Training, Education And Membership Committee

David Aguirre, Chair

Thursday, November 10th, 2016
4:30 – 5:00 pm
Area Agency on Aging/Care Directions
1366 East Thomas Road, Phoenix
1st Floor Conference 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 the minutes and action items from prior meetings
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.

Chair update
The Chair will review the recent activity of the committee and provide comments.

Determination of agenda items for the next meeting
The committee will discuss possible topics for the next meeting. Responsibilities for action items may be assigned.

Current event 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.

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. 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*

Determination of executive session
The committee may vote to go into executive session, pursuant to A.R.S. § 38-431.03(A)(1), to discuss the following items:

- 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.

Return to Open Meeting: Committee to Vote on Recommendations for Appointments/ Reappointments to the Planning Council
Upon completion of the Executive Session, the Committee will return to the Open Meeting. At the Open Meeting, the Committee will vote whether or not to recommend candidates for appointment/reappointment to the Planning Council.

Adjourn

This committee generally meets on the second Thursday of every month.

MEETING GROUND RULES

- 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.
- Many attendees are very sensitive to fragrances, so please refrain from using colognes and perfumes at Planning Council meetings or events.
- Please remain calm and focused on the topic at hand.
- Stay open-minded and flexible to allow for and honor individual difference and diversity.