

# Executive Committee



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## Randall Furrow, Chair

Wednesday, August 12, 2015  
5:00 pm – 6:30 pm  
Area Agency on Aging/Care Directions  
1366 East Thomas Road, Phoenix  
3<sup>rd</sup> Floor, Room 304

301 West Jefferson Street  
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## AGENDA

### Welcome, introductions and declarations of conflict-of-Interest

### Determination of quorum

### Review of meeting minutes and action items

The committee will review the summary minutes of the previous meeting. Please inform the Chair of any revisions that should be incorporated into the summary minutes.

### Council Chair update

The Planning Council Chair will provide personal comments.

### Administrative Agent update

A representative of the Administrative Agent's office will discuss business relevant to the functions of the Planning Council.

### Assessment of the Administrative Agent

Jeff Daniel will present on this year's assessment. Voting may occur to take action on discussion items.

### Committee/Work Group reports

A representative of each sub-committee/work group will provide a summary of current activities. Votes may occur to take action on discussion items.

- Allocations
- Community Health Planning & Strategies
- Training, Education & Membership
- Rules
- Standards

### Determination of the Planning Council meeting agenda and review of action items

The committee will determine the items for discussion at the upcoming Planning Council meeting. Responsibilities for action items may be assigned.

## **AGENDA** *continued*

### **Current events 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.

### **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 Executive Committee generally meets on the first Thursday of each month.

### **MEETING GROUND RULES**

- Many attendees are very sensitive to fragrances, so please refrain from using colognes and perfumes at Planning Council meetings or events.
- 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.