Oakland TGA Planning Council

Serving Alameda and Contra Costa Counties

www.oaklandtga.org/planningcouncil

People Living with HIV & AIDS

Chair: Rob N-N. | Co-Chair: Bryan H.

Minutes

Date: Tuesday, August 11 2026, **Time:** 1:00 PM - 3:00 PM

Physical Location(s)	Remote Access	Landline Access
• ACPHD 1100 San Leandro Blvd, Oak Room, San Leandro, CA 94577	Click Here: **Zoom Meeting ID**: 811 0066 8507 **Passcode:** 2026	**To call into the meeting:** 1(408)-961-3927 1(408)-961-3928 **Zoom Meeting ID**: 811 0066 8507# **Passcode:** 2026#

Mission: The People Living With HIV/AIDS (PLWHA) committee of the Oakland Transitional Grant Area (OTGA) Planning Council will represent persons living with HIV/AIDS, especially those that receive Ryan White Services. We will educate, identify, and assist in the recruitment for the OTGA Planning Council from PLWHA that are members of under-served and/or under-represented populations. We will assist the OTGA Planning Council in assessing gaps in services for PLWHA to enhance health outcomes. We will strive to address the issues of diversity in our membership and ensure that every meeting is a safe space.

Call to Order - 1:07 PM **1:00 PM**

- Welcome with the Moment of Silence
- Introductions, member check-in, and a Quorum confirmation
- Read Mission Statement
- Group Norms

A. **Review and Approve Agenda –** 1:15 PM

Dot informed the committee that she had a hard stop at 2:00 PM and wanted to participate in the Service Directive discussion, particularly the oral healthcare directive, and the Client Satisfaction Survey. No changes to the agenda were requested.

Motion: Bryan
Second: Carlos
Action: The agenda was approved as written.

B. **Review and Approve July minutes –** 1:16 PM

People Living with HIV & AIDS
Chair: Rob N-N. | Co-Chair: Bryan H.

Members reviewed the July meeting minutes and identified several edits for clarity and consistency. Members agreed that when a number is written out and followed by the numerical value, the numerical value should be placed in parentheses. Bryan also asked that the acronym "C&C" be written out as “Councils and Commissions” moving forward so readers understand what the abbreviation means.

Motion: Ebony
Second: Bryan
Action: The July minutes were approved with the suggested edits.

C. Public Comment for Agendized Items **1:10 PM**

There was no public comment for agendized items.

D. Service Directive – 1:21 PM

Rob introduced the Service Directive discussion and explained that service directives allow the Planning Council to recommend system-level improvements to the Office of HIV Care based on community feedback, data, listening sessions, utilization information, and identified service gaps. He clarified that directives are not intended to evaluate individual providers, but rather to identify improvements that can be made across the Ryan White system. The committee reviewed five draft service directives:

1. Digital Exclusion and Access
Members discussed barriers experienced by clients who have difficulty accessing or using technology. The directive recommends maintaining non-digital options for scheduling, communication, surveys, and other processes, as well as supporting case managers, social workers, and navigators who assist clients experiencing technology barriers. Members agreed that digital exclusion has been raised through community feedback and should continue to be addressed.

2. Equitable Access for Women
Members discussed the importance of ensuring equitable access to HIV services for women, particularly populations that have historically experienced a high burden of HIV. Rob noted epidemiological trends involving increasing diagnoses among Latino women while Black women continue to experience a high existing burden. Members agreed that expanding services for populations experiencing increasing diagnoses should not result in reduced access for other women who continue to experience disparities.

3. Reducing Late HIV Diagnosis
The committee discussed reducing late HIV diagnoses through routine HIV screening. The directive recommends supporting routine opt-out HIV screening in outpatient clinical settings to help identify individuals earlier and connect them to HIV care. Members

discussed the importance of reaching people who may not otherwise seek HIV testing and supported continuing the directive through the review process.

4. Warm Handoffs and Referral Tracking
Members discussed improving referral coordination by ensuring that clients are successfully connected to services rather than simply being provided with a referral or telephone number. The directive recommends using warm handoffs, identifying transportation needs before appointments, and tracking completed appointments in addition to referrals. Members agreed that stronger follow-up could help identify and reduce barriers preventing clients from accessing services.

5. Dental Care Access
Members discussed ongoing concerns regarding access to oral healthcare, including waitlists, appointment availability, utilization, and unspent dental funds. The directive recommends monitoring utilization and expenditures, waitlist trends, average time to appointment, and overall service capacity. Dot provided additional context regarding the Office of HIV Care's current monitoring activities and noted that some of the recommendations are already being implemented.

Members agreed by consensus to forward all five service directives to the appropriate standing committees for further review. Rob explained that the directives will move through the Quality Services Committee, Planning, Priorities, and Allocation Committee, and/or Executive Committee, as appropriate, before being presented to the full Planning Council for final consideration. The goal is for approved directives to inform the FY 2027–2028 Priority Setting and Resource Allocation process.

Dot added that previous Planning Council directive that contributed to the County implementing DocuSign, demonstrating how community feedback and Planning Council recommendations can result in system-level changes.

E. Client Satisfaction Survey – 2:01 PM

Dot presented the Client Satisfaction Survey used during the previous year and explained that the Office of HIV Care intends to use the same survey this year unless the committee recommends revisions. She clarified that the survey measures client satisfaction and access to care and is separate from the larger Needs Assessment. When survey responses identify dissatisfaction or concerns involving a particular agency, Office of HIV Care program managers follow up with the agency to discuss the concern and identify opportunities for improvement.

Dot stated that the survey is available electronically and in paper format, allowing clients to complete a paper survey and place it in a lockbox if they do not want to complete it electronically. The survey is also available in Spanish. Members were reminded that incentives have been included in agency budgets this year to encourage increased participation in the Client Satisfaction Survey.

Rob reminded members that the committee discussed the survey during its April meeting and had generally agreed to continue using the existing survey. However, the committee did not have quorum at that meeting and therefore did not formally document the decision through a vote.

Diana asked whether the committee could dedicate additional meeting time to reviewing the survey questions. Members clarified that the extensive survey previously reviewed by the committee was the Needs Assessment Survey, which is separate from the shorter Client Satisfaction Survey. The Needs Assessment will be discussed as part of upcoming FY 2027–2030 Needs Assessment planning.

Dot asked members to provide any recommended changes to the Client Satisfaction Survey by August 31. The Office of HIV Care plans to launch the survey in September and report the results back to the committee in November. Members agreed by consensus to review the survey individually and submit any proposed edits by email rather than delaying distribution until the next committee meeting. Rob will compile the committee's recommendations and provide them to Dot.

F. Town Hall – 2:06 PM

a. Flyer Distribution
b. Finalize Panelist-Tabled
c. Review /PowerPoint Draft
d. Agenda Draft

Diana asked for clarification regarding the Town Hall flyer and invitations to Mayor Barbara Lee and Congresswoman Lateefah Simon. Staff clarified that they are listed as invited and their attendance has not yet been confirmed. Physical flyers will be available at the Oakland Pride outreach table, and members were encouraged to continue promoting the event and obtaining RSVPs.

The committee discussed the panel format for the 4:00 PM–7:00 PM Town Hall and considered having two panels with approximately three panelists each. Members discussed aligning the panels with the “Focus on the Future” theme, with one panel potentially focusing on community accountability, service quality, access, and maintaining services during uncertain funding conditions, and another focusing on the future of HIV prevention, treatment, policy, and system stability. Members emphasized including diverse perspectives such as service providers, policy experts, frontline staff, medical providers, and people with lived experience. Potential organizations and speakers, including EBAC and La Clínica, were discussed.

Members agreed that additional planning was needed before finalizing the panelists, agenda, and presentation materials. Ebony recommended creating an ad hoc Town Hall planning group, and Diana agreed to convene the group. Ebony, Diana, Rob, Bryan, and Barbara expressed interest in participating, and Ebony agreed to send a scheduling poll. Rob will provide the group with the preliminary Town Hall program information.

Members noted that the date, location, time, food, and swag are already established, leaving the program, panelists, and presentations as the primary outstanding items. The ad hoc group will work on these items and provide an update at the September meeting.

G. Policy Engagement – 2:28 PM **2:30 PM**

a. Policy Briefing
b. Councils & Commissions

a. Policy Briefing

Rob provided a federal policy update regarding the Centers for Disease Control and Prevention's decision not to re-compete direct HIV prevention funding for community-based organizations. He explained that many frontline organizations rely on these funds for HIV testing, navigation, and community outreach and that the funding changes could significantly affect local testing capacity.

Members discussed the potential impact on HIV prevention efforts and referenced Oakland's former Get Screened Oakland initiative as an example of a public-private partnership that expanded HIV testing. Rob suggested that the current funding changes provide an opportunity to engage local leadership regarding the future of HIV testing and prevention in Oakland, particularly in connection with the Town Hall's "Focus on the Future" theme. Members also noted that two previously discussed bills remain active in the California Legislature.

b. Councils and Commissions

Members discussed opportunities to engage elected officials and other local leaders around issues affecting people living with HIV. The committee discussed outreach to Mayor Barbara Lee and Congresswoman Lateefah Simon, including invitations to participate in the upcoming Town Hall. Members acknowledged that legislative calendars, scheduling, and other commitments may affect their availability.

The committee discussed continuing to use the Councils and Commissions process as an avenue for raising community concerns, strengthening relationships with policymakers, and ensuring that issues affecting people living with HIV are communicated to appropriate local and regional decision-makers.

K. Finalize SOP – 2:34 PM

Members reviewed the final update to the committee's Standard Operating Procedures (SOP). Staff explained that the remaining revision aligned the committee's officer terminology with changes previously confirmed by the Executive Committee and Planning Council Bylaws, including consistent use of chair, co-chair, and vice-chair terminology across the standing committees.

Motion: Bryan
Second: Carlos
Action: The updated SOP was approved and finalized.

L. Review and/or update the Workplan – 2:36 PM

Members reviewed the PLWHA Committee Workplan and discussed activities scheduled for August. The committee confirmed that it had addressed its policy engagement responsibility through the policy briefing provided during the meeting. Members also reviewed activities related to maintaining quorum, planning the annual community presentation/Town Hall, participating in Pride and long-term survivor events, and preparing for upcoming Priority Setting and Resource Allocation activities.

Members noted that Town Hall planning and Oakland Pride outreach remain active Workplan items. The committee also discussed upcoming Ryan White Part A and Minority AIDS Initiative allocation activities, which will occur through the Planning Council and related committees.

The committee confirmed that it remains on track with its Workplan and will continue updating completed activities as the year progresses.

M. Staff Report – 2:40 PM

a. Pride Support
b. Membership

a. Pride Support

Staff provided an update on preparations for Oakland Pride and requested support from committee members with outreach activities. Members were encouraged to volunteer and assist with promoting the Planning Council, PLWHA Committee, and upcoming Town Hall. Flyers and other outreach materials will be available for distribution at the event.

Members discussed using Oakland Pride as an opportunity to engage community members, recruit potential Planning Council participants, and increase awareness of upcoming activities. Members were encouraged to share information about the Town Hall and other Planning Council opportunities with their networks.

b. Membership:

Staff provided a membership update and reminded members of the importance of continuing recruitment efforts. Members were encouraged to identify community members who may be interested in participating in the Planning Council or its committees and to use upcoming outreach opportunities to distribute membership information.

N. General Public Comment – 2:45 PM
No additional general public comment was received.

O. Announcements – 2:46 PM

Members were reminded of upcoming Planning Council and committee activities. Bryan confirmed that the next Executive Committee meeting would take place the following morning at 10:00 AM.

Members also discussed the upcoming Ryan White Part A Resource Allocation process. Staff clarified that Priority Setting has been completed, PPAC will next review Resource Allocations, and the full Planning Council will vote on the recommended allocations. The newly developed service directives will be forwarded to PPAC and QSC for review; depending on their August agendas, the directives may be discussed in August or September.

The committee also discussed topics to carry forward to the September meeting, including the Ryan White Conference debrief and implementation of incentives for people living with HIV participating in Planning Council activities.

P. Next month's agenda Items – 2:50 PM

Members reviewed items planned for the September meeting. The committee will begin preparations for the FY 2027–2030 Needs Assessment, including reviewing available materials and discussing the process for the upcoming assessment.

The committee will also continue planning for the Town Hall, including updates from the ad hoc planning group regarding panelists, the program, agenda, and presentation materials. Members will discuss the incentive process and receive a Ryan White Conference debrief from members who attended.

The following items were identified for the September agenda:

- **FY 2027–2030 Needs Assessment Prep & Materials**
- **Town Hall**
- **Incentives & Process**
- **Ryan White Conference Debrief**

Q. Evaluation (click here) & Adjourn - 3:02 **3:00 PM**

Oakland TGA Planning Council

Serving Alameda and Contra Costa Counties

www.oaklandtga.org/planningcouncil

People Living with HIV & AIDS

Chair: Rob N-N. | Co-Chair: Bryan H.

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.