Executive Committee
Bryan Harris and Damon Powell | Co-Chairs

Oakland TGA Planning Council
www.otgaplanningcouncil.org

Minutes

Date: August 12, 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), Rob N-N. (IP), Megan C. (IP), Aliaa B. (R), Damon P. (E), Shelley S. (R)

Staff: Camisha N. (IP), Dot T. (R), Ben C. (R), Edgard E. (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 - 10:04 AM 10:00 AM

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

The committee reviewed the August 12, 2026 agenda. No amendments were requested.

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

d. Review and approve July Minutes

Rob requested the following revisions to the July minutes: add context explaining why the State Integrated Plan and PPAC workplan were discussed during Planning Council agenda development. Megan recalled the discussion was about it should be on the workplan of the Planning Council instead of PPAC's because item F of the agenda. Rob instructed staff to add context on PPAC and its relationship to the State Integrated Plan and the workplan. Aliaa pointed out her name was duplicated in the attendance section and asked for it to be removed. Also, list Shelley as not present, and replace "electronic needs" with "electronic means" in Item VI.

Motion: Bryan
Second: Rob
Action: The July minutes were approved with the listed corrections.

e. Mission Statement

II. Membership Check In - 10:18 AM

Aliaa reported a recurring scheduling conflict beginning at 11:30 a.m. on the second Wednesday of each month. Members discussed moving the Executive Committee meeting to 9:30-11:30 a.m. The members and staff present indicated that the earlier start time would work. Staff will confirm Damon's availability, room availability, and public-notice requirements, then email the committee for final confirmation.

III. August Planning Council Agenda -10:25 AM **10:30 AM**

a. Membership / Recruitment Strategy
Bryan gave a brief overview of the recruitment strategies the membership committee will present to the council during the Planning Council meeting.
b. Workplan Benchmarks and Deadlines
c. Accept or Deny Resource Allocations
d. Recipient Report
e. Triennial Needs Assessment Planning Discussion, if time permits
The committee discussed recruitment needs, expiring member terms, and outreach at Oakland Pride. The Membership Committee will prepare the membership and recruitment update for the Planning Council. Applications and outreach materials will be available at Pride, and staff will send volunteers final event instructions. Members agreed that 30 minutes should be sufficient for the resource-allocation item and added an initial discussion of the next triennial needs assessment near the end of the agenda.
Action: The August Planning Council agenda was accepted as outlined.

IV. Review WorkPlan – 10:41 AM **11:00 AM**

The committee reviewed August workplan items and noted progress on agenda planning, Bylaws review, recruitment, and quarterly attendance monitoring. Staff reported that attendance is being tracked, committees have recently met quorum, and no attendance letters are currently needed. Staff also reported a recent PLWHA membership change.

V. Governance - 10:48 AM

Rob presented a governance overview focused on how the Planning Council can use its existing authority while maintaining clear boundaries between Council and recipient responsibilities. The Council addresses service systems and categories, while the recipient monitors individual providers.

Examples included developing system-level directives through the PLWHA Committee, requesting plain-language summaries with epidemiology presentations, using transparent and reproducible priority-setting methods, conducting needs assessments, reviewing standards of care, and making formal recommendations. Members supported strengthening Meaningful Involvement of People with HIV and AIDS (MIPA), improving access to data, and identifying focused systems-level projects. The presentation will be shared at the August Planning Council meeting.

VI. Bylaws Section 8.2 - 11:05 AM

The committee reviewed Section 8.2 regarding disclosure of conflicts of interest. Members agreed to clarify the language of the first sentence so that it refers to a "Conflict of Interest disclosure form." The committee tentatively agreed to retain the first three sentences of the section and remove the remaining language, pending confirmation of applicable requirements. Language regarding refraining from discussing specific agencies will be considered for placement in Section 8.1.

Staff will cross-check the proposed revisions against the Ryan White Part A Manual and ensure that the developing Policies and Procedures document aligns with the Bylaws, including the process and timeline for updating conflict-of-interest disclosures by staff.

VII. Complaints/ Grievances Process - 11:15 AM **11:55 AM**

Rob stated he has not seen internal process on how grievances get resolved, when members file excessive grievances or complaints and it should get made clear to address them. The committee discussed recent member concerns and the need for a clear, consistent internal process for receiving, reviewing, and resolving grievances. Members emphasized listening respectfully, allowing grace, avoiding retaliation, and using thoughtful language when addressing sensitive concerns. The committee did not determine that the recent concerns warranted disciplinary action.

Dot announced that the Office of HIV Care (OHC) is developing training for subrecipients on stigmatizing language and offered to make the training available to the Planning Council. Rob also suggested incorporating brief, ongoing educational topics into Planning Council meetings.

For the September Executive Committee agenda, members requested two related items: (1) review the existing Rules/Code of Conduct to ensure that it adequately addresses member behavior and discipline, and (2) develop a separate grievance policy and procedure describing how concerns are received, considered, and resolved. Members agreed that discipline should remain separate from the grievance process to avoid the appearance of retaliation.

VIII. Announcements

IX. Evaluation (click here) and Adjourn at 11:44 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.