

**Maricopa County Phoenix EMA Planning Council  
Executive Committee Minutes**

4041 N. Central Avenue, Phoenix, AZ 8501  
Planning Council Support Office: (888) 235-1653 Fax: (888) 894.2674



**MINUTES  
Executive Committee  
Tuesday, February 23, 2021  
ZOOM TELECONFERENCING**

| Committee Members   |          | Planning Council Members  |  | Recipient Staff |          | Guests |  |
|---|----------|---|--|-----------------|----------|--------|--|
| Randall Furrow  | <b>P</b> |   |  | Carmen Batista  | <b>P</b> |        |  |
| Taylor Kirkman  | <b>A</b> |   |  | Chantie Coleman | <b>P</b> |        |  |
| Eric Moore  | <b>P</b> |   |  |                 |          |        |  |
| Merlin Gross  | <b>P</b> |   |  |                 |          |        |  |
| Chuck Albrecht  | <b>P</b> |   |  |                 |          |        |  |
| Duvia Lozano  | <b>P</b> |   |  |                 |          |        |  |
| Anthony Holscher  | <b>P</b> |   |  |                 |          |        |  |
| <b>P = Present      EX = Excused Absence      A = Absent       = Phone/Zoom</b> |          |   |  |                 |          |        |  |
| Support Staff: Thomas Rodriguez-Schucker and Michael Koran                      |          |   |  |                 |          |        |  |
| <b>Call to order</b>  |          | Randall Furrow, called the meeting to order at 11:34 am   |  |                 |          |        |  |
| <b>Determination of Quorum</b>  |          | 5 of 5 members present at 11: 38 am <b>QUORUM ESTABLISHED</b>   |  |                 |          |        |  |
| <b>Welcome and Introductions</b>  |          | 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. |  |                 |          |        |  |
| <b>Approval of the Minutes from January 12, 2021</b>                            |          | A motion to approve the January 12, 2021 minutes as amended was made by C. Albrecht and 2 <sup>nd</sup> by E. Moore; The agenda was approved by unanimous vote.                               |  |                 |          |        |  |

| Business Item                          | Discussion / Motion  | Action   |
|--|--|--|
| Chair Update                           | <p>We have a visit coming up from HRSA next month. We are starting to work with the Part B office to work on the 5 year statewide needs assessment.</p> <p>Cherri Tomlinson has stepped down as the chair of CHPS committee and Taylor Kirkman has agreed to step up to the position of Chair for CHPS committee. Randall will bring to the Planning Council the nominations for this position and Duvia Lozano as the Vice-Chair for the STaR committee.</p> <p>Discussion was had regarding the suggestion to combine the CHPS and TEAM committees. E. Moore reminded the Executive Committee that if the meeting has a quorum of the Planning Council, any meeting becomes a Planning Council meeting. The committee reviewed this and discussed with the member attendance we could just have a Planning Council meeting where we may then complete the business that needs to be met. This idea was put on hold for further discussion.</p> | Discussion Only. No Action   |
| RWHAP Part A Recipient's Office Update | <p>Carmen from the recipient's office gave the report. Leo Pena will be announced as the new Community Engagement Coordinator.</p> <p>We are re-instituting a referral for Nutrition, this was put on hold during Covid and we are going to bring back that requirement.</p> <p>Carmen reviewed with the Executive committee what is involved in the upcoming HRSA site visit and what are the planning council responsibilities.</p> <p>Reviewed the Allocations and Expenditures report that Carmen will be presenting at the Planning Council Committee. Entertaining a motion to approve the February reallocations. The Allocations were approved.</p>  | <p><b>Motion to Approve the February Reallocations</b></p> <p><b>Motion:</b><br/>M. Gross</p> <p><b>Second:</b><br/>D. Lozano</p> <p><b>In Favor:</b><br/>R. Furrow, D. Lozano, C. Albrecht, M. Gross.</p> <p><b>In Opposition:</b><br/>None</p> <p><b>Abstentions:</b><br/>None</p> |
| Allocations Committee Discussion       | <p>The Phoenix Planning Council has not had an Allocations Committee in a long time because of the great work of the Recipient's office and the lack of work for such a committee. What we have learned from the pandemic and what we have learned as far as meaningful community engagement that while we don't have a formal allocation committee, we might have a quarterly meeting to discuss allocations decisions and the work involved. A suggestion was made to create an allocation work group prior to events such as PSRA.</p>  | Discussion Only. No Action   |

| Business Item                             | Discussion / Motion   | Action   |
|---|---|--|
| TEAM Committee Update                     | <p>Recruitment and Retention</p> <p>Review the new updated online application in survey monkey.</p> <p>Review memberships that are up for renewal</p> <p>Introduce new member applications.</p>   | Discussion Only. No Action   |
| CHPS Committee Update                     | Michael Koran read the minutes from the CHPS committee  | Discussion Only. No Action   |
| STaR Committee Update                     | Duvia Lozano shared the updates from the STaR committee. Finished Mental Health Standard and are working on updating the Substance Abuse Services Standard.   | Discussion Only. No Action   |
| Review Appointment of Committee Chairs    | Randall Furrow will be bringing to the Planning Council the recommended appointments of Taylor Kirkman (CHPS) and Duvia Lozano (STaR) to their respective committees.   | Discussion Only. No Action   |
| Planning Council Activity Timeline (PCAT) | Discussed that the PCAT will be reviewed every 6 months instead of Monthly. Executive, Recipient's Office, and Planning Council Support was all in agreement.   | Discussion Only. No Action   |
| Meeting Schedule                          | <p>Discussion was had regarding moving the Executive Committee meeting to the Monday before the Planning Council Meeting. Motion to extend the meeting by ten minutes. The consensus was to move the Executive Committee meetings to the Monday before the Planning Council meeting, in order to allow the recipient's office time to provide any requested information to the Planning Council. We will need a vote in the PC Meeting to approve the 2021 GY meeting schedule.</p> | <p><b>Motion to Approve the February Reallocations</b></p> <p><b>Motion:</b><br/>C. Albrecht</p> <p><b>Second:</b><br/>M. Gross</p> <p><b>In Favor:</b><br/>R. Furrow, D. Lozano, C. Albrecht, M. Gross.</p> <p><b>In Opposition:</b><br/>None</p> <p><b>Abstentions:</b><br/>None</p> |

| Business Item   | Discussion / Motion | Action                     |
|---|---------------------|----------------------------|
| Needs Assessment/Statewide Coordinated Statement of Need (SCSN) | None at this time.  | No Action                  |
| Parking Lot Items   | None at this time.  | Discussion Only. No Action |
| Current Event Summaries   | None                | Discussion Only. No Action |
| Call to the Public  | None                | Discussion Only. No Action |

### 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**

**1:04 pm**

Signature: 

Randall Furrow (Jul 16, 2021 12:34 PDT)

Email: randallfurrow@aol.com

Jul 16, 2021







# 2021.2.23 Executive Committee

Final Audit Report

2021-07-16

|                 |  |
|-----------------|--|
| Created:        | 2021-07-16                                       |
| By:             | Michael Koran (michael@collaborativeresearch.us) |
| Status:         | Signed   |
| Transaction ID: | CBJCHBCAABAAIphArlZ6rZQGrKCry7C7bsbWEjEJjsv-     |

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