

# Membership Committee



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## Randall Furrow, Chair

Wednesday, October 8, 2008  
4:00 pm to 6:00 pm  
Public Health  
4041 North Central Avenue, Phoenix  
15<sup>th</sup> floor, Joshua Room

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## Meeting Minutes

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### Attendance

Committee Members    *AT: Attended*    *AB: Absent*    *EX: Excused*    *ALT: Alternate Present*

AT   Barr Jenkins                      LofA   Charlton Wilson                      AB   Fernando Kitcheyan    EX   Jared Vega

AT   Larry Stähli                      AT   Randall Furrow                      AT   Ron Hill

### Guests

Michael Bryson

Support Staff: John Sapero, Shranda Ceballos

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### Welcome, introductions and declarations of any conflicts-of-interest

Randall Furrow called the meeting to order and welcomed the attendees. Everyone introduced him/herself and declared any conflicts-of-interest.

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### Determination of quorum

Randall Furrow determined that quorum was established, with four of six members present at 4:40 pm.

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### Review of the meeting minutes and action items from prior meetings

The committee silently read the summary minutes from the August 13, 2008 meeting. No corrections were voiced.

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### Committee Chair update

No update was provided.

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Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Modernization Act of 2006 and the Maricopa County Department of Public Health.

All of the documents discussed may be requested from Planning Council Support.

The committee may vote to go into Executive Session for the purpose of discussion or consultation for legal advice with the County attorney or attorneys on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3).

### Determination of executive session

**MOTION:** Larry Stähli moved to go into executive session to discuss the following items confidentially:

- Review the current membership profile to ensure appropriate representation on the Council, as mandated by HRSA and the Planning Council Bylaws;
- Determine current members who are at risk of voluntarily resigning from the Council or any committee due to excessive absences, and what action to take;
- Review of applications for membership to the Council, including re-applications from existing members and alternate designations;
- Determination of applicants to be interviewed;
- Review of completed interviews to determine recommendations for appointments and committee assignments;
- Determination of any recruitment strategies needed to meet membership goals.

Ron Hill seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed and executive session began.

The executive session ended at approximately 4:59 pm. Randall Furrow related that the committee interviewed Michael Bryson, who would be the alternate for current member Jay Moman.

**MOTION:** Larry Stähli moved to recommend Michael Bryson as an alternate for Jay Moman to the full Planning Council for approval. Ron Hill seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### Membership appointment process

Randall Furrow discussed the current membership appointment process (approval by the PC, background check, and final approval by the BOS). John Sapero related that there were challenges with the timeliness with the current process. Randall recommended:

- Sending applicants for approval to the BOS on a quarterly basis
- Having the background checks occur prior to Council approval
- Establishing a communication process between the BOS and the Planning Council

The committee agreed with Randall's recommendations. John Sapero discussed that he will be meeting with Terri Leija to discuss the approval process and will forward these recommendations.

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### Review of upcoming membership reappointments

Randall Furrow discussed that there are nine individuals that need to be interviewed and reappointed by February 28, 2009. Randall suggested starting the re-interview process in the upcoming months. The committee agreed. Members who are up for reappointment will be notified at the next full Council meeting.

MEETING MINUTES *continued*

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Determination of agenda and action items for the next meeting.

Agenda Items for the next meeting (other than standard agenda items for this committee):

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Determination of executive session

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Results of meeting with Terri Leija

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Action Items to be completed by the next meeting

Task	Assigned To
Meeting with Terri Leija	John Sapero

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Current events summaries

No current events were voiced.

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Call to the public

John Sapero related that AIDS Walk 2008 was a great success, with about 5,000 people in attendance.

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Adjourn

The meeting adjourned at approximately 5:15 pm.