

Executive Committee



John Sapero, Planning Council Chair

Thursday, May 5, 2017

5:00 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 Cheri Tomlinson AT Cynthia Trottier AT Randall Furrow

AT John Sapero AT Abdul Hasan

Administrative Agent Staff

Rose Conner

Guests

Support Staff: Thomas Schucker

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

John Sapero called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

John Sapero determined that quorum was not established with attendance at 6 out of 6 members present at approximately 5:05 pm so they continued as a workgroup.

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

John Sapero had no Chair update.

Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Extension Act of 2009 and the Maricopa County Department of Public Health. All of the documents distributed during this meeting may be requested from Planning Council Support.

MEETING MINUTES *continued*

Administrative Agent update

Rose Conner had no updates

Assessment of the Administrative Mechanism

Thomas Schucker presented the Assessment of the Administrative Mechanism question. The committee approved the question to be presented to the Recipient for answers. Randall Furrow moved to approve the questions and David Aguirre seconded the motion. The questions were approved to be sent to the recipient as the official Assessment of the Administrative Mechanism.

PSRA dates discussion

John Sapero stated that the PSRA Session will be on Thursday, July 27, 2017 from 4-8pm. The location is to be determined.

Committee Responsibilities

John Sapero discussed various issues with Committees such as attendance and reaching quorum, that Allocations Committee may not be needed as items could go directly to the Council, TEAM Committee could work differently and hold interviews via phone or via internet video. He will discuss possible changes to committee structure at the Planning Council meeting. A discussion continued among members.

Executive Committee Roles and Responsibilities

John Sapero stated that there may be a role for Executive Committee members to attend community activities, event representation, and other boards and committees. He also discussed the need to reach out to Executive Committee members to encourage higher level participation.

Committee/Work Group reports

Allocations: No meeting.

CHPS: Met and discussed updates to the integrated plan. They determined that tasks are on schedule.

TEAM: Met and approved reappointment of members for Planning Council to approve.

Rules: Met and have completed the updates to bylaws. One final step to be presented to the BOS.

Standards: No meeting.

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

The committee discussed items for the Council meeting agenda, and determined the agenda is correct and to proceed as posted.

Current events summaries

No Comments were voiced.

MEETING MINUTES *continued*

Call to the public

No comments were voiced.

Adjourn

The meeting adjourned at approximately 5:20 pm.