

Membership Committee



Randall Furrow, Chair

Wednesday, April 14, 2010
5:00 pm to 6:30 pm
Public Health
4041 North Central Avenue, Phoenix
14th floor, Agave Room

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Meeting Minutes

Attendance

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

EX Barr Jenkins EX Jared Vega AT Larry Stähli AT Randall Furrow

AT Ron Hill AT David Aguirre AT Daniel Ruacho

Guests: Robert Solis

Support Staff: John Sapero

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.

Robert Solis declared his desire to become a member of the committee.

Determination of quorum

Randall Furrow determined that quorum was established with five of seven members present at 5:03 pm.

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).

Review of the meeting minutes and action items from prior meetings

The committee silently read the summary minutes for the January 13, 2010 meeting. No corrections were voiced.

Committee Chair update

No update was provided.

Evaluation: Leadership Academy and Future Training Needs

Randall Furrow provided an overview of the Leadership Academy and discussed that the committee should develop an evaluation form for participants to complete.

Daniel Ruacho asked if an evaluation took place at the meeting. Randall Furrow related that there wasn't a formal evaluation, but rather an informal review at each meeting. Daniel related he had access to an established evaluation form that might work well, but may need to be modified.

Robert Solis suggested comparing presenter expectations versus what had actually occurred.

Ron Hill related he had wanted the Academy to include a component that addressed having a specific job title but not having assigned tasks. He had hoped to gain insight into how to manage this issue.

There was general discussion regarding what the evaluation should measure.

Daniel Ruacho volunteered to create an initial draft of an evaluation form.

Future Training Needs

Ron Hill expressed that the Committee's mentorship program could be more effective, and suggested a review of the program. Ron shared his personal challenges when he was a new Planning Council member. Other meeting participants offered their perceptions of the mentorship program.

There was discussion on how to provide Planning Council-specific training opportunities outside of the initial orientation and mentorship program. Randall Furrow discussed that the Council had hosted a 1-day retreat in previous years, but it proved challenging to get people to attend. Randall provided examples of what had been offered in previous years, and discussed that it was difficult to ensure participation because people could not get off work to attend, had prior commitments, etc.

Daniel Ruacho discussed he did not participate in the Leadership Academy because he had relevant experience already.

John Sapero provided input on the successes and challenges of past retreat events.

David Aguirre suggested continuing discussion at the next meeting.

Vision Statement Development

Randall Furrow discussed that the Leadership Academy members had developed a vision statement for the Council:

To provide access to the best quality care for everyone in Maricopa County living with HIV/AIDS.

There was discussion related to the revision of the text of this statement. The final outcome was:

To provide people living with HIV/AIDS in Maricopa and Pinal Counties with access to high quality health care and social services.

Randall Furrow asked meeting participants to review the draft vision statement and be prepared to provide input at the next meeting.

Scheduling of a Planning Council Orientation Session

Randall Furrow discussed that an orientation session needed to be scheduled. After a brief discussion, the session was scheduled for Wednesday, May 12th, from 5:30 pm to 7:30 pm.

MOTION: Larry Stähli moved to extend the meeting by 15 minutes to conclude business. Daniel Ruacho seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

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.

MEETING MINUTES *continued*

Ron Hill seconded.

DISCUSSION: None.

OUTCOME: The motion passed and executive session began at 6:30 pm.

The executive session ended at approximately 6:55 pm.

Randall Furrow discussed that the committee reviewed two membership applications: Enrique Hernandez and Tyler TerMeer. Enrique would be contacted for further information. Tyler TerMeer's application would put on hold, as Jennifer Lewis needed to be contacted regarding her participation (Tyler would be her alternate).

Determination of agenda and action items for the next meeting

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

Leadership Academy Evaluation

Vision Mission Goals statement

Review of Council member participation

Action Items to be completed by the next meeting

Task	Assigned To

Current events summaries

No comments were voiced.

Call to the public

No comments were voiced.

Adjourn

The meeting adjourned at approximately 6:55 pm.