

Quality Services Committee Meeting

Megan C. & Damon P. | Chair and Co-Chair

Agenda

Date: July 20, 2026

Time: 1:00 PM - 3:00 PM

Physical Location(s)	Remote Address	Landline Access
• ACPHD 1100 San Leandro Blvd, Oak Room, San Leandro, CA 94577 • 2500 Bates, Suite B, Concord, 94520- Lassen RM	Click Here Zoom Meeting ID:817 3687 1155 Passcode: 2026	To call into the meeting: • 1(408)-961-3929 • 1(408)-961-3927 Zoom Meeting ID:817 3687 1155# Passcode: 2026#

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 are inclusive, equitable, compassionate, and respectful of human rights.

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|---|-----------------------|
| <p>I. Call to Order</p> <ul style="list-style-type: none"> a. Moment of Silence b. Roll Call c. Read Mission Statement | <p>1:00 PM</p> |
| <p>II. Review and Approve Agenda</p> | <p>1:10 PM</p> |
| <p>III. Review and approve June minutes</p> | <p>1:15 PM</p> |
| <p>IV. Assessment of Administrative Mechanism (AAM)</p> <ul style="list-style-type: none"> a. Sub-recipient Survey b. Recipient Survey | <p>1:30 PM</p> |
| <p>V. Review Utilization Data</p> | <p>2:40 PM</p> |
| <p>VI. Review Workplan</p> | <p>2:50 PM</p> |
| <p>VII. Member Spotlight Discussion</p> <ul style="list-style-type: none"> ▪ July: Damon ▪ August: Ji Sook | <p>2:55 PM</p> |

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VIII. **Announcements, Evaluation** [link](#)

IX. **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 explain 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.