Oakland TGA Planning Council
Serving Alameda and Contra Costa Counties

www.oaklandtga.org/planningcouncil

Membership Committee

Shelley L. Stinson | Chair

Minutes

Date: June 16, 2026, **Time:** 10:00 AM - 11:00 AM

Physical Location(s)	Remote Address	Landline Access
Zoom	Click Here **Zoom Meeting ID**: 869 3306 4865 **Passcode:** 2026	**To call into the meeting:** • 1(408)-961-3929 • 1(408)-961-3927 **Zoom Meeting ID**: 869 3306 4865# **Passcode:** 2026#

Present: Shelley S., Bryan H., Angel D. Diana D. ,Moises C-J.
Staff: Nancy C., Camisha N.
Not Present:, (NP), Jose P.

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 are inclusive, equitable, compassionate, and respectful of human rights.

Goals:

- Provide data driven recruitment and retention efforts that are reflective of the epidemiology in the TGA.

10:00 AM	**Call to Order - 10:03 AM** a. Moment of Silence b. Read the Mission Statement c. Introductions d. Agenda Review and Approval Motion: Bryan Second: Angel e. Review and approve March meeting minutes Motion: Bryan Second: Moises Action; Minutes approved agenda with changing “is” to “are” under “Pre - Scheduled Interview Dates," second paragraph last sentence.
10:10 AM	**Workplan Benchmarks and Deadlines – 10:15 AM**

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	The committee reviewed and completed the workplan items, including quorum, required-category reporting, reflectiveness reporting to the Planning Council and HRSA, and community outreach. Members discussed Pride-related outreach and volunteer coverage. Staff will circulate a checklist and available shifts. Moises described using a shared spreadsheet to coordinate staffing without requiring volunteers to attend all day.
10:20 AM	**Review member terms 10:28 AM** The committee confirmed Sharon had been interviewed and approved to be on the council. Her orientation remains to be scheduled; staff will contact her about availability and coordinate onboarding. Members reviewed recruitment and interview progress. Staff reported two interviews had been coordinated and that there were no additional pending applications identified during the discussion. Staff emphasized recruiting more members from Contra Costa County and increasing participation at the Contra Costa meeting site.
10:25 AM	**Recruitment Strategy** Staff reviewed council demographic reflectiveness and anticipated vacancies. Terms identified as ending in 2026 were those of April, Angel, Megan, Shelley and Diana. Members discussed representation needs, including geographic and demographic diversity, and potential replacements for designated seats such as Part B and women and children. The committee recommended asking members and community partners for referrals and addressing the five expected departures and recruitment priorities at the September meeting.
10:45 AM	**Last Meeting Date 10:44 AM** Members planned to complete outstanding committee work by September. A November meeting may be reserved as needed and canceled if no further work remains.
10:50 AM	**Pre – Scheduled Interview Dates Tool - 10:49 AM** Staff will resend the interview-availability tool to members who have not responded, and use submitted availability to schedule candidate interviews efficiently. Members reviewed the Standard Operating Procedures (SOPs) and discussed whether meeting frequency should be revised from monthly to reflect the current schedule, whether the vice-chair provision is appropriate for a small committee, and whether voting or attendance language aligns with a committee meeting only several times annually. No final SOP revisions were formally approved during the meeting. Staff will highlight proposed changes, circulate a revised draft by email, and seek committee review before the next meeting.
11:00 AM	**Announcements & Adjournment –11:00 AM**

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.