Oakland TGA Planning Council
Serving Alameda and Contra Costa Counties
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Planning, Priorities, and Allocations Committee Meeting

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

Minutes

Date: Thursday, May 7, 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), Aliaa B. (IP), April L. (IP), Ebony (IP), Shelley S. (R), Angel D. (R), Barbara G-A. (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** - 1:10 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

Motion: Bryan
Second: Aliaa
Action: Agenda have been approved.

III. Review and approve the April's minutes

Rob suggested to strike under attendance, sentence two: "Rob stated that he will be in attendance." LeRoy said that he would delete himself as present. April stated under item seven that her point was misconceived. She explained that an employee from the County of Alameda wanted the Contra Costa County (CCC) Prevention Department to present the annual HIV summary using data from CCC, similar to the annual HIV summary that Alameda County did at the March Planning Council meeting, a comparable report. The Alameda County employee asked CCC to prepare their own FTR and testing prevention report, and the CCC Prevention Department said they need 30 days' notice to consider presenting data to the planning council, rather than 2 weeks. However, there was a miscommunication, and CCC did not need to present their own prevention and testing reports. Camisha stated she will return to the recording and update section seven of the April minutes.

Motion: Ebony

Second: Bryan
Action: Approved with suggested edits

IV. Public Comment on Agendized Items
No public comment.

V. Priority Setting Prep Discussion

1:24 PM - Bryan asked what the actual formula was and if there was a slide/page on it. Camisha stated there was no slide/page on the formula, and no one knew how it was created in Alchemer, nor has there been an agreement on which formula to use. Leroy stated, "It wasn't an actual formula; it was a way of tabulating or combining the votes from the different constituencies, and we didn't know what that was." There was more discussion about the formula, and it was confusing. Rob stated that he did research on best practices for the formulas. There are four ways to rank. This was sent out by staff to the committee members, but no responses have come in yet. He tabled the till next month to give everyone time to review the options.

a. PCN 16-02
b. Standards of Care (SOC)
c. Service Categories & Definition sheet

Camisha explained why she provided PCN 16-02 as part of the materials for the priority setting, and it will be available during the Priority Settings and Resource Allocation meetings, along with the service category definitions and the 2024 Priority Setting presentation. Rob stated that PCN 16-02 covers the HRSA Service category definitions (purple and orange forms), but the details of how the service category tasks are performed are in the Standards of Care, which should be available to the PPAC and full council as well. However, further along in the meeting, it was agreed that the SOCs is a long document and would be too overwhelming to use as a reference during the PSRA, and that it should not be used as materials. Camisha elaborated on the different types of definitions and asked which version would be presented to the PLWHA committee. Rob said whichever is in the plainest language would be best for the PLWHA committee members. Rob pointed out that the Denver planning council has so many resources on how to explain priority setting to the Planning Council that maybe they can adopt. There was more discussion around what materials Camisha needed to have available for the PLWHA June meeting in preparation for ranking the Priority Setting. Rob stated that the PPAC will need to develop plain-language materials and incorporate them into the Priority Setting Presentation. Rob and Aliaa agreed to work on the PowerPoint for the Priority Setting Presentation to the council and PLWHA.

At the PPAC meeting next month, Rob stated that the definition will be discussed, along with the formula for ranking the priority settings. April said that if there is a deeper explanation of the standards of care available at the June PPAC meeting, she'd like it to be included as part of the supplemental information. However, if it's not, they might need to use state resources, and she can reach out to Sean Edwards as well. She likes the HRSA Service category definitions (purple and orange forms) chart but wonders whether it could be expanded with bullet points, since many categories overlap and activities are the same. The bullet points will show what service category is already being funded. For example, in medical case management, other funded services are outreach and linkage. Perhaps color-code to highlight all the ones that approve outreach, health education, risk reduction, and so on, to make it really clear on one sheet. This way, everyone knows where the coverage is per category during the rankings. Another idea is having the funding sources from the state, mobile governments, and the federal government that fund these activities available. Additionally, she doesn't want members to forget that there are other prevention grants, state grants, and DIS workforce grants, such as the Ryan White [funding], as they rank the Priority Setting. Having that transparency available will allow them to use the funding more wisely when ranking, and people can see where funding is already being allocated to in other prioritizing. Some members agree with April's suggestions. Others stated it would be similar to the plain-language PowerPoint presentation and materials to be presented in June, but could be more detailed with bullet points, and it is something to consider when preparing the PLWHA's materials.

Staff asked for clarity on which tasks are being done and by whom.

Rob: Create PLWHA's simplified materials, and he will share them with Aliaa and Camisha via email. He will also try to see what Denver has created and use that as a baseline for the draft. It will be shared with Aliaa and Camisha. Shelley stated she will present the Priority Setting PowerPoint and materials to the PLWHA committee on June second. Rob reminded everyone that they should be at the PLWHAs Long Term Survivors event that same day, which is immediately after the PLWHA's meeting from 4-5PM, and the first listen of the PLWHAs Priority Report from the Listening Sessions from 1-3PM.

d. Ranking Formula

Rob stated that he shared four ways to rank priorities. Once the members can review these selections, they will decide at the next meeting. Camisha asked Rob if the members could vote via email. Rob agreed; he stated that members should choose their preferred choices from 1 through 2, and they can be tested during the next June meeting. Aliaa suggested having an epidemiology update to this council as they get closer to ranking the priority setting.

VI. Continue SOP Review

1:54 PM - Starting on page 5, section B, under attendance. Camisha reminded the committee that the final decision will be made by the executive committee, which will nullify members who have missed two consecutive council or committee meetings, or any combination of two meetings.

Shelley pointed out situational absences and when they are excused, how they affect their attendance record. Camisha replied that as long as members convey in any form that they will not attend a meeting, it is excused, including auto-replies via email. Shelley pointed out that this section does not cover excused and unexcused absences, and it should be addressed. Staff stated that she will add language regarding excused and unexcused absences. Aliaa asked what would happen if someone needed to take a year off from the council, and whether it is permitted. Camisha stated that it is considered a sabbatical, and yes, that is permitted.

Section | Chair and Co-Chair Nominations

Under section A of the SOP, Shelley asked for clarity on whether elections are held every year or every two years. Staff explained that the first term is for two years, but elections/nominations are held every year. In section seven, Planning Council Staff (PCS), there was a discussion about what Liaison means and who that person is to the committee. It was agreed that Luis from the office of HIV Care was the liaison, and to strike "Liaison" and delete item "C" entirely.

Section nine: Voting Procedures Aliaa stated in section “A” that the number of members; 50% plus one, to reach a quorum needs to be added. April question item, “D: A roll call vote shall be taken when requested by any Committee or community member in attendance.” She asked, “Does there need to be a caveat that that can only happen when it's on the agenda? Or can that happen anytime?” It was agreed to leave item D the same. Section ten: Conflict of Interest (COI). Item “B” was absorbed into item “A” and deleted, and members were instructed to reference the COI document containing the proper policy on voting when there is a COI.

Section eleven: Grievance Procedures

Minor edits were made to this section. There was discussion around who is responsible for presenting the grievance and the timeline.

Section Twelve: Changes in Standard Operating Procedures (SOP)

Minor language was changed in this section.

Camisha will update the Resources Section with the updated Assembly Bill at a later time.

Motion: Rob
Second: Angel
Action: Revised SOP Approved

VII. Review AB 707 (Accommodation Regulation)

2:38 PM – Rob pointed out that this bill will be effective from July 2026 through July 2030. Staff stated the highlighted area on page 5 referenced this committee. If a member is to teleconference in, that person must acknowledge who is in the room and whether they are over 18 years of age. Rob pointed out that that does not help with quorum purposes.

VIII. Review Fiscal Data

2:42 PM – Luis presented an overview of the Utilization Report.

Luis stated that there is an issue with the HIV Care Connect [database], which is why the data for this month are not accurate. Also, invoices have been received, but they are unable to process them at the moment. Aliaa stated that the title should be changed from Fiscal Data to Utilization Report on the agenda and in the workplan moving forward.

IX. Review WorkPlan

2:45PM - Camisha changed Fiscal Data to Utilization Report on line 16 (2. c). Camisha pointed out that “Present Priority Setting Presentation to PLWHA” is not on this workplan. Rob stated to remove “Present Needs Assessment to PLWHA” and add “Present Priority Setting Presentation to PLWHA,” and check it off next month. The Needs assessment is being presented by the PLWHA committee. PPAC is up to date on the workplan.

X. General Public Comment

XI. Announcements

XII. Adjourned - 2:55 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.