

# Executive Committee



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## John Sapero, Chair

Thursday, April 7, 2016  
5:00 pm – 6:30 pm  
Public Health  
4041 North Central Avenue, Phoenix  
14th Floor, Training Room

301 West Jefferson Street  
Suite 3200 • Phoenix, AZ 85003  
(602) 506-6321 phone  
(602) 506-6300 fax  
PlanningCouncil@mail.maricopa.gov

## AGENDA

### **Welcome, introductions and declarations of conflict-of-Interest**

### **Determination of quorum**

### **Review of meeting minutes and action items**

The committee will review the summary minutes of the previous meeting. Please inform the Chair of any revisions that should be incorporated into the summary minutes.

### **Council Chair update**

The Planning Council Chair will provide personal comments.

### **Administrative Agent update**

A representative of the Administrative Agent's office will discuss business relevant to the functions of the Planning Council.

### **Administrative Agent Planning Council budget review**

The committee will review the current budget for this fiscal year. Votes may occur to take action on discussion items.

### **PSRA dates discussion**

The committee will discuss possible dates for this year's Data Session and PSRA.

### **Integrated Planning Progress/Next Steps**

The committee will review of work-to-date and upcoming PC activity/timeline.

### **Committee Responsibilities**

The committee will discuss allocations as part of the bigger Council meeting, membership meeting times and any other related items. Votes may occur to take action on discussion items.

### **Executive Committee Roles & Responsibilities**

The committee will discuss what members want to do as part of their positions.

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Members and guests of the Planning Council may attend either in person or via telephone conference call. Documents distributed during this meeting 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). Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Extension Act of 2009 and the Maricopa County Department of Public Health.

## **AGENDA** *continued*

### **Committee/Work Group reports**

A representative of each sub-committee/work group will provide a summary of current activities. Votes may occur to take action on discussion items.

- Allocations
- Community Health Planning & Strategies
- Training, Education & Membership
- Rules
- Standards

### **Determination of the Planning Council meeting agenda and review of action items**

The committee will determine the items for discussion at the upcoming Planning Council meeting. Responsibilities for action items may be assigned.

### **Current events summaries**

This is the time for Planning Council members to share a brief summary of current events. Members of the committee cannot propose, discuss, deliberate, or take legal action on any matter voiced during this time.

### **Call to the public**

This is the time for the public to comment. Members of the committee cannot propose, discuss, deliberate, or take legal action on any matter voiced during this time.

### **Adjourn**

The Executive Committee generally meets on the first Thursday of each month.

## **MEETING GROUND RULES**

- Many attendees are very sensitive to fragrances, so please refrain from using colognes and perfumes at Planning Council meetings or events.
- The public is encouraged to take part in all of our discussions. However, due to time constraints, the Chair may choose to limit the number of people who may speak and/or the length of time allowed for discussion.
- Everyone is expected to respect the authority of the Chair.
- Anyone who wishes to comment should raise their hand to be recognized to talk.
- Please be courteous when others are talking. No sidebar conversations please.
- Please remain calm and focused on the topic at hand.
- Stay open-minded and flexible to allow for and honor individual difference and diversity.