Executive Committee
Bryan Harris and Damon Powell | Co-Chairs

Oakland TGA Planning Council
www.otgaplanningcouncil.org

Minutes

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

Physical Location(s)	Remote Address	Landline Access
• 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:** • +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: Bryan H. (R), Damon P. (IP), Rob N-N. (IP), Megan C. (IP), Aliaa B. (E)

Staff: Camisha N. (IP), Stephanie C. (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 10:04 AM **10:00 AM**

a. Moment of Silence
b. Introductions
c. Agenda review and approval
   10:10 AM
   Motion: Rob
   Second: Bryan
   Action: The agenda was approved.

d. Review and approve May Minutes
   Motion:
   Second:

Action: Camisha is to make the suggested edits to items IV and V, and the end of the page is missing information regarding attendance of item IX, section iii was omitted. Rob instructed that the May minutes be brought back to this committee next month. The vote to approve these minutes will get tabled until the July meeting when the May's minutes have been completed.

e. Mission Statement

II. **Membership Check In**

III. **June Planning Council Agenda – 10:18 AM** **10:30 AM**

a. Membership / Recruitment Strategy
b. Workplan Benchmarks and Deadlines
c. Priorities Report Presentation

d. Presenters: topic PLHIV, Retention & Viral Suppression
   i. Service Providers - Project Open Hand | BACH
   ii. Epidemiology presentation - Danny
   iii. Rob: Late Diagnoses in the OTGA update

e. Office of HIV Care | Dot
   i.
   ii.

Stephanie announced that Dot needs to add a reallocation request to the June planning council agenda for the council to accept or deny. The epidemiology topic is people living with HIV, retention, and viral suppression, and the presenters are the Director of HIV Epidemiology and Surveillance, Danny Allgeier, Program Director of HIV TransVision, Aliaa Bilal, and Sami Wilkinson from Project Open Hand. The members determined that both presenting agencies would have 20 minutes to present their programs, including Q&A. There was discussion about inviting CALPEP, but it was decided to use them as a backup if one of the other programs is unable to present to the council this month. Stephanie gave a brief Re-Allocation report. The members discussed whether this request required consensus or an actual vote. Stephanie clarified that the council would need to vote for the reallocation to be approved. Rob will only need 15 minutes for the Late Diagnosis update; Danny will get 20 minutes as well for his epidemiology presentation

IV. Review WorkPlan **11:00 AM**

10:48 AM – Camisha presented the workplan and explained that item 2b, “review and oversee the Planning Council’s budget,” will be fulfilled with the staff report today by Ben. It was established that the workplan is up to date.

V. Review SOP: Comparison

10:51AM – Section 8 Attendance

Damon presented a SOP comparison of all the committees. He stated that the policy for the warning letter has been established: any member who has 3 unexcused absences is warranted a dismissal warning letter. However, for PLWHA, there is a caveat stating: “Note: PLWHA shall be exempt from the termination clause for absences due to just cause.” This should be added to the executive committee’s SOP.

Section C -“Removal from the Committee may also occur for disciplinary reasons in accordance with the Oakland TGA Planning Council’s Bylaws.” should be added to the executive committee’s SOP and to the Bylaws.

“Planning Council members who wish to be candidates must have served a minimum of six (6) months and have attended a minimum of five (5) Planning Council meetings prior to elections. In the event of a vacancy by a Co-Chair, the Executive Committee shall hold elections to fill the remainder of the term.” This is language from the Bylaws, and it was suggested for inclusion in the SOP because it doesn't explain the requirements for filling the chair seats. The members discussed the term limits for the chair position. They agreed to one-year chair term limits, to allow up to an additional two terms, and to continue voting annually.

VI. Review Bylaws: Terms

11:04PM – Section 3.9 Rob and Megan acknowledged that the Bylaws refer to the Planning Council Co-Chairs and not the subcommittees.

Section 7.2 "Each Standing Committee shall elect a Chair and a Vice-Chair from among its members at the first meeting of the year. Chairs and Vice-Chairs must be Planning Council members."

Was updated to "Each Standing Committee shall serve a one-year term, but they can get re-elected for an additional two terms not to exceed his or her council tenure."

Section 7. 3 Standing Committee Vice–Chairs shall serve a one-year term, with duties and responsibilities as follows." "… shall serve a one-year term, with duties and responsibilities…" was deleted.

Rob stated that the "Executive Committee SOP should get updated under the terms section to indicate the chair and co-chair of the executive committee are the chair and co-chair of the planning council, and the terms are dictated by the Planning Council." In the Bylaws (section 7.2), it should be updated to "The chair and vice chair can be re-elected for an additional two terms." The bylaws should go up for a vote before the council.

VII. Review MOU

11:21 AM – It was agreed to delete the name of the County of Alameda Deputy Director. Rob asked if the comments from 2023 had been addressed. It was determined to approve the MOU after the County of Alameda staff and recipients have reviewed the document and the suggested recommendations. Camisha stated she will add names and titles to the bottom of the document and edit it.

VIII. Committee Participation Support budget

11:34 AM – Rob explained that, based on PLWHA feedback and Best Practices, he is requesting a dedicated budget line item for committee participation support to provide transit and mail vouchers for people living with HIV who participate in committee and council meetings. Transportation and food are challenges that have come up in the Priorities Report and frequently in conversations with the PLWHA committee. He suggested shifting money to purchase $15 Safeway gift cards and transportation gift cards. Staff will be responsible for distributing the gift cards to the eligible members. Damon said he'd like to see the actual amount being requested from the council. Ben added that he believes those are allowable Ryan White Part A expenses, that the Ryan White funding can be used for these recommendations, and that he will confirm that. Also, he will look into how the gift card purchase process is described in the latest board letter. He stated it would be helpful to get the requested amount for the 2027 council year.

IX. Staff Report **11:50AM**

i. Swag Update

11:41 AM – It was discussed to reduce the number of items to fit the $4,000 swag budget. Megan suggested a better-quality pen and reducing the manicure and screwdriver sets to 100 each. Camisha will update the swag committee about the changes to the swag.

ii. Evaluation update

11:54 AM – Camisha gave a brief overview of the evaluations from the councils and committee meetings between March and May, except for the Membership Committee. Overall, the responses were satisfactory, and it was requested that the data be recreated in simple language. Rob asked about the new member orientation packet that holds an acronym glossary. Camisha stated that there is a New Member Handbook, and that the acronym glossary is in it. He suggested the Membership committee should create a new member orientation packet. Bryan stated that the agree and disagree are out of order. Meaning the agree options are supposed to come first. Camisha will make the changes.

X. Announcements

XI. Adjourned at 12:00PM — 12:00 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.