

Planning, Priorities, and Allocations Committee Meeting

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

Minutes

Date: Thursday, August 13, 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 (R). Barbara G-A. (R), Aliaa B. (R), Bryan H. (R), Leroy B. (R), April L. (IP), Ebony (R), Diana D. (R)

Absent: Shelley S. (NP),

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 – 1:03 PM

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: Barbara

Second: Rob

Action: The agenda was approved.

III. Review and approve the July minutes - 1:11 PM

Bryan asked whether LeRoy attended the previous meeting in person, and LeRoy clarified that he participated remotely. Staff stated that since he is the Ex-Official she listed him as in person since he is located in Sacramento. Rob and LeRoy agreed to record his attendance as remote moving forward. In section VII Aliaa pointed out that prep was misspelled. She stated it means “Pre Exposure Prophylaxis” it should be spelled at PrEP.

Motion: Ebony

Second: Bryan

Action: The July minutes were approved with the suggested edits.

IV. Public Comment on Agendized Items - 1:17 PM

No public comment was received.

V. Resource Allocation - 1:18 PM

Staff introduced the Resource Allocation process from last year and noted that the dollar amount is not allocated solely based on a percentage; however, last year's dollar amount is available as a reference if they wish to use it. She also displayed the service-category rankings that were completed during Priority Setting last month. Staff explained that percentages entered into the allocation worksheet automatically calculate the corresponding dollar amounts based on the total funding available.

Rob asked if there is an official methodology the committee follows to determine allocation percentages. LeRoy stated that they have been using the percentages from the years prior as the base or starting point for this year. Members discussed that Priority Setting establishes the relative importance of service categories but does not automatically determine how much funding each category should receive. LeRoy explained that the committee's responsibility is to determine how available funding should be distributed across service categories, taking into account community needs, utilization, historical spending, and other available information.

Staff located the 2025 Priority Setting Excel spreadsheet. Bryan recommended using the previous year's allocation percentages as the starting point rather than developing an entirely new distribution without sufficient data to justify major changes. Members discussed whether recent reallocations should influence the percentages, noting that reallocations during the year may indicate service categories where actual utilization exceeded the original allocation. Members also discussed the upcoming triennial Needs Assessment, which will provide more comprehensive information to support potential changes in future allocations.

The committee reviewed the Ryan White Part A Priority Setting and agreed to maintain the previous year's final Resource Allocation percentages for the upcoming year. Members discussed maintaining stability within the service system, avoiding significant shifts without sufficient supporting data, and using Priority Setting rankings as guidance rather than as a direct formula for Resource Allocation funds. Rob also shared information from other jurisdictions on their allocation processes for members to consider as the committee works to improve its methodology in future years.

Motion: Rob

Second: April

Action: The Ryan White Part A allocation percentages were accepted.

The committee then reviewed the Minority AIDS Initiative (MAI) allocations and discussed maintaining the previous year's service-category percentages. Rob noted that MAI funding provides an opportunity to prioritize populations disproportionately affected by HIV, including Black and Latino communities. Members also discussed the importance of considering populations such as Black and Latino women when providing guidance regarding the use of MAI funds.

Motion: Bryan

Second: Angel

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Action: The MAI allocation percentages were approved, consistent with the previous year's allocations.

LeRoy summarized the committee's rationale for maintaining the existing allocations, noting that members did not identify sufficient evidence to support major shifts and wanted to avoid unnecessarily disrupting the existing service system. Members agreed that Priority Setting rankings, utilization information, historical allocations, community needs, and the upcoming Needs Assessment should continue to inform future Resource Allocation discussions. The committee also agreed that the allocation methodology should be reviewed before next year's process to determine whether a more structured approach can be developed.

Staff clarified that the recommended Part A and MAI allocations will be forwarded to the full Planning Council for approval. Members agreed that the committee can provide a brief explanation of its methodology and rationale before the Planning Council considers the recommended allocations.

VI. Review Fiscal Data - 1:58 PM

The committee reviewed the available fiscal data following the Resource Allocation discussion. Staff explained that the fiscal information reflects expenditures across Ryan White Part A service categories and helps members understand whether funds are being spent at the expected rate throughout the contract year.

Members discussed the relationship between fiscal expenditures and utilization data and noted that a service category may show lower spending for several reasons, including delays in contract execution, invoicing, or data reporting. Members emphasized that expenditure data should be reviewed alongside utilization and other available information rather than interpreted independently.

The committee also discussed how fiscal data can help identify service categories that may require additional funding or potential reallocation later in the year. Members noted that reviewing spending patterns throughout the year can provide additional context for future Resource Allocation decisions and help the committee better understand whether the original allocations align with actual service needs.

VII. Review WorkPlan - 2:07 PM

The committee reviewed the PPAC WorkPlan and discussed progress on activities related to Priority Setting and Resource Allocation. Members confirmed that the Priority Setting process had been completed and that the committee had now completed its Resource Allocation recommendations for Ryan White Part A and Minority AIDS Initiative (MAI) funding. The allocation recommendations will next move forward to the full Planning Council for consideration and approval.

Members discussed updating the WorkPlan to reflect completion of these activities. The committee also reviewed upcoming responsibilities and noted that future planning activities will be

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informed by the triennial Needs Assessment, which will provide additional information regarding service needs, gaps, and community priorities.

Members agreed that the committee remains on track with its WorkPlan and discussed using future meetings to continue reviewing its planning responsibilities and preparing for upcoming activities.

VIII. General Public Comment – 2:36 PM

No general public comment was received.

IX. Announcements - 2:36 PM

Members briefly discussed upcoming Planning Council and committee activities. Members were reminded that the Resource Allocation recommendations approved by PPAC will be presented to the full Planning Council for final consideration.

The committee also discussed continuing to review information and examples from other jurisdictions regarding Priority Setting and Resource Allocation methodologies. Members expressed interest in strengthening and clarifying the process before next year's cycle so future allocation decisions can be supported by a more clearly defined methodology.

X. Evaluation (click [here](#)) and Adjourn - 2:39 PM

3:00 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

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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.