

Rules Committee



Keith Thompson, Chair

Wednesday, January 23, 2013
4:00 pm to 5:30 pm
Public Health
4041 North Central Avenue, Phoenix
14th Floor, Agave Room

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Meeting Minutes

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

AT Keith Thompson AT Randall Furrow AT Robert Solis

Guests

Support Staff: John Sapero

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

Keith Thompson called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Keith Thompson determined that quorum was established, with three of three members present at 4:13 pm.

Review of the minutes and action items from previous meetings

Meeting participants silently reviewed the summary minutes for the February 22, 2012 meeting. No corrections were voiced.

Members and guests of the Planning Council may attend either in person or via telephone conference call.

All of the documents discussed are available from Planning Council Support.

Funding is provided by the United States Department of Health and Human Services, federal Ryan White legislation, and the Maricopa County Department of Public Health.

Committee Chair update

No update was provided.

Review of Planning Council Bylaws

The committee reviewed the document that was completed at the February 22, 2012 meeting. A vote had been taken to forward these to the full Planning Council for approval – because of emerging issues in the EMA, the Council had not been able to vote to approve the document.

IX. Committees: Verbiage changes to reflect committee will meet as deemed necessary by the committee Chair.

IX. Committees, Section 10: Revised descriptions of Council committees

X. Compensation: Verbiage changes generalize the description of the County procurement mechanism.

XI. Contracts: Revisions generalize what entity Planning Council Support may be housed in.

XII. Conflicts of Interest: Revisions to the name of the federal Ryan White legislation.

Glossary of Terms: Revisions to update/eliminate various terms

MOTION: Randall Furrow moved to forward the revisions to the full Planning Council for approval. Robert Solis seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Development of a new format for committee Policies and Procedures

John Sapero discussed that the Standards Committee had asked the Rules Committee to review the template for P&P documents, as many portions of the current template were “cut and paste” sections from the Council Bylaws and/or the HRSA Pat A manual. The Rules Committee was asked to develop a revised template that eliminated duplicate information among multiple documents.

After review, the committee reached a consensus to revise the document template to include, at a minimum the following sections:

- A description of the committee’s functions
- A description of the committee activities
- A yearly timeline of activities

MEETING MINUTES *continued*

- A timeline of committee activities related to outcomes identified in the Council 2012-2015 Comprehensive Plan

Keith Thompson related that committees could include other information that was relevant, in addition to these sections.

MOTION: Randall Furrow moved to forward the recommended template to the Executive Committee for review. Robert Solis seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Guiding Principles discussion

The committee reviewed the Council's Guiding Principles for Allocations Decisions, which outline a process to guide priority setting and resource allocations. The committee discussed whether the Principles would continue to be effective if there were no supportive services provided by Ryan White Part A, and how reductions among core services would be made.

The committee reached a consensus to bring issues identified in the discussion to the full Planning Council for consideration.

Discussion of agenda items for the next meeting

After discussion, the committee determined to not schedule a future meeting until a later date.

Agenda Items

Action Items to be completed by the next meeting:

Task	Assigned To

MEETING MINUTES *continued*

Current events summaries

Randall Furrow discussed that John Sapero had accepted a position outside of Maricopa County Department of Public Health. His last day will be Friday, February 1st.

Call to the public

No comments were voiced.

Adjourn

The meeting adjourned at approximately 5:02 pm.