www.otgaplanningcouncil.org

Planning, Priorities, and Allocations Committee Meeting

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

Minutes

Date: Thursday, June 4, 2026, **Time:** 1:00 PM - 3:00 PM

Physical Location(s)	Remote Address	Landline Access
• ACPHD 1100 San Leandro Blvd, Eucalyptus Room, San Leandro, CA 94577 • 2500 Bates Ave. Suite B, Concord 94520, Lassen RM	Click Here **Zoom Meeting ID: 835 5053 4497** **Passcode:** 2026	**To call into the meeting:** • 1(408)-961-3928 • 1(408)-961-3929 **Zoom Meeting ID: 835 5053 4497** **Passcode:** 2026

In person = IP | Remote = R | Not Present = NP | Excused = E
Present: Rob N-N. (IP), Bryan H. (R), Leroy B. (IP), April L. (IP), Ebony (IP), Shelley S. (R), Barbara G-A. (E), Diana D. (E)
Absent: Angel D. (NP), Aliaa B. (E)
Staff: Camisha N. (IP), Edgard E. (IP), Luis L. (R)

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 - 1:12 PM **1:00 PM**

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

II. Review and approve the Agenda

Motion: Bryan
Second: Rob
Action: Approved with the amendments to the agenda by adding “Approve the Agenda” and “PLWHA Priorities Report”

III. Review and approve the June minutes

Item three: sentence two, change “Rob stated that he will be in attendance.” “Rob stated that his name should be in the attendance section.” Barbara instructed to have a section within the attendance to have an Absent category added to the minutes moving forward
Motion: Barbara
Second: Ebony
Action: Approved with the suggested edits.

IV. Public Comment on Agendized Items

V. PLWHA Priorities Report (see Presentation)

1:27 PM – Rob presented the PLWHA Priorities report from the Listening Sessions and Client Satisfaction survey data. His hope is that the members can see how to navigate clients' care, where the safety net is holding strong and where it's beginning to fray, so that they can make informed decisions during the upcoming priority setting and resource allocation process.

Members expressed appreciation to Rob for the clarity and accessibility of the data and presentation. Bryan inquired whether this presentation would be used at the priority setting and resource allocation process meeting; Rob confirmed that it would. Shelley asked if there was discussion regarding the participation of affected individuals and support for their communities in accessing care, treatment, or transportation. Ebony further questioned whether support persons (not living with HIV) are receiving transportation services. Rob responded that travel for support persons was not addressed, as the focus was on people living with HIV. He noted that the majority of the data was drawn from the 2025 Client Satisfaction survey, with qualitative data from nine Listening Survey participants. Committees will expand on this data during the 2027 full needs assessment. He stated that the current data analysis was completed within one month and was abbreviated; more comprehensive information will be available next year. Shelley commended Rob for implementing changes to the PSRA process, which had not occurred in over a decade, and emphasized the need for such adjustments to maintain effective support for priority communities. Leroy recommended focusing on supportive services, noting that this work aligns with the statewide strategic plan and ongoing discussions with consumers across different jurisdictions. He suggested increased collaboration with OTGA and other Part A Planning Council areas to share strategies for documenting and addressing social drivers of health barriers. Rob stated he was uncertain whether transportation barriers were discussed in listening sessions he did not attend and mentioned the agency's capacity challenges in managing business accounts for transportation. Leroy also noted that costs associated with tracking "warm handoffs" should be considered, especially given underspending across the country in Part A and Ryan White programs. Ebony commented that the presentation format promotes accountability among service providers and the council, and asked if the approach could be shared with other jurisdictions to modernize planning council operations. Leroy supported this and proposed presenting the idea at the Ending the Syndemic Symposium. Diana, as a person living with HIV, highlighted transportation as a major issue and advocated for increased funding, noting its current low ranking. She stressed the importance of transportation for support group attendance and medical appointments. Rob agreed, clarifying that these concerns were raised by listening session participants, not providers. Shelley discussed the potential for funding alternative transportation services for people living with HIV.

VI. Priority Setting Prep Discussion

2:07 PM - The members discussed last year's process and concluded that PPAC and PLWHA will be the only committees to provide a ranked recommendation on the service categories this year. Then the recommendation on ranked categories will be presented to the full council to either accept or deny the Priority Setting.

a. Ranking tool

2:11 PM. - Rob expressed support for LeRoy's suggestion to use the ranked-choice Borda model for ranking service categories. LeRoy explained that rankings would be determined by the votes of both the PPAC and PLWH committees, with the average of each committee's rankings calculated and then divided by two to determine the final order. Rob clarified that each committee's rankings would be averaged as a group, rather than individually, and then combined for the final result. LeRoy agreed to this approach. Members agreed to use the Borda model for this year's priority setting, consistent with methods used in other jurisdictions. The Priority Setting will take place during the July PPAC and PLWHA meetings. Both committees will receive one-page service category definitions for reference.

The following materials will be available for the committees during the Priority Setting meetings:

1. HSRA Service Categories definitions (see attachment)
2. Basic Service Category Descriptions (see attachment)
3. Standards of Care

LeRoy inquired about a contingency for committee members unable to vote during the meeting. Rob suggested allowing those absent up to five business days to submit their votes. Members reached consensus that priorities will be set by both PLWHA and PPAC committees using the Borda model; the rankings will be averaged between the two committees to determine final priorities. These recommendations will be presented to the council for approval or revision. Members agreed there will be an opportunity to object or disagree with the recommendations. Diana expressed concern that PLWH votes have not always been considered in past PSRA processes. Rob assured her that, in the upcoming Priority Setting, all members will have the opportunity to discuss service categories collectively, ensuring all voices are heard.

b. Priority Setting Presentation (Planning Council)

2:54 PM - Staff asked the committee members when the priority-setting process presentation would be presented to the council. The members agreed to present it to the council at the July meeting, along with the rankings this committee came up with. Rob volunteered to draft the presentation.

VII. Review Fiscal Data
Luis presented the Fiscal Data (see presentation)

VIII. Review WorkPlan
3:00 PM - The committee's workplan is up to date.

IX. General Public Comment

X. Announcements

XI. Evaluation (click here) and Adjourn **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.