

Training, Education and Membership Committee



Chuck Albrecht, Committee Chair

Tuesday, May 24, 2022

10:00 am to 11:30 am

4041 N. Central Ave

Phoenix, AZ 8501

(480) 431-1207 phone

Jason.Landers@maricopa.gov

<https://zoom.us/j/5946871598?pwd=SUdBWnNLdkN5aDF0RGRNY2hHQnRqdz09#>

AGENDA

Welcome, Introductions and Declarations of Conflict-of-Interest

Determination of quorum

I. Review and Approval of Agenda

The committee will review the agenda for this meeting. A vote may take place regarding this agenda item.

II. Review of the Minutes and Action Items

The committee will review the summary minutes of previous meetings from **March 29th, 2022**. Please inform the Chair of any revisions that should be incorporated into the summary minutes. A vote may take place regarding this agenda item.

III. Chair Update

The Chair will review the recent activity of the committee and provide comments. A vote may take place regarding this agenda item.

IV. RWHAP Part A Recipient Update

A representative of the RWHAP Part A Recipients office will discuss business items relevant to the functions of the Ryan White Part A Program. A vote may take place regarding this agenda item.

- Planning Council Transition Plan Update
- Selection of new ambassadors for positively you
- ESCALATE: Cultural Humility and Antiracism Technical Assistance

V. Review and Manage Planning Council Training

The committee will discuss new member orientation and planning council training. A vote may take place regarding this agenda item.

- Update on New Member Orientation
- Update on Planning Council Training
- Update on Mentor Program

VI. Review and Manage Planning Council Membership Attendance

The committee will review the attendance of the Planning Council Members. A vote may take place regarding this agenda item.

VII. Review Membership Matrix for Compliance with Federal Mandate.

The committee will review the membership matrix for federal reflectiveness. A vote may take place regarding this agenda item.

AGENDA continued

VIII. Develop Membership Recruitment Campaign

The committee will discuss and develop a Membership Recruitment Campaign. A vote may take place regarding this agenda item.

- Membership priority population recruitment
- Discuss options for non-member, community involvement
- Update on purchase of promotional materials
- Committee participation in outreach
- Update on Spanish language materials

IX. Review and Manage Membership Application Process

The committee will review the Membership Application Process and manage any submitted applications. A vote may take place regarding this agenda item.

- Update on revised membership application
- Applicant Status Update
- New Membership Application for Vote – *As Applicable*.

X. Review Scope of Work & Planning Council Activity Timelines (PCAT)

The Committee will review the Scope of Work and the Planning Council Activity Timeline for the upcoming Grant Year. A vote may take place regarding this agenda item.

XI. Review and Resolve Parking Lot Items

Any unresolved items may be discussed at this time. A vote may take place regarding this agenda item.

XII. Determination of Agenda Items for Next Meeting

The Committee will discuss and set the agenda items for the next meeting.

XIII. 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.

XIV. 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 next TEAM committee meeting will be **July 26, 2022** at 10:00 am.

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

AGENDA continued

Video/Telecommunication Conference Information:

- Join Zoom Meeting:
<https://zoom.us/j/5946871598?pwd=SUdBWnNLdkN5aDF0RGRNY2hHQhRqdz09>
- Join Via Phone: 1 (346) 248 - 7799
Meeting ID: 594 687 1598
Passcode: 509688

Proposed Documents to be Included with Agenda Packet (Subject to Change):

(I.) – Review and Approval of Agenda

- 01 - 2022.05.24 TEAM COMMITTEE MEETING AGENDA.pdf

(II.) – Review of the Minutes and Action Items

- 02 - 2022.03.29 TEAM Committee Minutes (PENDING APPROVAL).pdf

(V.) – Review and Manage Planning Council Training

- 03 - New Member Orientation 5-11-22.pdf

(IX.) – Review and Manage Membership Application Process

- 04 - Planning Council Application revised 5-11-22.pdf

(X.) – Review Scope of Work & Planning Council Activity Timelines

- 05 - 2022 PHX PCAT.pdf

Members and guests of the Planning Council may attend either in person or via telephone/teleconference 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 federal Ryan White HIV/AIDS Program, and the Maricopa County Department of Public Health.