



Minutes

Date: Wednesday, June 24, 2026, **Time:** 1:00 PM - 3:00 PM

Physical Location(s)	Remote Access	Landline Access
- ACPHD 1100 San Leandro Blvd, Training Room, 4th Floor. 2500 Bates Ave., Ste B. Concord, 94520	Click Here Zoom Meeting ID: 885 3437 8444 Passcode: 2026	Call into meeting: 1(408)-961-3929 1(408)-961-3927 Zoom Meeting ID: 885 3437 8444# Passcode: 2026#

IP: In-Person | R: Remote | NP: Not Present

Present: Aliaa B. (IP), Angel D. (IP), April L. (IP), Bryan H. (IP), Carlos A. (IP), Damon P. (IP), Diana D. (IP), Duran R. (IP), Ebony G. (R), Ilana N (IP), Ji-Sook O (IP), Joghi K. (IP), LeRoy B. (R) Megan C. (IP), Moises C. (IP), Martin E. (R), Sharon D. (R), Rob N-N. (IP), Zeus H. (R)

Staff: Camisha N. (IP), Dot T. (IP), Luis L. (IP), Ben C. (IP), Nancy C. (R), Edgard E. (IP), Courtney K. (IP) Gabby C. (R), Danny A. (R), Stephanie C. (R), George A. (R)

Guests: Andre B. (IP), Will C. (IP), Michael F. (R), Noel C. (R), Gloria P. (R), Mindy D. (IP), Luis O. (IP), Noel C. (R), Malaya S.(R), Olivia H. (R), Angus B. (R)

Mission: The Oakland Transitional Grant Area Planning Council will provide comprehensive planning, prioritization, and resource allocation regarding HIV/AIDS services in Alameda and Contra Costa Counties that are inclusive, equitable, compassionate, and respectful of human rights.

- I. **Call to Order – 1:03 PM** **1:00 PM**
 - Moment of Silence
 - Introductions
 - Mission Statement
 - Group Norms
- II. **Review and Approve Agenda –1:12 PM**

Motion: Damon

Second: Carlos

Action: The agenda was approved.
- III. **Review and approve May Minutes – 1:14 PM**



During the review of the May 2026 Planning Council minutes, Megan identified several formatting inconsistencies and requested corrections to the spelling of Vicente Consulting, noting that it had been misspelled multiple times throughout the document. Leroy confirmed the correct spelling.

Ilana requested that the language in the Request for Proposals (RFP) be revised from "there is another RFP out" to "there will be another RFP out," to more accurately reflect the discussion. Members briefly discussed whether last names should be included consistently throughout the minutes and agreed the existing format remained appropriate.

Motion: Rob

Second: Joghi

Action: The May 2026 minutes were approved with the suggested edits

IV. **Public Comment for Agendized Items**

V. **Subcommittee Reports/Announcements: Workplan benchmarks/deadlines - 1:20 PM**

- Executive Committee

Damon reported that the Executive Committee made revisions to the Planning Council Bylaws and Standard Operating Procedures (SOPs), specifically language regarding committee voting procedures, officer terms, and committee membership voting. Damon also reported that the Executive Committee completed revisions to the Memorandum of Understanding (MOU) from the Planning Council perspective. The swag budget and item were also approved.

- Membership

Camisha reported that the Membership Committee recently interviewed and recommended a new Planning Council member. She also announced that the Membership Committee now meets on a triennial schedule and is actively working to fill five anticipated Planning Council vacancies before March 2027, due to upcoming member term expirations.

- Planning, Priorities, and Allocation Committee

Aliaa reported that PPAC reviewed the PLWHA Priorities Report and finalized preparations for the 2026 Priority Setting process, including discussion of the ranking methodology that will be used during the annual priority-setting exercise. Members also agreed on a ranking formula to improve transparency during future resource allocation discussions.

- People Living with HIV and AIDS



Rob reported that the PLWHA Committee approved the 2026 PLWHA Priorities Report and presented it to the PPAC. He shared that the committee recently hosted a reception recognizing National HIV Long-Term Survivors Awareness Day and announced a new incentive structure for PLWHA Committee participation. Beginning this year, eligible PLWHA members attending committee meetings in person will receive \$15 Safeway gift cards, with plans to expand incentives to include Clipper Cards next year.

Rob also provided an update on the Johns Hopkins Ad Hoc Committee. The research team confirmed that the modeling study will be completed at no cost to the Planning Council or recipient. The committee members will be included as co-authors on future publications, and they are preparing to receive the first round of modeling data next spring to support the Planning Council's priority-setting process as well as any legislative advocacy efforts. The next meeting has not been scheduled.

- **Quality Services Committee**

Megan reported that they finalized and approved their Standard Operating Procedures (SOPs) after aligning them with Executive Committee revisions to the Planning Council Bylaws. She also announced that the committee has finalized the Standards of Care (SOC), and it will be reviewed again the next program year. It will be posted to the Oakland TGA website and distributed to all Ryan White Part A subrecipients. Members were encouraged to review the newly released SOC and provide feedback, as the committee intends to maintain the document as a living resource subject to future updates. Staff confirmed that the SOC would be posted to the council website the following day.

Megan reported that they have begun preparations for the annual Assessment of the Administrative Mechanism (AAM). They discussed which elements of the AAM they will keep this year. The committee reviewed HRSA requirements and discussed streamlining the AAM surveys by removing questions that are not federally required. The plan is to complete survey revisions by August to allow sufficient time for survey distribution and preparation of the annual AAM presentation scheduled for October or November.

VI. Epidemiology | PLHIV, Retention and Viral Suppression – 1:29 PM

- Danny (see [presentation](#))

1:15 PM

Danny Allgaier presented epidemiologic data on people living with HIV (PLHIV) in the Oakland Transitional Grant Area (OTGA) using year-end 2024 surveillance data. He reported that approximately 9,071 people are living with HIV across Alameda and Contra Costa Counties, with roughly two-thirds residing in Alameda County.

Danny noted that while many people relocate into Alameda and Contra Costa Counties, the surveillance system cannot determine the reasons for relocation.

Members discussed geographic differences in viral suppression and engagement in care. Danny emphasized that city-level data should be interpreted with caution and that percentages alone do not explain the underlying causes of disparities. He concluded by summarizing populations with lower engagement, retention, or viral suppression and identified these findings as opportunities for future planning and quality improvement.

- Bay Area Community Health (BACH) (see [presentation](#)) **1:35 PM**

Alia Bilal, Program Director for HIV Care, Prevention, and Transmission Services at Bay Area Community Health (BACH), presented an overview of the organization's Ryan White-funded services. She explained that BACH operates multiple clinical sites throughout Alameda and Santa Clara Counties and has provided Ryan White HIV services since the early 1990s.

- Project Open Hand (see [presentation](#)) **1:50 PM**

Will Cook, Partnership Liaison for Project Open Hand, presented an overview of the organization's medically tailored nutrition services available to people living with HIV throughout Alameda County. He explained that Project Open Hand has provided medically tailored meals, groceries, and nutrition counseling since 1985 and currently supports clients through Ryan White funding and Alameda Alliance for Health's Community Supports Program.

VII. **PLWHA Priorities Report – 2:24 PM** (see [presentation](#)) **2:05 PM**

Rob Newton presented the 2026 People Living with HIV/AIDS (PLWHA) Priorities Report, which was approved by the PLWHA Committee and Planning Priorities and Allocation Committee (PPAC). Rob explained that the report is intended to provide community context prior to the annual Priority Setting and Resource Allocation process and that no action was being requested from the Planning Council at this meeting.

Council members discussed the importance of addressing the unique needs of older adults living with HIV and emphasized continued provider education regarding aging, stigma, and long-term survivorship. They discussed the importance of improving referral coordination and ensuring support services remain available to help individuals remain engaged in HIV care. The report was received as informational and will help inform future Priority Setting and Resource Allocation discussions.

- VIII. **Office of HIV Care | Dot Theodore – 2:36 PM** (see [document](#)) **2:20 PM**
- Reallocation Request
 - Recipient Report



Dot Theodore presented the Recipient Report and requested approval of a mid-year reallocation of Ryan White Part A funds. Dot explained that initial contract awards are intentionally based on approximately 90 percent of anticipated funding in order to avoid overcommitting resources before final grant awards are received. As a result, approximately \$192,844 remained available for allocation.

Dot recommended distributing the available funds among three service categories that have demonstrated both high utilization and timely expenditure of existing funds:

- Medical Nutrition Therapy: \$55,000
- Home and Community-Based Health Services: \$68,000
- Food Bank and Home Delivered Meals: \$69,000

Dot explained that these recommendations reflected discussions held during the previous year's Priority Setting and Resource Allocation process and would allow highly utilized service categories to continue meeting client needs.

Megan stated that the proposed reallocations aligned with discussions held during the previous resource allocation process and reflected service categories consistently identified as high priorities by consumers and Planning Council members. Luis Orozco asked whether housing or HIV prevention could be included in the proposed allocation. Dot clarified that Ryan White Part A funding supports HIV care and treatment services rather than prevention activities or housing programs, noting that housing services are funded through separate federal programs.

Motion: Rob

Second: Angel

Action: Re-Allocation Request was approved.

IX. Rob | Late Diagnoses Update – 2:41 PM (see presentation) 2:30 PM

Rob Newton presented a follow-up analysis of late HIV diagnosis data previously reviewed by the Planning Council. He explained that the purpose of the presentation was to provide additional context by comparing percentages of late diagnoses with the total number of individuals represented in each demographic group.

Rob explained that the earlier presentation identified populations experiencing disproportionately high rates of late diagnosis, while the updated analysis focused on the overall number of individuals affected within each demographic group. He emphasized that both perspectives are important when making planning and resource allocation decisions. High percentages may identify populations at elevated risk, while larger numbers help identify where the greatest overall burden exists.



Using examples from race/ethnicity, age, transmission category, and geographic location, Rob demonstrated how percentages and raw counts can lead to different conclusions if interpreted independently. He encouraged Planning Council members to consider both measures together when discussing outreach strategies, testing initiatives, linkage to care, and future funding priorities.

Rob concluded by emphasizing that data should always be interpreted alongside lived experience and community input. He noted that late diagnosis data identifies where disparities exist but does not explain the reasons individuals delay HIV testing or entry into care. Members agreed that combining epidemiologic data with consumer perspectives provides a more complete understanding of community needs and better informs future Planning Council decision-making.

X. **Review WorkPlan – 2:50 PM** **2:45 PM**

Damon noticed there was an error on the Planning Council Workplan. The Workplan incorrectly referenced the review of Standard Operating Procedures (SOPs), which is a responsibility of the individual standing committees rather than the full Planning Council.

XI. **General Public Comment/Announcements** **2:55 PM**

XII. **Evaluation** (Click [here](#)) and **Adjourn - 2:57 PM** **3:00 PM**

NOTE: Brown Act – [Hybrid meetings](#)



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.