Executive Committee

Bryan Harris and Damon Powell | Co-Chairs

Oakland TGA Planning Council

www.otgaplanningcouncil.org

Minutes

Date: September 9, 2026, **Time:** 9:30 AM – 11:30 AM

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.(R), Megan C. (IP), Aliaa B.(R), Damon P. (IP), Shelley S. (R)

Staff: Camisha N. (IP), Dot T. (R), Edgard E. (R), George A.(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 - 9:33 AM — 9:30 AM

a. Moment of Silence

b. Introductions

c. Agenda review and approval

The committee reviewed the September agenda. Rob requested that the Service Directives item be limited to the Digital Exclusion and Equitable Access directive. Items 5 and 6 were not ready and were removed from the agenda until the following month.

Motion: Bryan H.
Second: Rob N-N.
Action: The agenda was approved as amended.

d. Review and approve August Minutes

The minutes were approved as presented.

Motion: Rob N-N.
Second: Megan C.
Action: The August minutes were approved.

e. Mission Statement

II. Membership Check In

III. September Planning Council Agenda – 9:47 AM — 10:30 AM

a. Membership / Recruitment Strategy
b. Workplan Benchmarks and Deadlines
c. 2027 Needs Assessment Planning
d. Recipient Report

Rob requested that the 2027 Needs Assessment planning update be added to the September Planning Council agenda. The Needs Assessment Planning Committee was scheduled to meet September 14 and provide an update to the Planning Council before continuing its work.

Members discussed maintaining the usual committee standing agenda items.

Motion: Bryan H.
Second: Aliaa B.
Action: The September Planning Council agenda was approved as outlined, including the 2027 Needs Assessment planning update.

Megan noted that the Executive Committee time on the agenda needed to be shifted 30 minutes earlier to reflect the new meeting schedule. Staff will make the timing correction.

IV. Service Directives – 9:51 AM

a. Digital Exclusion
b. Equitable Access

Rob presented the draft Digital Exclusion and Equitable Access Service Directive. The directive originated with the PLWHA Committee; QSC is the primary sponsoring committee and the Executive Committee is the secondary review committee. The Executive Committee's role was to determine whether the proposed system-level response is appropriate and provide feedback to QSC.

The committee discussed digital barriers affecting older adults and people without reliable internet access, smartphones, or comfort navigating technology. The proposed approach would preserve reasonable non-digital pathways, including telephone, paper, and in-person assistance, and would avoid excluding people from community engagement activities because of technology requirements.

Dot reported that the Office of HIV Care is not currently moving forward with a specific digital access effort. George shared that both county health departments are assessing digital accessibility for older adults generally and noted that the Age-Friendly Council has conducted related work. Dot also noted prior Ending the Epidemic focus groups and that Ryan White agencies use non-digital scheduling options. The Client Satisfaction Survey now offers both digital and paper methods.

Members reviewed a proposed implementation timeline of an initial response within 60 days and an anticipated implementation timeline within 90 days. The timelines are overlapping, and the 90-day period is not a deadline for full implementation. Dot stated that the timeline is reasonable and recognized that some changes may require contracting, provider, data-system, or quality-management work.

The committee concluded that the directive is an appropriate Planning Council tool and supported the underlying objective. Members recommended that QSC consider adding language directing the Office of HIV Care to consult or engage with the Age-Friendly Council when developing solutions to digital exclusion.

Motion: Megan C.
Second: Bryan H.
Action: The motion to advance the directive to QSC with the recommended Age-Friendly Council engagement was approved.

V. Review Complaints/Grievances Process - Tabled 11:00 AM

VI. Review Code of Conduct -Tabled

VII. Review WorkPlan - 10:16 AM 11:55 AM

The committee reviewed September workplan items and confirmed that the forum item and September Planning Council agenda had been completed.

The budget review was moved to October because the budget was not included on the September agenda. Dot reported that the draft budget would be submitted to HRSA on October 1. The October discussion will focus on the portion of the budget available for Planning Council use, including allowable expenses, participation incentives, and potential consultant needs related to the 2027 Needs Assessment. Dot will assist with questions about allowability, while the Council will identify priorities for the flexible portion of the budget.

The co-chair's assigned assurance letter had already been submitted and was moved into the current month's workplan. The County has completed its portion of the MOU; remaining work is primarily formatting. The committee requested that any County edits be reviewed in October before final approval

VIII. Announcements

IX. Evaluation (click here) and Adjourn - 10:26 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.