

# Membership Committee



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## Randall Furrow, Chair

Wednesday, November 12, 2008  
4:00 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                      LofA    Charlton Wilson                      AB    Fernando Kitcheyan    AT    Jared Vega

AT    Larry Stähli                      AT    Randall Furrow                      EX    Ron Hill

### Guests

Support Staff: John Sapero, Shranda Ceballos

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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 four of six members present at 5:10 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 October 8, 2008 meeting. No corrections were voiced.

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### Committee Chair update

Randall Furrow discussed that he had presented Jared Vega to the Executive Committee for consideration to be appointed as Vice Chair of the Membership Committee. The Executive Committee approved this nomination and Jared Vega has accepted.

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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).

### 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.

The executive session ended at approximately 4:59 pm. Randall Furrow related that the committee interviewed Yvette Madero, who would be the alternate for current member Maclovia Morales. The committee had also reviewed current members' reappointment interviews.

**MOTION:** Larry Stähli motioned to forward the following applications to the Planning Council for approval: Yvette Madero an alternate for Maclovia Morales, and the reappointments of Keith Thompson, Phillip Seeger and Stephen O'Dell. Barr Jenkins seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### Membership appointment process

John Sapero discussed that Rose Conner will be in contact with Elizabeth Yaquinto to discuss streamlining the BOS approval process and appointing a specific liaison for the Planning Council to work with. John also related that two applicants, Juan Carlos Perez and Abdul Hasan should be on the November 18, 2008 BOS agenda and the revised Planning Council bylaws are scheduled to be on the December 3, 2008 BOS agenda.

John also related that Jonathan Harris's background check has not been forwarded, as it might be wise to wait until the BOS process is streamlined. John suggested that the membership committee forward a larger number of applicants at one time to the Planning Council, and then the BOS. This might be done on a quarterly basis. John also suggested submitting the backgrounds checks prior to Planning Council approval. The committee agreed with these suggestions. Randall asked if this process can take effect immediately or if some type of approval would be needed. John replied that he would inquire about this once the liaison was assigned.

John then discussed that Eric Moore has requested to move from alternate status to become the Part C representative, with Victoria Sharak as his alternate. Cheri Tomlinson would continue to represent Part D, with Susan Smola as her alternative.

MEETING MINUTES *continued*

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**Review of upcoming membership reappointments**

Randall Furrow discussed that there are still six individuals that need to be interviewed by February 28, 2009. A tentative schedule has been determined and these interviews should be completed no later than January 14, 2009.

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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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- Standard template

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  - Membership appointment process

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  - Review of upcoming membership reappointments

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  - Training

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

Task	Assigned To

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**Current events summaries**

Randall congratulated Jared Vega on his new role as Vice Chair of the Membership Committee.

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**Call to the public**

No calls were voiced.

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**Adjourn**

The meeting adjourned at approximately 5:47 pm.