

Maricopa County Phoenix EMA Planning Council

TEAM COMMITTEE MINUTES

4041 N. Central Avenue, Phoenix, AZ 8501

Planning Council Support Office: (888) 235-1653 Fax: (888) 894.2674



MINUTES

TEAM Committee

Tuesday, January 26, 2020

ZOOM TELECONFERENCING

Committee Members		Planning Council Members		Recipient Staff		Guests	
☎ Chuck Albrecht	P	☎ Randall Furrow	P	☎ Carmen B	P	Casey Johnson	
Anthony Holscher	A	☎ Jimmy Borders				Meaghan Kramer	
☎ Eric Eason	P					Rodney Lofton	
Cynthia Trottier	A						
Rocko Cook	A						
☎ Christie Blanda	P						
☎ Deborah Reardon-Maynard	P						
P = Present A = Absent ☎ = Phone/Zoom							
Support Staff: Thomas Rodriguez-Schucker and Michael Koran							
Call to order		Chuck Albrecht, called the meeting to order at 10:02 am					
Determination of Quorum		4 of 7 members present at 10:05 am QUORUM ESTABLISHED					
Welcome and Introductions		The Chair welcomed Planning Council members and guests. The Chair asked everyone to announce their name and for Planning Council members to declare any conflicts of interest for the record.					
Approval of the Minutes from November 24, 2020		A motion to approve the November 24 th , 2020 minutes was made by C. Blanda and 2 nd by E. Eason; The agenda was approved by unanimous vote.					

Business Item	Discussion / Motion	Action
Chair Update	<ul style="list-style-type: none"> • The chair welcomed the 3 candidates for Planning Council Membership who attended the meeting. Rodney Lofton who is applying as an ASO Provider for Terros Heath. We also have two applicants who are applying as Community Members, Meahgan Kramer and Casey Johnson. • Randall, Thomas and Chuck will be attending RW Recruitment and Retention Learning Collaborative – 2/25, 3/25, 2/22 (1 ½ hr) • The Chair has joined the HIV Statewide Advisory Group (SWAG), participated in their Ending the Epidemic planning forums and joined the Arizona Comprehensive Needs Assessment Workgroup to collaborate both on their projects and to keep recruitment and consumer involvement in the forefront while reducing consumer burnout. 	Discussion Only. No Action
Review and Manage Planning Council Training	<ul style="list-style-type: none"> • The committee discussed feedback from the Training Survey that Planning Council members were requested to complete and next steps. • Rocko and the Chair have been working on a PC survey to obtain feedback on PC training and to obtain information on PC members’ community connections. We have received 11 responses to our survey out of 27 members and alternates. We have compiled the feedback received, but as of now it is not statistically relevant to derive conclusions. The next step will be to conduct phone interviews with members to collect additional data. • We would like to hear feedback from committee members on the survey and any ideas or suggestions you may have as we move forward. • The committee discussed the current status of members’ completion of the Learning Management System or LMS. <p>There hasn’t been much change from the last report. 12 or 44% of PC members have completed the LMS; 7 or 26% are in various levels of completing the LMS; 8 or 30% have been invited but have not started the LMS.</p>	Discussion Only. No Action

Business Item	Discussion / Motion	Action
Review and Manage Planning Council Membership Attendance	<ul style="list-style-type: none"> We have been notified of one PC member’s resignation. We also have some PC members who are having issues with attendance. Given the current pandemic situation we are reaching out to them to see if they are OK, what we could do to assist with their attendance, if they would like to request a leave of absence or if they have made the decision not to continue at this time 	Discussion Only. No Action
Develop Membership Recruitment Campaign	<p>In prior meetings the committee discussed making this more of a working committee as opposed to creating workgroups to work on tasks and then bring their recommendations back to the committee. The chair would like to move forward with that idea as the committee discusses membership recruitment.</p> <p>Our recruitment document offers short-term or one-off and ongoing opportunities for involvement with the PC, as a committee I would like us to devise intermittent opportunities that will add value to existing or meet unmet needs. Some suggestions have included a</p> <ul style="list-style-type: none"> speaker’s bureau that will enhance awareness of Part A services, the PC, the importance of consumer voices and how to be involved Community Caucus – a post pandemic project – social outlet that provides education regarding the PC/Part A services and a way for consumers to elevate their questions/concerns to the PC. Virtual Consumer Sessions – like those provided during the HIV conference. Social media <p>Discussion issued – we will:</p> <ul style="list-style-type: none"> Look into existing community forums & outreach/education activities to see if there are opportunities to participate to enhance awareness of Part A services, the PC and consumer involvement in the PC prior to creating “New” forums We will evaluate if a social medium platform is doable The committee will discuss and develop a Consumer Recruitment tool 	Discussion Only. No Action

	<ul style="list-style-type: none"> • Need Spanish version 	
Business Item	Discussion / Motion	Action
Review and Manage Membership Application Process	<p>The committee will review the Membership Application Process and manage any submitted applications.</p> <ul style="list-style-type: none"> • Survey Monkey Application • New member 2 minute intro • Meahgan Kramer – Community Member • Casey Johnson – Community Member • Rodney Lofton – ASO Provider Terros Health • Chuck Peterson – SW Center Alternate for Rocko Cook 	Vote located in Membership Renewal Review.
Review Membership Matrix for Compliance with Federal Mandate	Currently we are at 45% HIV consumer membership with the federal mandate being 33%	Discussion Only. No Action
Review Scope of Work & Planning Council Activity Timeline (PCAT)	Planning Council Support reviewed the PCAT with the Committee.	Discussion Only. No Action
Determination of Agenda Items for Next Meeting	The PCAT will set the agenda for the next meeting.	Discussion Only. No Action
Current Event Summaries	None	Discussion Only. No Action
Call to the Public	None	
Executive Session	The Committee asked guests to join the meeting waiting room so that the committee could go into an executive session to review the members applications and discuss sensitive information off of the record.	<p>Motion to begin Executive Session</p> <p>Motion: Christie Blanda</p> <p>Second: Eric Eason</p> <p>In Favor: C. Blanda, E. Eason, D. Reardon, J. Borders</p> <p>In Opposition: None</p>

	<p>The Committee returned from executive session to make a motion to vote on the new membership applications.</p>	<p>Abstentions: C. Albrecht</p> <p>Motion to end Executive Session</p> <p>Motion: Christie Blanda Second: Eric Eason In Favor: C. Blanda, E. Eason, D. Reardon, J.Borders In Opposition: None Abstentions: C. Albrecht</p>
<p>Membership Renewal Review</p>	<p>The committee discussed and reviewed renewal applications for Planning Council members. The following members were considered for renewal:</p> <ol style="list-style-type: none"> 1. Phyllis Coprich (Health & Social Service Providers: Ryan White Part A ASO/CBO), renewal appointment. Term effective upon BOS approval for 3-year term (2/24/2021-2/23/2024) 2. Rocko Cook (Health & Social Service Providers: Ryan White Part A ASO/CBO), renewal appointment. Term effective upon BOS approval for 3-year term. (2/24/2021-2/23/2024) 3. Taylor Kirkman (Federal HIV Programs: Ryan White Part C), renewal appointment. Term effective upon BOS approval for 3-year term. (2/24/2021-2/23/2024) 4. Cynthia Trottier (Community Member) renewal appointment. Term effective upon BOS approval for 3-year term. (2/24/2021-2/23/2024) 5. Christie Blanda (Alternate Member for Federal HIV Programs: Ryan White Part C & D), renewal appointment. Term effective upon BOS approval for 3-year term. (2/24/2021-2/23/2024) 6. Raulina Brito Simango Ashukem (Federal HIV Programs: Ryan White Part D), renewal appointment. Term effective upon BOS approval for 3-year term. (2/24/2021-2/23/2024) 7. Deborah Elliott (Community Member) renewal 	<p>Motion to approve renewal of membership for 9 Planning Council members.</p> <p>Motion: Christie Blanda Second: Eric Eason In Favor: C. Blanda, E. Eason, D. Reardon, J.Borders In Opposition: None Abstentions: C. Albrecht</p>

	<p>appointment. Term effective upon BOS approval for 3-year term. (2/24/2021-2/23/2024)</p> <p>8. Eric Moore (Community Member) renewal appointment. Term effective upon BOS approval for 3-year term. (2/24/2021-2/23/2024)</p> <p>9. Randall Furrow (Community Member) renewal appointment. Term effective upon BOS approval for 3-year term. (2/24/2021-2/23/2024)</p>	
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Membership Renewal Review	<p>The committee discussed and reviewed applications of new Planning Council members. The following members were considered for renewal:</p> <ol style="list-style-type: none"> 1. Meaghan Kramer (Community Member: Non-elected community leader) 2. Rodney Lofton (Social Service Provider: Subrecipient Terros Health) 3. Casey Johnson (Community Member: Unaffiliated consumer) 4. Chuck Peterson – Alternate for Rocko Cook (Health & Social Service Providers: Ryan White Part A ASO/CBO) 	<p>Motion to approve new member applications for 4 new members.</p> <p>Motion: Christie Blanda</p> <p>Second: Eric Eason</p> <p>In Favor: C. Blanda, E. Eason, D. Reardon, J. Borders</p> <p>In Opposition: None</p> <p>Abstentions: C. Albrecht</p>
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SCHEDULE OF NEXT MEETINGS

February 23, 2021	12:30 p.m.	Executive Committee	VIA ZOOM
February 23, 2021	2:30 p.m.	Planning Council	VIA ZOOM
March 30, 2021	10:00 a.m.	TEAM Committee	VIA ZOOM
March 30, 2021	12:00 p.m.	CHPS Committee	VIA ZOOM
March 30, 2021	2:30 p.m.	STaR Committee	VIA ZOOM
April 27, 2021	12:30 p.m.	Executive Committee	VIA ZOOM
April 27, 2021	2:30 p.m.	Planning Council	VIA ZOOM
May 25, 2021	10:00 a.m.	TEAM Committee	VIA ZOOM
May 25, 2021	12:00 p.m.	CHPS Committee	VIA ZOOM
May 25, 2021	2:30 p.m.	STaR Committee	VIA ZOOM

Adjournment

11:23 am

Signature: 
Randall Furrow (Jul 16, 2021 12:51 PDT)

Jul 16, 2021

Email: randallfurrow@aol.com







2021.1.26 TEAM Committee

Final Audit Report

2021-07-16

Created:	2021-07-16
By:	Michael Koran (michael@collaborativeresearch.us)
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