

# Executive Committee



**Randall Furrow, Planning Council Chair**

Thursday, March 6, 2014  
5:00 pm to 6:30 pm  
Public Health  
4041 North Central Avenue, Phoenix  
14<sup>th</sup> Floor, Training Room

301 West Jefferson Street  
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## Meeting Minutes

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### Attendance

**Committee Members** *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT David Aguirre            AT Keith Thompson    EX Mary Rose Wilcox    AT Cynthia Trottier

AT Randall Furrow        AB Robert Solis        AT Jennifer Bullock    AB Lucio Amado

### Administrative Agent Staff

Rose Conner

### Guests

**Support Staff:** Claire Tyrpak

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

Randall Furrow called the meeting to order and welcomed the attendees. Everyone introduced him/herself and declared any conflicts-of-interest.

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### Determination of quorum

Randall Furrow determined that quorum was established with attendance at 5 out of 8 members present at approximately 5:06 pm.

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### 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.

## **MEETING MINUTES *continued***

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### **Council Chair Update**

Randall Furrow welcomed the new committee members that will serve through March 2016. He stated that the Planning Council meeting on March 13 from 5 – 6:30 pm would be for the data session in preparation for the PSRA at the April 10 meeting.

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### **Administrative Agent update**

Rose Conner discussed the following:

- Final grant award may come at the end of March. Four EMAs will have large cuts due to the Hold Harmless clause being removed. Phoenix EMA will probably receive an increase in funding.
- Rose then discussed a letter received from Department of Health and Human Services that discusses integrated planning and therefore, the next comprehensive plan will be a joint effort, with Ryan White programs, Part B and the state prevention office. It will be due a year later, in September 2016. A first meeting will be held in June to begin the process.
- Rose gave an ACA update. She stated that there are approximately 150 clients left to be screened, 95 % are completed. Some clients may not get enrolled but will still need care. HRSA will have a webinar on handling this issue.

Claire Tyrpak provided information on the Heart and Sol health fair that is taking place on Saturday, March 8 and which the Planning Council is participating.

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### **Travel policy**

Claire Tyrpak presented a draft policy on attendance at training sessions, workshops and conferences for Planning Council members and staff. It proposes that a member or staff should submit a written request that is approved by the Executive Committee with the Planning Council having final approval.

**MOTION:** Keith Thompson moved to put the item on the Planning Council agenda. David Aguirre seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

The Committee then gave its consensus on Randall Furrow attending the United States Conference on AIDS in October. Rose Conner stated her office received notice that there will be no All Grantee meeting in Washington this year and that funds should be reallocated to other items.

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### **Training survey**

Claire Tyrpak discussed the results of a recent training survey distributed to all Planning Council members. Eleven members responded to four questions, including service providers and consumers but not institutional members, with the results focusing on three items: understanding acronyms, understanding financial and grant information and health literacy.

Claire will distribute the acronym list to all members. Jennifer Bullock suggested that a short list of the top 10 acronyms could be included on the agenda. The grant and financial information will be provided

## **MEETING MINUTES *continued***

before the PSRA. Health literacy will be added to the TEAM Committee agenda and will probably have one item on the topic at the Planning Council meeting for six months.

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### **Committee/Workgroup reports**

Rose Conner stated that Parts A through D formed an ADAP retention workgroup and agreed to have Parts A and B develop a joint application. There is a draft application being piloted this month through Care Directions. The target date for the application to be used by all providers is May 1. It is hoped that this new joint application will assist in our efforts to reduce churning.

Rose stated that she just received notice that Tom Keller of KCA consulting is retiring April 1. It was discussed last year that the AA Assessment may be done internally with Claire Tyrpak as the lead. This item should be put on the net Executive Committee agenda to discuss.

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### **Determination of agenda items for the next Planning Council meeting items (in addition to the recurring agenda items)**

The next meeting will be dedicated to the data session in preparation for the April PSRA. Two presentations that were scheduled for March will be moved to the May meeting. Keith Thompson asked if the data session information could be sent before the meeting. Rose said that the AA's office may be able to get the information out on Tuesday.

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### **Current events summaries**

Jennifer Bullock stated that she will be volunteering at the Heart and Sol event on Saturday and that Aunt Rita's is having a Viva Las Vegas event on April 11. David Aguirre mentioned the health event he is attending on Saturday from 8:30 – 1 at RJ Davis Park at 15<sup>th</sup> Ave and Southern.

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### **Call to the public**

No comments were voiced.

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### **Adjourn**

The meeting adjourned at approximately 5:55 pm.