

Executive Committee



Randall Furrow, Planning Council Chair

Thursday, April 3, 2014

5:00 pm to 6:30 pm

Public Health

4041 North Central Avenue, Phoenix

14th Floor, Training Room

301 West Jefferson Street
Suite 3200 • Phoenix, AZ 85003
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Meeting Minutes

Attendance

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

AT David Aguirre AT Keith Thompson EX Mary Rose Wilcox AT Cynthia Trottier

AT Randall Furrow AT Robert Solis EX Jennifer Bullock AT Lucio Amado

Administrative Agent Staff

Rose Conner

Guests

Bruce Weiss

Support Staff: Claire Tyrpak

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.

Determination of quorum

Randall Furrow determined that quorum was established with attendance at 6 out of 8 members present at approximately 5:05 pm.

Review of the minutes and action items from the prior committee meeting

The committee silently reviewed the summary minutes from the last meeting. No corrections were voiced.

Council Chair Update

Randall Furrow stated that the mini PSRA would not be held in April, so the next Planning Council meeting on April 10 will be a regular meeting from 5-6:30 pm.

MEETING MINUTES *continued*

Administrative Agent update

Rose Conner discussed the following:

- The final grant award has not been received yet. If it isn't received by May, the mini PSRA will be held in June.
- Rose stated that the AA office is now working on grant closeout.
- Rose gave an ACA update. She stated that 95 % are completed. Some clients are still not enrolled but the grantees are working on different ways to engage these clients to get enrolled.

Assessment of the Administrative Agent

Randall discussed this year's annual Assessment of the Administrative Agency. He stated that there are three options: using the same vendor KCA, doing it in-house or using a new vendor such as Jeff Daniel of Collaborative Research, who has much experience and would also include an audit for the same price. Rose Conner stated that last year there was talk of doing the assessment internally but after consulting with Maricopa County management, it was recommended to conduct it via a contractor. The fee that we pay is the same as other EMAs pay.

MOTION: David Aguirre moved to have a new vendor sought in order to provide a new perspective. Robert Solis seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Comprehensive Plan update

Claire Tyrpak provided an update on an assessment of the Comprehensive Plan. She discussed the spreadsheet handout that contained the 6 goals and 16 objectives of the plan. The Comprehensive Plan is in its third and final year. All past year's items have been completed, a few items are ongoing with some items to be worked on this year. A more thorough presentation will be held at the Planning Council meeting.

Training survey update

Claire Tyrpak discussed the follow up to the recent training survey distributed to all Planning Council members. The top three items: understanding acronyms, understanding financial and grant information and health literacy, are all being addressed. A comprehensive list of acronyms has been sent to all Planning Council members and a Top 25 list is included in meeting packets. The Part A office will provide quarterly training to the Planning Council on financial and granted related items. Lastly, the TEAM Committee will discuss ways to provide health literacy training to the Council.

Training survey follow up presentation

Rose Conner discussed the timeline for the Council quarterly training schedule and what the topics will be. She asked for the Committee's opinion on this and there was a consensus that it was a good plan. Rose then discussed the chart used for the data session and went through the service categories and what all the information meant. A discussion followed concerning outreach, prevention and other possible categories.

MEETING MINUTES *continued*

Committee/Workgroup reports

Updates were provided on next meetings: Allocations and CHPS are tentatively scheduled for May 7. TEAM will not meet in April. Standards and Rules will also not be meeting in April.

Determination of agenda items for the next Planning Council meeting items (in addition to the recurring agenda items)

For the April 10 meeting, the following items will be on the agenda: two presentations, one on the HIVAZ.org website and one on training opportunities with Maricopa County. Planning Council Support will present on the Comprehensive Plan evaluation and the Assessment of the Administrative Agency will be decided on.

Current events summaries

David mentioned that the ACA enrollment period is now over. Lucio announced a talk on April 15 at 6 pm at the Southwest Center on new medication.

Call to the public

Bruce Weiss announced an event, Viva Aunt Rita's, and that tickets are now on sale. Also, there is the Dining Out for Life event at the Southwest Center on April 24.

Adjourn

The meeting adjourned at approximately 6:03 pm.