

# Membership Committee



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## Randall Furrow, Chair

Wednesday, August 13, 2008  
5:00 pm to 6:00 pm  
Public Health  
4041 North Central Avenue, Phoenix  
15<sup>th</sup> floor, Joshua Room

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## Meeting Minutes

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### Attendance

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

AT    Barr Jenkins                      LOA    Charlton Wilson                      EX    Fernando Kitcheyan    AT    Jared Vega

AT    Larry Stähli                      AT    Randall Furrow                      AT    Ron Hill

### Guests

Support Staff: John Sapero

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

Randall Furrow called the meeting to order and welcomed the attendees. Everyone introduced him/herself and declared any conflicts-of-interest.

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### Determination of quorum

Randall Furrow determined that quorum was established, with five of six members present at 5:30 pm.

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### Review of the meeting minutes and action items from prior meetings

The committee silently read the summary minutes from the June 11, 2008 meeting. No corrections were voiced.

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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.

All of the documents discussed 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).

### Committee Chair update

Randall Furrow thanked the committee for their work. He also reminded everyone that members of the Council cannot speak on behalf of the Council.

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### Determination of executive session

**MOTION:** Larry Stähli moved to go into executive session to discuss the following items confidentially:

- 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.

Barr Jenkins seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed and executive session began at 5:36 pm.

The executive session ended at approximately 5:45 pm. Randall Furrow related that the committee reviewed the interview summaries of Jonathan Harris and Dr. Jennifer Lewis. Randall discussed that Yvette Madero had been scheduled for an interview but had not shown; she had also cancelled her previous interview just prior to the interview time. The committee asked PCS to contact Yvette and inform her that the committee would review her application in six months.

Additionally, the attendance records for all Council members were reviewed, and those who have attendance issues will be contacted.

**MOTION:** Larry Stähli moved to forward Jonathan Harris and Dr. Jennifer Lewis to the full Planning Council for approval for appointment by the BOS. Ron Hill seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

MEETING MINUTES *continued*

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**Exit Interview development**

Randall Furrow discussed that the committee had reviewed the existing exit interview, and no one had voiced any revisions to the document. As such, Randall recommended that the review of the document be concluded.

The committee reached a consensus to accept Randall's recommendations.

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**Determination of agenda and action items for the next meeting.**

Agenda Items for the next meeting (other than standard agenda items for this committee):

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Applicant interviews

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**Action Items to be completed by the next meeting**

Task	Assigned To
Schedule an interview with Kenneth Griffin, Jr.	John Sapero

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**Current events summaries**

No current events were voiced.

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**Call to the public**

No calls were voiced.

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**Adjourn**

The meeting adjourned at approximately 5:55 pm.