



PLANNING COUNCIL EXECUTIVE COMMITTEE AGENDA

04/24/2023 • 12:30PM–2:30PM

ZOOM digital meeting

<https://us06web.zoom.us/j/2800331989>

ITEM	TOPIC/ACTION	FACILITATOR/ PRESENTER
1.	Determination of Quorum	Randall Furrow
2.	Welcome, Introductions and Declarations of Conflict-of-Interest	Randall Furrow
3.	Review and Acceptance of Agenda The Executive Committee will review the agenda for this meeting.	Randall Furrow
4.	Review and Approval of the Minutes and Action Items The Executive Committee will review the summary minutes of previous meetings from February 27th, 2023. Please inform the Chair of any revisions that should be incorporated into the summary minutes. A vote may take place regarding this agenda item.	Randall Furrow
5.	Chair Update The Chair will review the recent activity of the committee and provide comments. A vote may take place regarding this agenda item.	Randall Furrow
6.	Appointments for Subcommittee Chairs The Planning Council Chair will appoint Chairs to any subcommittees as needed. A vote may take place regarding this agenda item. <ul style="list-style-type: none"> TEAM Chair 	Randall Furrow
7.	Planning Council Support Update The Planning Council Support Staff will update the committee on activities and events. A vote may take place regarding this agenda item. <ul style="list-style-type: none"> Activities: <ul style="list-style-type: none"> After Event Update: 2023 AZ AIDS Walk & 2023 AZ Rainbows Festival <ul style="list-style-type: none"> Community Feedback Volunteer Feedback Mentorship Program New Membership Training Next Events: 2023 Phoenix Pride	Gwendolyn Bishop Jason Landers
8.	Design the Assessment of the Efficiency of the Administration Mechanism (AEAM) The Committee will review and discuss the Assessment of the Efficiency of the Administrative Mechanism for the 2022/23 Grant Year. A vote may take place regarding this agenda item.	Jason Landers
9.	Ryan White HIV/AIDS Part A Recipient Update A representative of the RWHAP Part A Recipients office will discuss business items relevant to the functions of the Ryan White Part A Program. A vote may take place regarding this agenda item. <ul style="list-style-type: none"> Update on Needs Assessment (Germane Solutions) Notice of Award 	Jeremy Hyvärinen
10.	Review of PC Budget Amount with Recipient Once the grant award is received, the Executive Committee will review and negotiate the Planning Council budget. A vote may take place on this agenda item.	Jeremy Hyvärinen





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11.	Identify Datasets for Priority Setting and Resource Allocations (PSRA) The Recipient's office will provide a report to Planning Council to help identify the data sets on Part A services and health outcomes that will be reported during. A vote may take place regarding this agenda item.	Jeremy Hyvärinen
12.	Review and Approve Final Allocations Based On Actual Award Amount Receive award from HRSA/HAB for grant year (If a partial award is received, this process could take place again when another award is received.) A vote may take place regarding this agenda item.	Jeremy Hyvärinen
13.	Training, Education, and Membership (TEAM) Committee Update The Chair of the TEAM Committee will update the Planning Council with details from the previous meeting. A vote may take place regarding this agenda item. <ul style="list-style-type: none"> • Update on Membership Recruitment and Membership Application Process • Review of Proposed New Planning Council Members 	Alain Barnes
14.	Community Health Planning and Strategies (CHPS) Committee Update The Chair of the CHPS Committee will update the Planning Council with details from the previous meeting. A vote may take place regarding this agenda item. <ul style="list-style-type: none"> • Review Framework and Meeting Logistics of Priority Setting and Resource Allocations (PSRA) 	Meaghan Kramer
15.	Standards and Rules (StAR) Committee Update The Chair of the StAR Committee will update the Planning Council with details from the previous meeting. A vote may take place regarding this agenda item.	Duvia Lozano Erica TeKampe
16.	Review and Resolve Parking Lot Items Any unresolved items may be discussed at this time. A vote may take place regarding this agenda item. <ul style="list-style-type: none"> • Review Committee Policies and Procedures to be in line with approved updated Bylaws 	Randall Furrow
17.	Review Scope of Work and Planning Council Activity Timelines (PCAT) The Executive Committee will review the Scope of Work and the Planning Council Activity Timeline for the upcoming Grant Year. A vote may take place regarding this agenda item.	Randall Furrow
18.	Determination of Agenda Items for the Next Meeting The Executive Committee will discuss and set the agenda for the next meeting.	Randall Furrow
19.	Current Event Summaries This is the time for Planning Council members to share a brief summary of current events. Members of the Planning Council cannot propose, discuss, deliberate, or take legal action on any matter voiced during this time.	Randall Furrow
20.	Call to the Public This is the time for the public to comment. Members of the Planning Council cannot propose, discuss, deliberate, or take legal action on any matter voiced during this time.	Randall Furrow
	Adjourn The next Executive Committee meeting will be on <u>June 26, 2023</u> , at 12:30 pm.	

Meeting Ground Rules

- The public is encouraged to take part in all of our discussions. However, due to time constraints, the Chair may limit the number of people who 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 differences and diversity.
- When meetings are held in person, many attendees are very sensitive to fragrances, so please refrain from using colognes and perfumes at Planning Council meetings or events.





Video/Telecommunication Conference Information:

Join Zoom Meeting: <https://us06web.zoom.us/j/2800331989>

Join Via Phone: 1 (346) 248 - 7799

Meeting ID: 280 033 1989

Proposed Documents to be Included with Agenda Packet (Subject to Change):

- (1.) – **Determination of Quorum**
 - o No Attachments
- (2.) – **Welcome, Introductions, and Declarations of Conflict-of-Interest**
 - o No Attachments
- (3.) – **Review and Acceptance of Agenda**
 - o 01 – 2023.04.24 EXECUTIVE COMMITTEE MEETING AGENDA.pdf
- (4.) – **Review and Approval of the Minutes and Action Items**
 - o 02 – 2022.02.27 Executive Committee Minutes (Pending Approval).pdf
- (5.) – **Chair Update**
 - o No Attachments
- (6.) – **Appointment for Subcommittee Chairs**
 - o No Attachments
- (7.) – **Planning Council Support Update**
 - o 03 – Event Survey Presentation.pdf
- (8.) – **Design the Assessment of the Efficiency of the Administration Mechanism (AEAM)**
 - o 04 - AEAM Questions.pdf
- (9.) – **Ryan White HIV/AIDS Part A Recipient Update**
 - o 05 – RWPA GY23 NoA 02 FULL.pdf
- (10.) – **Review of PC Budget Amount with Recipient**
 - o 06 – Planning Council 2023 Budget.pdf
- (11.) – **Identify Datasets for Priority Setting and Resource Allocations (PSRA)**
 - o 07 – List of Datasets for PSRA.pdf
- (12.) – **Review and Approve Final Allocations Based On Actual Award Amount**
 - o No Attachments
- (13.) – **Training, Education, and Membership Committee Update**
 - o No Attachments
- (14.) – **Community Health Planning & Strategies (CHPS) Committee Update**
 - o No Attachments
- (15.) – **Standards and Rules (StAR) Committee Update**
 - o No Attachments
- (16.) – **Review and Resolve Parking Lot Items**
 - o No Attachments
- (17.) – **Review Scope of Work & Planning Council Activity Timelines (PCAT)**
 - o 08 – 2023 PHX PCAT (Executive).pdf
- (18.) – **Determination of Agenda Items for the Next Meeting**
 - o No Attachments
- (19.) – **Current Event Summaries**
 - o No Attachments
- (20.) – **Call to the Public**
 - o No Attachments

Documents distributed during this meeting may be requested from Planning Council Support. Funding is provided by the United States Department of Health and Human Services, the federal Ryan White HIV/AIDS Program, and the Maricopa County Department of Public Health.

