Executive Committee
Bryan Harris and Damon Powell | Co-Chairs

Oakland TGA Planning Council
www.otgaplanningcouncil.org

Minutes

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

Physical Location(s)	Remote Address	Landline Access
1100 San Leandro Blvd, 1st FL. 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), 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 10:02 AM **10:00 AM**

a. Moment of Silence
b. Introductions
c. Agenda review and approval

Bryan asked if the budget was listed on the agenda for today's meeting. Staff stated that it could be included in the Staff Report unless they wanted to make an amendment. He agreed to discuss the budget during the Staff Report. Rob pointed out that the budget may need more time than the five minutes allotted to the Staff Report. Bryan asked staff if five minutes would be enough time. Staff stated that it should, since the conversation regarding the budget is based on looking at it and using this year's budget as next year's starting point, and there aren't any gift cards yet. Therefore, the Staff Report should not exceed five minutes.

Motion: Bryan
Second: Rob
Action: The agenda was approved.

d. Review and approve May and June's Minutes
Motion: Bryan
Second: Megan
Action: Approved with correctly spelling Jose Perez's name in the June minutes in item IX, section III.

e. Mission Statement

II. **Membership Check In**

III. **July Planning Council Agenda -** 10:22 AM **10:30 AM**

a. Membership / Recruitment Strategy
b. Workplan Benchmarks and Deadlines
c. Priority Setting Presentation
d. Priority Setting Vote
e. Recipient Report
f. State Integrated Plan Update

There was discussion about why the State Integrated Plan Update was suggested for addition to the agenda , given that it is on the PPAC's workplan and should be on the Planning Council's workplan instead. As for our responsibilities, Leroy can give us an update on what we've done, and we can discuss moving that from the PPAC work plan to the Planning Council work plan.

Motion: Bryan
Second: Rob
Action: The Planning Council agenda was approved.

IV. Review WorkPlan – 10:32 AM **11:00 AM**

It was determined that "Quarterly Revision of Bylaws" is repeated twice. 2.c was deleted. The workplan was revised, and the committee is on track with the workplan.

V. SOP Update – 10:38 AM

The members reviewed the SOP's revisions of section IV; bullet three states "missing two consecutive meeting warrants, a dismissal letter from the membership committee." Differs from the Membership Committee's SOP; it was determined to change "Membership" to "Executives". It was suggested that the Chair of Membership be notified of the change to the SOP. Staff clarified she will accept the track changes, update the language in item IV; bullet three replace Membership Committee with "One Co-Chair of the council and the Chair of that committee. Megan pointed out that the track changes are not visible in the version the staff sent out, and she should not accept them without this committee reviewing them via email before the next meeting.

VI. Bylaws Update -10:45 AM

Staff started with Section IIV. II Megan suggested changing to "They shall serve a one-year term and may be re-elected for an additional two one-year terms, not to exceed their council tenure." "Standing Committee Chairs are members of the Executive Committee; Vice-Chairs shall attend and vote at Executive Committee meetings when their Committee Chair is unable to attend." was moved to section 7.2. Duties were added to the end of the title in 7.2.1; was changed to 7.2.2, and the subsequent ones were renumbered.

In section 8.1 Rob pointed out the language dose not align with the Ryan White Part A Manual that states when members have a conflict of interest they can vote on a slate of at least 5 service categories, but not on funding decisions for individual categories when a conflict is present because you can vote on priorities and service categories, but you can't have any impact on individual funding decisions for agency. He would like to see the Ryan White Part A Manual for comparison. Per the Ryan White Part A Manual "If a member of the Planning Council has a financial interest, is an employee, is a member of an organization seeking funds, the Planning Council member can't participate directly in the advisory capacity in the process of selecting sub-recipients or providers." should replace "A member may not participate in discussion or vote on issues on which the member or an immediate family member has a real or perceived conflict of interest. Regarding funding priorities or allocations, members with a COI may vote on a slate of at least five service categories but may not vote on funding decisions for individual categories when a conflict is present. "Which is not a conflict for the Planning Council, nor is it about priority setting or resource allocation; it's the selecting of sub-recipients. Dot added that the selection of sub-recipients and providers is done by the Office of HIV Care through the procurement process.

Rob asked how it is recorded that members have attended the annual data presentations. Staff replied it's placed on the minutes for each council meeting and there is an attendance log. He suggested adding a question at the top of the priority-setting survey that says, "Have you reviewed the annual data presentations for members," with a yes/no option, to be selected before they vote.

In Section 9.2, "unless granted an exception defined in the OTGA "Policies and Procedures" was removed. Staff provided the Policy and Procedures document, and members questioned what the "definition of an exception" is for members who do not have to review the annual data. Rob pointed out that the exception is moot, since they don't attend the meetings, but are still required to review the data. Megan pointed out that the document is the language from the Bylaws. Staff acknowledged that she is revising the document and the code of conduct.

In 9.4, Megan instructed staff to replace "etc." with "or other electronic needs" to read: "Electronic voting shall include any vote via Alchemer, Zoom chat, email, or other electronic needs, in compliance with the Brown Act and OTGA Policies and Procedures." Rob stated that the parliamentary action doesn't make sense because it means we are making a motion, seconding it, and voting. Instead, replace the language with different language. He suggested adding it to next month's agenda. The members agreed.

VII. **MOU Update** - 11:21 AM

Evette Brandon has to review the MOU before George Ayala can review and sign it. The document has not been approved by Evette yet. Once it follows the proper chain of command, staff will present it to the committee.

VIII. **Staff Report** -11:22 AM **11:55 AM**

Staff provided the council budget for review and stated that the gift cards were for the PLWHA members and community members. For 2027, PLWHA members who attend the meetings in person will receive $15 Safeway gift cards as meal incentives AND $20 Clipper cards as transportation incentives, which are managed by support staff. Dot added that she will look into the reimbursement rate staff uses for meals when traveling; that should be the standard rate applied to the members. It was also discussed to try to get gift cards from other vendors that are not electronic, as well as DoorDash. As long as it is not exchangeable for cash. Megan stated that the government rate for traveling lunch reimbursement is $26. Mileage reimbursement was also discussed, stating that the rate of .70 per mile and how it should be calculated and disbursed. Next year's listening session will provide insight on what incentives are most appropriate for members.

Bryan wanted clarity on if the Town Hall budget can get rounded up from $4,000 to $5,000. Staff explained that the $4000 is for swag from the full council's budget and is not associated with the Town Hall's budget. The Town Hall's budget is close to 2500 and that is mostly for food. The 5000 that Bryan was referring to for the Town Hall was misconstrued with the Needs Assessment gift card budget, and that can be the amount for next year as well. This budget will be mimicked for next year. There was a discussion of incentivizing Town Hall guests, but it should be discussed at the PLWHA meeting. Bryan added that there should also be a platform built to incentivize the panelists and guests for next year's Town Hall. Bryan gave an overview of the preparation for the Town Hall. Rob suggested that for next year, the PLWHA Town Hall budget should be increased from $2597 to $3000 to include the cost of decor and honoraria. The rules and justifications will be reviewed at a future date.

Staff reminded the committee about the extra PPAC meetings in preparation for the PSRA and the rescheduled PLWHA and PPAC meetings.

IX. Announcements - 11:41 AM

The LGBT Center is hosting Oakland Pride in October this year. Staff added that a volunteer sign-up email will be sent to request support for working at the table this year.

Rob is hosting the BAY-HIFI 2026 (Bay Area HIV & Infant Feeding Implementation Conference), which takes place on September 17, 2026, as a hybrid event at the UCSF Mission Bay Conference Center in San Francisco.

X. Evaluation (click [here)](here) and Adjourned – 11:50 AM **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.