

Planning, Priorities, and Allocations Committee Meeting

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

Minutes

Date: Thursday, July 2, 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: Angel D. (R) Rob N-N (IN). Barbara G-A. (IP), Aliaa B. (IP), Bryan H. (R), Leroy B. (IP), April L. (IP), Ebony (R), Shelley S. (R)

Absent: Diana D. (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** 3:04PM **1:00 PM**
- Welcome with the Moment of Silence
 - Introductions, member check-in, and Quorum confirmation
 - Mission Statement

- II. Review and approve the Agenda** 1:09 PM
- Motion: Rob
Second: Bryan
Action: The agenda has been approved and amended: item five has been renamed "Priority Setting; the word "presentation" has been removed

- III. Review and approve the June minutes**
- Motion: Rob
Second: Barbara
Action: Approved

IV. Public Comment on Agendized Items

V. Priority Setting Ranking 1:15 PM

Staff announced that, per HRSA, the council is supposed to disclose potential conflicts of interest during an open meeting of the priority-setting. She said if a member has a conflict of interest, then that member is not allowed to vote on a slate of five categories associated with that service category. Rob replied that there wouldn't be any conflicts during prioritization, but there may be conflicts during resource allocation. LeRoy added that the priority setting and resource allocations are unlinked. When

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priority is ranked, it does not affect allocation. Rob stated he looked up the HRSA policy regarding conflicts of interest that applies to organizations selected by specific agencies to receive funding. Or if they are managing funding awards designating specific entities as grant recipients or getting involved in contract administration. Rob clarified, "Conflict of interest applies to Planning Council members who have an actual or perceived personal, financial, or professional stake in an organization receiving or seeking Ryan White funds. That would be provider-aligned members, anyone serving as an employee, paid contractor, consultant, board member, director, or trustee of a public or private agency that receives or is applying for Ryan White funding. Provider-aligned or conflicted members cannot vote on specific agency selection. The Council as a whole is legally barred from designating specific entities as grant recipients or getting involved in contract administration. Individual members with an organizational conflict cannot participate or vote, directly or in an advisory capacity, in selecting specific agencies to receive funding, scoring requests for proposals, or managing contract awards. Conflicted members must recuse themselves from voting on specific motions if the outcome results in direct financial, organizational, or professional gain for their employer or agency." meaning the Priority setting and resource allocation that the council does will not be a direct conflict of interest because they are allocating to specific agencies the members are allocating a percentage of funding to service categories.

The members ranked the priority setting. There was discussion about tallying the responses after the PLWHA committee completes its ranking process at its next meeting, and the prescheduled extra PPAC that they will use to organize the votes from both committees.

VI. Review Fiscal Data

1:52 PM

Luis stated that there is no fiscal data because the system is down, but there will be data at the Planning Council meeting.

VII. Review WorkPlan

1:52 PM

There was discussion around line 14, "Oversee triennial Needs Assessment data collection and data analysis activities of PLWHA," and whether it belongs to the PLWHA's workplan or not. However, it was realized that there was no annual needs assessment this year. Leroy added the integrated plan had an ADAP needs assessment and a prep gap needs assessment. They were both gap analyses that the council included in the integrated state strategy. They attributed that to all co-author counties' work, so it could be said that line 14 is completed. Since it is not a triennial year, the line item should be deleted. Line 20 "Present Priority Setting Presentation to Council" was moved to August

VIII. General Public Comment

IX. Announcements

X. Evaluation and adjourned at 2:06 PM.

3:00 PM

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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.