Greater Phoenix Ryan White HIV Services Planning Council  
TEAM COMMITTEE MINUTES  
4041 N. Central Avenue, Phoenix, AZ 85001  
Planning Council Support Office: Jason.Landers@maricopa.gov

MINUTES  
TEAM Committee  
Tuesday, March 29, 2022  
ZOOM TELECONFERENCING

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**Committee Members**  
Chuck Albrecht  
Eric Eason  
Jimmy Borders – (alt for R Fernandez)  
Rocko Cook  
Christie Blanda  
Deborah Reardon-Maynard  
Anthony Holscher  
Taylor Kirkman  

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**Planning Council Members**  
Randall Furrow  
Meaghan Kramer  
Cynthia Quinn  
Casey Johnson  

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**Recipient Staff**  
Carmen Batista  
Javier Marquez  
Rick Destephans  

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**Guests**  
Cedric McIntosh  
Jennifer Lee  

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**Support Staff:** Jason Landers and Carmen Batista

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**Call to order**  
Chuck Albrecht, called the meeting to order at 10:03 am

**Determination of Quorum**  
5 of 8 members present at 10:03 am QUORUM ESTABLISHED

**Welcome and Introductions**  
The Chair welcomed Planning Council members and guests. The Chair asked Carmen Batista to read the roll and asked those present to respond when their name was read and declare any conflicts of interest for the record.

**Review of Agenda**  
The Chair requested that the New Member Application portion of the Review and Manage Membership Application Process be moved up to follow the Recipient’s report to ensure we a quorum for new applicants. There were no objections.

**Approval of the Minutes from January 25th, 2021**  
A motion to approve the January 25th minutes was made by E. Eason and 2nd by D. Reardon-Maynard at 10:08. The minutes were approved by unanimous vote.
<table>
<thead>
<tr>
<th>Business Item</th>
<th>Discussion &amp; Notes</th>
<th>Action/Motion</th>
</tr>
</thead>
</table>
| Chair Update  | • Moment of silence in reembrace of the two vital advocates we lost for the community. Moment of silence to remember Glen Spencer and Rodney Lofton.  
• Began reaching out to Planning Council members to discuss recruitment of community members. Have created a one meeting work group in April. | Discussion Only. No Action |
| Recipient’s Update | • C. Batista - Planning Council Transition Update- welcome to Jason Landers!  
• C. Batista – Sticker contest regrouping after minimal participation.  
• E. Eason - ESCALATE: Cultural Humility and Antiracism training. Worked with NMAC to secure a plenary and antiracist presenter Daniel Driffin for workshop for the Arizona Statewide Symposium. Two goals – evaluating antiracism in the  
• C. Batista – The State is preparing to declare the end of the COVID pandemic and requesting address confirmation from AHCCCS enrollees. There are approximately 500,000 Arizona enrollees whose AHCCCS coverage may be impacted. | Discussion Only. No Action |
| Review and Manage Membership Application Process – New Member Application Portion | • C. Albrecht shared that we had two new applications to consider. Matthew “Matt” Balbarino and Cedric “CJ” Macintosh, who are applying as Terros Health’s Primary and Alternate Provider Members respectively.  
  o CJ Macintosh introduced himself, originally from Houston Texas. Has been working with PLWH for the last 13 years. Wants to represent people who need the services and be a voice for those in the community that don’t have a voice.  
  o Matt Balberino. Was not at the meeting. Planning Council. He is Asian and under 30. Graduating with public health in May. He is Terros Health HIV coordinator. Wants to represent Asian and youth communities.  
• C. Albrecht asked if there was a motion to recommend these to applicants to the Planning Council. | Motion to recommend Planning Council membership for both candidates to the Planning Council.  
Moved: M. Kramer  
Seconded: E. Eason  
Passes unanimously. |
| Review and Manage Planning Council Training | • C. Albrecht converted the 12 modules into one module which will be 60 to 90 minutes in length. Once completed, will offer training for all the new members. He thanked those who have provided input into this process.  
• New Member Mentor Program is in progress and being developed by M. Kramer. | Discussion Only. No Action |
## Review and Manage Planning Council Attendance
- Attendance is under review. A notice in accordance to our By Laws to be sent to Planning Council members at risk of resignation due to non-attendance.

## Review Membership Matrix for Compliance with Federal Mandate.
- The Part A office said they would prepare the matrix they report to HRSA prior to the next TEAM meeting.
- Chuck looked at the members that are pending will have 8. (3/29/2022)
  - Currently there are 18 members and we are at 44% Part A Consumer members. Without pending applications, we will be at 22 members and 36% Part A Consumer members.
  - Primary focus should be on consumer populations which include Black MSM ages 18-34, Hispanic MSM 18-34 and anyone between the ages of 18-34.
  - With updates to bylaws there could be 7 open slots.
  - Recommending that we hold any application for consideration until we better represent the priority populations.

## Develop Membership Recruitment Campaign
- E. Eason asked a question about when to meet in person vs. continuing online. R. Furrow explained that online meetings can be helpful to lower transportation costs and reduce travel time. Discussed the importance of supporting members’ health as well. Planning for the near future will continue with zoom. Could see each other at the different events.
- A discussion ensued regarding the TEAM Committee’s By Law recommendation regarding developing a program where Part A Consumers who were not Planning Council members could have Committee voting privileges in an effort to enhance their participation. C. Albrecht shared that a legal review had been requested from the County. The review suggested that this would be possible, but it also created new questions. Instead of holding up bylaws, TEAM pulled the proposed language out of the policies and procedures and to provide the opportunity to how best to proceed. Questions to be considered:
  - **Question 1:** Should this privilege be extended only to Community Members with the exclusion of Community Providers? Could there be a shorter commitment? Community and providers.
**Question 2:** Should providers be excluded from this opportunity making it only for community members? Informal gathering of yeses. Discussed logistics about who’s in and who’s out. Multiple members noted that they want a longer-term commitment to the council. They must have attended the immediate prior committee before voting at the committee.

**Question 3:** Proposed that quorum would be limited to ONLY full planning council members. Community members would not be included in meeting quorum. Affirmed that legal wanted a clear definition of what the quorum is.

**Question 4:** Item is about identifying how the PC and community members voted and clearly presenting that in the recommendations. Interested in a named vote.

- Chuck will draft up some policy and procedures recommendations for the Committee to review at the next meeting.
- Recruitment/outreach opportunity at the Rainbows Festival will be partnering with the Positively You group. 10 am – 6 pm April 30th and May 1st of the rainbow festival. There will be a sign-up email sent out for Planning Council members to volunteer.
- C. Albrecht thanked the committee for the interaction during the meeting.

**Vote @ 10:52:** Should we proceed on determining methods to enhance Part A consumers who are not Planning Council members to participate in the Planning Council?

**Motion:** M. Kramer  
**Seconded:** C. Johnson

**Roll Call:**
- Chuck Albrecht: Y  
- Eric Eason: Y  
- Jimmy Borders: Abstain  
- Christie Blanda: Y  
- Deborah Reardon-Maynard: Y  
- Meaghan Kramer: Y  
- Cynthia Quinn: Abstained  
- Casey Johnson: Y

**Motion Passed with 6 in favor and one Abstention.**

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### Review and Manage Membership Application Process

- C. Albrecht shared that a draft of the online membership application had been included with their meeting packet. He requested that everyone review the draft and submit suggestions to Chuck within a week of today (May 5th).
- Current applications recommended by the Planning Council have submitted their background screenings.
- **Jason Val Cruz,** Casey Simons, and Frank Schaffer. Once their background screens pass, these applications will be forwarded to the Maricopa County Board of Supervisors (BOS) for appointment consideration.
- We have received notice from the BOS that they have reappointments Approved: Duvia Lozano, Daniel Iniguez and Anthony Holscher for an additional term.

**Discussion Only. No Action**

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

- Reviewed the PCAT.

**Discussion Only. No Action**
<table>
<thead>
<tr>
<th>Determination of Agenda Items for Next Meeting</th>
<th>Discussion Only. No Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Standard items on the PCAT.</td>
<td></td>
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<tr>
<td>• Reach out to Meagan Kramer regarding the draft mentoring document.</td>
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<td>• Flag the application questions with the federal required items.</td>
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<tr>
<td>Current Event Summaries</td>
<td>Discussion Only. No Action</td>
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<tr>
<td>None</td>
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<tr>
<td>Call to the Public</td>
<td>Discussion Only. No Action</td>
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<tr>
<td>None</td>
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### SCHEDULE OF NEXT MEETINGS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Committee</th>
<th>Platform</th>
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<tbody>
<tr>
<td>Monday</td>
<td>April 25, 2022</td>
<td>12:30 p.m.</td>
<td>Executive Committee</td>
<td>VIA ZOOM</td>
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<tr>
<td>Tuesday</td>
<td>April 26, 2022</td>
<td>2:30 p.m.</td>
<td>Planning Council</td>
<td>VIA ZOOM</td>
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<tr>
<td>Tuesday</td>
<td>May 24, 2022</td>
<td>10:00 a.m.</td>
<td>TEAM Committee</td>
<td>VIA ZOOM</td>
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<tr>
<td>Tuesday</td>
<td>May 24, 2022</td>
<td>12:00 p.m.</td>
<td>CHPS Committee</td>
<td>VIA ZOOM</td>
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<tr>
<td>Tuesday</td>
<td>May 24, 2022</td>
<td>2:30 p.m.</td>
<td>STaR Committee</td>
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<tr>
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<td>June 27, 2022</td>
<td>12:30 p.m.</td>
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<td>2:30 p.m.</td>
<td>Planning Council</td>
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<tr>
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<td>10:00 a.m.</td>
<td>TEAM Committee</td>
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<tr>
<td>Tuesday</td>
<td>July 26, 2022</td>
<td>12:00 p.m.</td>
<td>CHPS Committee</td>
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<tr>
<td>Tuesday</td>
<td>July 26, 2022</td>
<td>2:30 p.m.</td>
<td>STaR Committee</td>
<td>VIA ZOOM</td>
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<tr>
<td>Monday</td>
<td>August 29, 2022</td>
<td>12:30 p.m.</td>
<td>PSRA Training Session</td>
<td>VIA ZOOM</td>
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<tr>
<td>Tuesday</td>
<td>August 30, 2022</td>
<td>2:30 p.m.</td>
<td>PSRA Session</td>
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### Adjournment

11:24 AM

Randall Furrow (May 26, 2022 18:35 PDT)
<table>
<thead>
<tr>
<th>Name</th>
<th>Member Type</th>
<th>Provider if Applicable</th>
<th>Application</th>
<th>TEAM Interview</th>
<th>TEAM Recommendation</th>
<th>PC Recommendation</th>
<th>Background Release Sent to Applicant</th>
<th>Background Release Received from Applicant</th>
<th>Submitted to BOS</th>
<th>BOS Due Date</th>
<th>BOS Meeting Date</th>
<th>BOS Response</th>
<th>Appointment Date</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Shaffer</td>
<td>Provider Primary</td>
<td>Sundance Dental</td>
<td>12/10/2021</td>
<td>12/15/2021</td>
<td>1/25/2022</td>
<td>2/22/2022</td>
<td>3/14/2022</td>
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<tr>
<td>Duvia Lozano</td>
<td>Provider - Primary</td>
<td>Chicanos Por La Causa</td>
<td>NA</td>
<td>NA</td>
<td>EC - 2/7/21</td>
<td>2/22/2022</td>
<td>2/8/2022</td>
<td>2/15/2022</td>
<td>2/9/2022</td>
<td>Approved</td>
<td>2/9/2022</td>
<td>2/26/2025</td>
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</tr>
<tr>
<td>Anthony Hoscher</td>
<td>Community</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>EC - 2/7/21</td>
<td>2/22/2022</td>
<td>3/25/2022</td>
<td>4/5/2022</td>
<td>4/20/2022</td>
<td>Term date didn’t match with BOS. Moved to 4/20/2022 BOS meeting.</td>
<td>4/23/2022</td>
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Renews:

- Term date didn’t match with BOS. Moved to 4/20/2022 BOS meeting.
Committee Voting Privileges for Community Members

During the review of TEAM’s Policies & Procedures and the Planning Council’s Bylaws, to increase community representation and involvement the TEAM Committee suggested the following change:

"Members of the community at large who are not appointed Planning Councils members may become voting members of Committees by attending two consecutive meetings. The prospective member should make her/his/their desire to join the Committee known during introductions at the start of the first meeting. Then they may vote as a member of the Committee at their second consecutive meeting."

This request was submitted to the County’s attorney to determine if it was legal to do so and we were given the go ahead. (see full request and response at the conclusion of this document).

We do not wish to hold up the current bylaw revisions that are near completion to hammer out any detailed. As such, prior to the next annual bylaw review, the TEAM Committee will consider and resolve the following factors and resubmit to Planning Council Committees and the Planning Council for inclusion in the next Policy & Procedures and Bylaws review:

1. Should this privilege be extended only to Community Members with the exclusion of Community Providers?
2. Should committee voting privileges be ongoing following attendance at 2 consecutive meetings or require attendance at the Committee meeting immediately prior to meeting where the community member is permitted to vote?
3. Define a Quorum.
4. Record voice votes to be included when submitting recommendations to the full Planning Council for consideration.
Full Request and Response

Planning Council Question: Can the Planning Council make changes to their bylaws which allow members of the public to vote on recommendations made during Planning Council Committee meetings, even when that person has not been appointed to the Council by the Maricopa County Board of Supervisors?

Background: The Greater Phoenix Ryan White HIV Services Planning Council (Council) has been reviewing their bylaws. They are proposing language that will allow community members to vote in the committees meetings, and committees meetings only. The Council has requested legal review on their proposed language.

The intent of the Council is to make changes that would increase community involvement and community representation in the Council practices.

Who can currently vote: Planning Council members are appointed by the Board of Supervisors for multi-year terms. Council membership, in aggregate, must meet federal requirements of having at least 1/3 of the membership composed of non-conflicted people receiving HIV services. Overall membership must reflect the race/ethnicity of all people with HIV in Maricopa and Pinal County.

Voting takes place during the Council meetings and the Committee meetings. Our structure requires that any recommendations approved by a committee must be presented to the full planning council for a vote.

- Committee meetings: Council members must formally join a committee before they can vote at a Committee.
- Council meetings: Any Council member may vote during the full Planning Council meeting.

Proposed Change: Proposed new language is for page 22, under Section 6: Voting "Members of the community at large who are not appointed Planning Councils members may become voting members of Committees by attending two consecutive meetings. The prospective member should make her/his/their desire to join the Committee known during introductions at the start of the first meeting. Then they may vote as a member of the Committee at their second consecutive meeting."

Legal Response:

Review and Analysis: I reviewed your email below and the attachment thereto. I also reviewed the bylaws and 42 U.S.C.A. § 300ff-12. 42 U.S.C.A. § 300ff-12(b)(4)(G) provides that one of the duties of the Planning Council is to “establish methods for obtaining input on community needs and priorities which may include public meetings (in accordance with paragraph(7)), conducting focus groups and convening
ad-hoc panels”. Paragraph 7 references open meeting laws. Arguably, a committee meeting is not a focus group or an ad-hoc panel. A committee meeting would likely be considered a public meeting and would need to be conducted in accordance with open meeting laws and, as is stated in the bylaws, is open to the public.

**Answer to Planning Council Question:** Under the above parameters, the Planning Council may make changes to its bylaws which allow members of the public to vote on recommendations to be presented to the Planning Council for a vote on whether to act or not act on such recommendations, even when the members of the public have not been appointed to the Planning Council by the Maricopa County Board of Supervisors.

**Some Legal Issues Presented by Changes:** members of the public who become voting members of a committee may be subject to the same or similar requirements as members of the Planning Council such as conflict of interest laws, open meeting laws, etc.; additional clarification of procedures would be recommended including regarding quorum requirements, limitations on the number of committee members, how to remove and/or replace committee members, etc.

**Recommendation on How Members of the Community at Large Become Voting Members of a Committee:** perhaps the Planning Council should consider whether members of the public should be recommended by the respective committee to the Planning Council and appointed by the Planning Council (see alternative paragraph in attachment).

**Suggest Revisions to Proposed Change for Clarification:** “Members of the community at large who are not appointed members of the Planning Council may become voting members of a Committee by attending two consecutive meetings of the Committee which the prospective member wishes to become a voting member of. The prospective member should make her/his/their desire to become a voting member of the Committee known during introductions at the start of the first meeting of the Committee. If the prospective member makes her/his/their desire to become a voting member of the Committee known during introductions at the start of the first meeting, then the prospective member may vote as a voting member of the Committee at the second consecutive meeting.”

**Attached:** copy of revised current bylaws draft with comment on page 22 and revised proposed language and alternate language on page 23.

Let me know if you have questions or need further assistance.

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The information contained in this e-mail is confidential (attorney-client privileged and/or work product) and is intended solely for the use of the recipients listed above.

**From:** Carmen Batista (PHS) <Carmen_Batista@maricopa.gov>
**Sent:** Tuesday, February 8, 2022 4:03 PM
To: Nikolaus Decker <deckern@mcao.maricopa.gov>; Douglas Schwab <schwabd@mcao.maricopa.gov>  
Subject: Ryan White Planning Council question about community votes during committee meetings

Greetings Nik and Doug!

We have one outstanding item that we kept missing Emily on.

In my review- we may also need to tweak the proposed language to limit participation from conflicted community members. Something in the spirit of "Members of the community at large who are not appointed Planning Council members and are not employed by an agency receiving Ryan White funds may become voting members of Committees... Or some language that speaks to not having a conflict of interest with the RW services.

**Rationale:** This change would give community members a meaningful voice and encourage community involvement in the process, but would not provide them a vote in the Planning Council decision making process. Committee recommendations are not binding and are presented to the Planning Council for decisions where only Board of Supervisors appointed Planning Council members would have voting privileges in making the final decisions.

**Attached** – Copy of the current bylaw draft with the original proposed language on page 22.

Thank you and if you have any questions, please let me know.

Carmen Batista (she/her/hers)
Greater Phoenix Ryan White HIV Services Planning Council
Membership Application

Thank you for your interest in the Greater Phoenix Ryan White HIV Services Planning Council (Planning Council). Please get to know more about our Planning Council through this application before applying to ensure it is a good fit for you.

Application Process:

- Complete this form and be sure to sign the Statement of Member Commitment.
- Planning Council Support will review your form to ensure it is complete. We will contact you to confirm we have received it.
- Your application will then be added to the pool of applications for the Training, Education, and Membership (TEAM) Committee to review.
- At each TEAM Committee meeting, the membership profile of the Planning Council is reviewed. Applications are reviewed by the TEAM Committee in March and September. If new members are needed prior to March or September, the committee will review all the current applications during their next meeting. Upon approval by the TEAM committee, your application is sent to the full Planning Council to be voted on during their next scheduled meeting.
- If your application is chosen, you will be contacted to confirm you wish to participate. If you agree, you will be recommended to the Maricopa County Board of Supervisors (BOS) for appointment to the Planning Council. Generally, it will take about a month for the BOS to consider your appointment. You will also be encouraged to begin taking part in Planning Council activities.
- If we do not choose your application right away, don’t worry! New members are appointed as people leave the Council, so sometimes it can take a while. We will keep your application active for future membership reviews, and we will keep you informed of the status of your application. In the meantime, we will reach out to you to discuss how you can participate in our meetings.

The Planning Council is a federally mandated community group appointed by the Maricopa County Board of Supervisors to plan the organization and delivery of services provided under Part A of the Ryan White Treatment Modernization Act.

Part A funds go to Eligible Metropolitan Areas (EMAs) that have been hit hardest by the HIV epidemic. Part A funds are used to meet the emergency service needs of people with HIV that are not met by any other health care programs.
Our Mission:

The Greater Phoenix Ryan White HIV Services Planning Council is a working consortium of affected and infected community members, service providers and health officials whose mission is to provide a client-centered, culturally competent continuum of care, meeting the needs of people with HIV.

The Planning Council serves Maricopa and Pinal Counties.

Planning Council Committees:

- **Community Health Planning and Strategies (CHPS):** Plans and conducts research to determine the needs of our community. Develops strategic plans and long-term goals for the Planning Council.
- **Executive:** Oversees the administration of the Planning Council.
- **Training, Education, and Membership (TEAM):** Develops Council member recruitment and retention strategies. Oversees the member recruitment and application process. Oversees new member orientation and ongoing member training.
- **Standards and Rules (STaR):** Develops standards for services provided by Ryan White Part A funds and monitors the quality of the care that is provided. Also ensures that the Council conducts its business according to the Bylaws.
Greater Phoenix Ryan White HIV Services Planning Council Membership Application

* 1. Membership on the Planning Council requires about a four-hour time commitment each month. You can have 3 absences each rolling 12 months. Do you feel you can make this time commitment?
☐ Yes
☐ No

* 2. Members of the Planning Council must reside in Maricopa or Pinal Counties. Do you currently live in either Maricopa or Pinal County?
☐ I live in Maricopa County.
☐ I live in Pinal County.
☐ I don't live in either county.
Greater Phoenix Ryan White HIV Services Planning Council
Membership Application
Applicant Information

* 3. Legal first name

*4. Legal Last Name

*5. What is your preferred name?

*6. Please provide your contact information:
Address
Address 2
City
Zip Code
State
Home Phone
Work Phone
Cell Phone
Email

* 7. What is your preferred method of contact? (Choose all that apply)

☐ Phone - Home
☐ Phone - Work
☐ Phone - Cell
* 8. **What is your HIV status?**
- YES - I am HIV positive and I receive Ryan White Part A services.
- YES – I am HIV positive **BUT I DO NOT** receive Ryan White Part A services.
- NO – I am not HIV positive.
- ABSTAIN – I **DO NOT** want to answer this question.

* 9. **Are you willing to disclose your HIV status?**
- YES– I am willing to disclose my HIV status publicly at meetings.
- NO– I am **NOT** willing to disclose my HIV status publicly at meeting.
- ABSTAIN – I **DO NOT** want to answer this question.

* 10. **What is your date of birth?**

Month/Day/Year

Date

**MM/DD/YYYY**

* 11. **What is your gender?**
- Female
- Male
- Non-Binary
- Transgender
- Prefer not to specify
- Other (please specify)
* 12. **What are your preferred pronouns?** A preferred gender pronoun, or PGP, is simply the pronoun or set of pronouns that an individual would like others to use when talking to or about that individual.

- ☐ He/Him/His
- ☐ She/Her/Hers
- ☐ They/Them/Theirs
- ☐ Other (please specify)

* 13. **What is your ethnicity?** *(Choose Only 1)*

- ☐ Hispanic or Latino or Spanish Origin
- ☐ Not Hispanic or Latino or Spanish Origin
- ☐ Prefer not to specify

* 14. **What is your race?** *(Choose all that apply)*

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White
- ☐ Prefer not to specify
- ☐ Other (please specify)

**Question Title**

* 15. **Are you currently employed?**

- ☐ Yes
- ☐ No
- ☐ Prefer not to specify
16. **What is the name of your employer?**
Greater Phoenix Ryan White HIV Services Planning Council Membership Application

Educational Background
All education levels and personal experience are welcome on the Planning Council and this information is just for reflective purposes.

* 17. **My highest level of education completed is:** *(Choose Only 1)*
- [ ] GED or High School Equivalency
- [ ] High School Graduate
- [ ] Trade/Vocational School
- [ ] Two Year Associate Degree
- [ ] Four Year College Degree
- [ ] Post Graduate Degree
- [ ] None of the above
- [ ] Prefer not to answer

* 18. **What was/is your field of study?**
Greater Phoenix Ryan White HIV Services Planning Council Membership Application

Membership Category

This is an image that briefly lists the required planning council membership categories required per federal mandate. This will help to answer questions 19 and 20.

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**Required Planning Council Membership Categories**

- **At least 33% of planning council members must be CONSUMERS**

**PEOPLE WITH HIV & COMMUNITY**
- Members of affected communities*
- Non-elected community leaders
- Representatives of recently incarcerated people with HIV
- Unaffiliated consumers

**PUBLIC HEALTH & HEALTH PLANNING**
- Public health agencies
- Healthcare planning agencies
- State agencies**

**HEALTH & SOCIAL SERVICE PROVIDERS**
- Healthcare providers, including FQHCs
- Community-based organizations and AIDS service organizations
- Social service providers
- Mental health and substance abuse treatment providers

**FEDERAL HIV PROGRAMS**
- RWHAP Part B recipients
- RWHAP Part C recipients
- RWHAP Part D recipients¹
- Recipients under other federal HIV programs²

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* Including people living with HIV, members of a federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and "historically underserved" groups and subpopulations
** Including state Medicaid agency and agency administering the RWHAP Part B program
¹ If there is no RWHAP Part D recipient in the EMA or TQA, representatives of organizations with a history of serving children, youth, and families living with HIV
² Including HIV prevention services
19. Which of the following Affected Community Member positions do you identify as? (Choose all that apply)
   - Person with HIV or AIDS (PWH/A)
   - Formerly incarcerated PWH/A or their representative (in the last 3-years)
   - Individual Co-infected with Hepatitis B or C
   - Member of a historically underserved group or subpopulation.
   - Prefer not to answer.
   - NONE OF THE ABOVE

20. Which of the following categories are you qualified to represent? (Choose all that apply)
   - Health-care Providers, including Federally Qualified Health Center’s
   - Community-based organizations serving affected populations and AIDS service organizations.
   - Social Service Provider (including housing and homeless services providers).
   - Mental Health Provider
   - Substance Use Provider
   - Local Public Health Agency
   - Hospital Planning Agency
   - Healthcare Planning Agency
   - State Medicaid Agency
   - Ryan White Part B Program
   - Ryan White Part C Program
   - Ryan White Part D Program
   - Ryan White Part F Program
   - Grantee under other Federal HIV program (including HIV prevention)
   - HIV Prevention Representative
   - HIV Surveillance Representative
   - Non-elected Community Leader (clergy, someone with high level HIV fundraising experience, a corporate executive with ties to HIV fundraising, etc.)
   - NONE OF THE ABOVE
Greater Phoenix Ryan White HIV Services Planning Council
Membership Application
Conflicts of Interest Declaration

Planning Council members will be considered to have a conflict of interest if they themselves, their relative, their spouse, or their domestic partner have an interest in issues regarding Ryan White Part A funded services to be discussed that might affect:

- A profit or non-profit organization in which they have a financial interest in or is serving as an officer, director, trustee, partner, paid employee, or consultant; and/or;
- A public agency in which they are serving as a paid employee or consultant; and/or;
- Any person or organization with whom they are negotiating or has an existing arrangement concerning prospective employment.

A relative is defined as the spouse, child, child’s child, parent, grandparent, brother, or sister of the whole or half blood and their spouses, and the parent, brother, sister or child of a spouse of a Council member. Unmarried domestic partners of Council members are regarded in the same manner as a spouse. Generally, conflict of interest does not refer to Persons with HIV whose sole relationship to a Ryan White Part A service provider is as a person receiving services, or as an uncompensated volunteer working less than 30 hours per week.

* 21. I have a conflict of interest because I/my relative/my spouse/my domestic partner: (Choose all that apply)

- [ ] Serve as an officer, director, trustee, partner, paid employee, or consultant of a profit or non-profit organization receiving funds from Ryan White Part A; and/or
- [ ] Serve as an officer, director, trustee, partner, paid employee, or consultant of public agency receiving funds from Ryan White Part A; and/or
- [ ] Have an existing arrangement concerning prospective employment with a profit, non-profit, or public agency/organization receiving funds from Ryan White Part A.
- [ ] I HAVE NO CONFLICT OF INTEREST

* 22. I have a conflict of interest in the following service category(s) because I/my relative/my spouse/my domestic partner serve as an officer, director, trustee, partner, paid employee, or consultant for an
organization funded for one or more of the following service Ryan White Part A funded service category(s): *(Choose all that apply)*

- [ ] Early Intervention Services
- [ ] Emergency Financial Assistance
- [ ] Food Bank/Home Delivered Meals
- [ ] Health Education/Risk Reduction
- [ ] Health Insurance Premium/Cost Sharing
- [ ] Housing
- [ ] Medical Nutrition Therapy
- [ ] Medical Case Management
- [ ] Mental Health Services
- [ ] Medical Transportation
- [ ] Oral Health Services
- [ ] Outpatient Ambulatory Health Services
- [ ] Psychosocial Support
- [ ] Substance Use Outpatient Care
- [ ] **I HAVE NO CONFLICT OF INTEREST**

It will be the responsibility of each Planning Council member and the Executive Committee of the Planning Council to determine whether a conflict of interest exists. If a Planning Council member’s conflict of interest changes, they must announce the change at the next scheduled Planning Council and Committee meetings.
Greater Phoenix Ryan White HIV Services Planning Council
Membership Application
Application/Interview Questions

* 23. Please describe why you are interested in serving on the Planning Council.

* 24. Please describe your current or previous volunteer/community service experience.

* 25. Please describe any formal or informal HIV/AIDS training you have received.

* 26. Please describe your special talents, e.g., computer skills, newsletter design, web public relations, etc.
* 27. What languages do you speak and/or read and write other than English?

* 28. What experience have you had working in diverse groups?

* 29. The Planning is a very diverse group and teamwork allows the council to conduct business efficiently and enables it to successfully fulfill its mission. Please tell us about your experience as a member of a team.

* 30. Planning Council meetings can sometimes be stressful and emotional. Describe a situation in which you have had to deal with someone who was critical or unpleasant and tell us what you did to ensure a positive outcome for both you and everyone else involved.
* 31. Members of the Planning Council may choose to share personal information and experiences during our meetings, or in conversations. The Planning Council considers these discussions private and personal. Describe how you have managed confidentiality issues in the past.

* 32. Other comments you’d like to share:
Greater Phoenix Ryan White HIV Services Planning Council Member Application

Certification and Signature

I hereby certify that I have, to the best of my knowledge, accurately completed this application, and believe it meets the requirements of the Greater Phoenix Ryan White HIV Services Planning Council.

Statement of Member Commitment

If selected as a member of the Planning Council, I will commit to the following:

- I confirm that, to the best of my ability, I can attend the regularly scheduled monthly Planning Council or Committee meetings.
- I will notify Planning Council Support in advance if I am unable to attend a meeting. If you are not able to attend the monthly Council meeting on a regular basis, you cannot be considered for Planning Council membership.
- I understand that membership on the Planning Council is a three-year commitment. I have considered my personal and professional commitments and do not foresee them as a barrier to my full participation on the Planning Council.
- I agree to abide by the Bylaws, policies and procedures of the Planning Council.
- I agree to participate in Planning Council functions from beginning to adjournment.
- I understand I will need to prepare for meetings by carefully reading all pre-distributed materials.
- I understand when I make recommendations and/or decisions, I agree to consider the HIV community, rather than just special interests or my personal perspectives.
- I agree to disclose any conflicts of interest I may have relative to issues that come before the Planning Council and/or Committees.
- I agree to disclose any arrest and the resulting disposition of that arrest to the Planning Council, while a member of the Planning Council. Failure to promptly disclose the above information can lead to my dismissal from the Planning Council.

*33. Electronic Signature. By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions.

☐ I ACCEPT
☐ I DO NOT ACCEPT
**Greater Phoenix Ryan White HIV Services Planning Council Member Application**

Thank you for interest in the Greater Phoenix Ryan White HIV Services Planning Council! Someone will be in touch to discuss your interest in becoming a member of the Planning Council. If you have any questions, please contact us at (602)-506-5341.

**Question Title**

* 6. **Please provide your contact information:**

* 5. **What is your preferred name?**
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Guiding Principles for Allocations Decisions

In keeping with the guiding principles of the Health Resources and Services Administration (HRSA) and the HIV/AIDS Bureau (HAB), the paramount purpose of the Ryan White program is to address the health needs of persons living with HIV and AIDS (PLWHA) “by funding primary health care and support services that enhance access to and retention in care.”

While recognizing that all services are inter-related, not all service categories are created equal. The ultimate goal is to provide an expansive continuum of care, containing an ideal mix of core and support services that assists PLWHA in the Phoenix EMA Greater Phoenix Ryan White Planning Council (Council) Phoenix EMA to achieve optimal health, wellbeing and self-determination.

The Phoenix EMA Greater Phoenix Ryan White Planning Council (Council) may face, at some future time, scenarios which place powerful stresses on the HIV continuum of care. Scenarios may include, but are not limited to, increased or decreased federal funding, level federal funding with increased PLWHA demand for services, and the increased cost of providing high-quality care.

To best make decisions and maintain funding levels that align with the principles of HRSA/HAB and the Ryan White HIV/AIDS Treatment Modernization Act of 2009, the Phoenix EMA Planning Council commits itself to the following Guiding Principles as described in the broad headings below.

Service Categories

The Council realizes that restricted funding may necessitate changes to the mix and variety of services available through the Ryan White program. As such, the Council commits itself to the following Principles:

- No eligible PLWHA should be denied access to Ryan White-funded primary health care.

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.
- It is a valid practice to rank service categories in priority order as defined in the PSRA policies and procedures.

- Funding for higher-ranked categories should be preserved before lower-ranked categories.

- Maintaining Ryan White funding as the payor of last resort.

- If it becomes necessary to conduct budget revisions to address forecasted funding shortages in high priority services, the Council will first reallocate funding from services that are forecasted to be underspent. If reallocation funding for services forecasted to be underspent does not achieve the necessary outcomes, funding will then be reduced/eliminated by priority from the bottom up.

Regardless of the amount of federal grants or the demands on services, certain service categories must be fully funded in order to preserve the health of PLWHA in the Greater Phoenix Ryan White Planning Council (Council).

When considering allocation revisions, consideration should be given to the importance the following service categories have in preserving the health of PLWHA in the Greater Phoenix Ryan White Planning Council (Council).

Those categories include, but are not limited to:

- Outpatient and ambulatory health services
- AIDS Drug Assistance Program treatments
- Oral health care
- Early intervention services
- Health insurance premium and cost-sharing assistance for low-income individuals
- Medical nutrition therapy
- Medical case management, including treatment adherence services
- Mental health services
- Substance abuse outpatient care

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.

CHPS Approved 3.29.22
• Medical transportation
• Referral for Health Care/Supportive Services, particularly Central Eligibility activities

Or should the above bullet be deleted entirely??

Decision Making

The Council commits itself to making the wisest allocation decisions possible. In order to accomplish this goal, decisions will be grounded in reliable data that includes, but is not limited to, the following elements:

• Service utilization
• Epidemiology and demographics
• Population increases
• The cost of providing service
• Health care economics
• Inflationary forces
• Availability of other funding
• Current and emerging needs

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.

CHPS Approved 3.29.22.16