

# Membership Committee



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## Randall Furrow, Chair

Wednesday, May 14, 2008  
5:00 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                      EX   Charlton Wilson                      AT   Fernando Kitcheyan

AT   Larry Stähli                      AT   Randall Furrow                      EX   Ron Hill

### Guests

Support Staff: John Sapero

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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 5:20 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 April 9, 2008 meeting. John Sapero noted that the day of the meeting should be Wednesday, not Thursday.

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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).

### Committee Chair update

Randall Furrow discussed that Kelli Houston had not responded yet to the request to review the Exit Interview. John Sapero had conducted a new member orientation, which was attended by three individuals. The presentation went well, but the slide deck for the orientation needs to be shortened.

John Hasna, Kelli Houston, and Cheryl Weiner have all resigned from the Planning Council.

Randall Furrow has been assigned to mentor Jared Vega. Barr Jenkins will mentor David Aguirre, and Fernando Kitcheyan will mentor Tim Haney.

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### 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.

Barr Jenkins seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed and executive session began at approximately 5:30 pm.

The executive session ended at 5:45 pm. Randall Furrow related that the committee had reviewed an application submitted by Eric Scheinert, Manjeera Adusumalli, Jennifer Lewis and Yvette Madero. Additionally, Juan Carlos Perez was interviewed by the committee.

**MOTION:** Larry Stähli moved to forward Juan Carlos Perez to the full Planning Council for approval for appointment by the BOS. Barr Jenkins seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

**MOTION:** Larry Stähli moved to interview Eric Scheinert, Manjeera Adusumalli, Jennifer Lewis and Yvette Madero at the next Membership Committee meeting. Barr Jenkins seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

MEETING MINUTES *continued*

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**Recognition dinner planning**

Randall Furrow discussed that the dinner has been sponsored, and will take place on Thursday, June 19<sup>th</sup>, from 6:00 pm to 8:00 pm at Sam's Café restaurant at Biltmore Fashion Park. Dr. Doug Cunningham will be the speaker for the event.

The committee discussed that all Council members should receive a certificate of recognition, in addition to any awards that would be presented.

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**Training Survey development**

This item was tabled.

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**New member orientation development**

Randall Furrow discussed that the slide presentation for the new member orientation was provided in the meeting packet, and that he, Jared Vega and John Hasna and Planning Council Support staff would schedule a workgroup meeting to revise the presentation and agenda for the orientation.

John Saperro suggested that the existing presentation could be presented in April, as there were several members who had not attended an orientation. The committee determined to present PC 101 on Tuesday, April 29, from 6:00 pm to 7:30 pm.

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**Exit Interview development**

Randall Furrow reviewed the current draft exit interview. The committee continued to make revisions to the document. Randall Furrow asked each member to review the document before the next meeting.

*Documents referenced above are available from Planning Council Support.*

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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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Review of the Exit Interview process

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Training Needs Survey discussion

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**Action Items to be completed by the next meeting**

MEETING MINUTES *continued*

Task	Assigned To
Schedule PC 101 for April 29, 2008	John Sapero
Review PC 101 slide deck	All
Review exit interview	All

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**Current events summaries**

No current events were voiced.

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**Call to the public**

No calls were voiced.

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**Adjourn**

The meeting adjourned at approximately 6:00 pm.