

Training, Education and Membership (TEAM) Committee



Chuck Albrecht, Committee Chair

Tuesday, January 31, 2023

10:00 pm to 11:30 am

ZOOM digital meeting

<https://zoom.us/j/5946871598?pwd=SUdBWnNLdkN5aDF0RGRNY2hHQnRqdz09>

4041 N. Central Ave

Phoenix, AZ 85001

(480) 431-1207

Jason.Landers@maricopa.gov

AGENDA

Determination of Quorum

Welcome, Introductions and Declarations of Conflict-of-Interest

I. Review and Acceptance of Agenda

The committee will review the agenda for this meeting.

II. Review and Approval of the Minutes and Action Items

The committee will review the summary minutes of previous meetings from November 29th, 2022.

Please inform the Chair of any revisions that should be incorporated into the summary minutes. A vote may take place regarding this agenda item.

III. Chair Update

The Chair will review the recent activity of the committee and provide comments. A vote may take place regarding this agenda item.

IV. RWHAP 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.

- Modernizing Practices
- Designing for the Margins
- Engaging the Community

V. Review and Manage Membership Application Process

The committee will review the Membership Application Process and manage any submitted applications. A vote may take place regarding this agenda item.

- Applicant Status Update
- New Membership Application for Vote – *As Applicable*.

VI. Review and Manage Planning Council Training

The committee will discuss new member orientation and planning council training. A vote may take place regarding this agenda item.

- Planning Council Training
- Mentor Program

VII. Review and Manage Planning Council Membership Attendance

The committee will review the attendance of the Planning Council Members. A vote may take place regarding this agenda item.

AGENDA *continued*

VIII. Review Membership Matrix for Compliance with Federal Mandate

The committee will review the membership matrix for federal reflectiveness. A vote may take place regarding this agenda item.

- Planning Council Reflective Matrix

IX. Develop Membership Recruitment Campaign

The committee will discuss and develop a Membership Recruitment Campaign. A vote may take place regarding this agenda item.

- Membership priority population recruitment
- Update on the purchase of promotional materials
 - Pocket Flyer
 - Backdrop & Rollup
- AIDS WALK and Rainbows Festival
- Provider Outreach

X. Review of Committee Budget to submit to Executive Committee

The committee will identify any items they want to be included in next year's Council budget, for example, Needs Assessment or supplies. Recommendations should focus on a description of the request and NOT dollar values. The recipient's office will create cost estimates based on the description. A vote may take place regarding the agenda item

XI. Review and Resolve Parking Lot Items

Any unresolved items may be discussed at this time. A vote may take place regarding this agenda item.

XII. Review Scope of Work & Planning Council Activity Timelines (PCAT)

The 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.

XIII. Determination of Agenda Items for Next Meeting

The Committee will discuss and set the agenda items for the next meeting.

XIV. Current Events Summaries

This is the time for Planning Council members to share a brief summary of current events. Members of the committee cannot propose, discuss, deliberate, or take legal action on any matter voiced during this time.

- 2023 AIDS Walk – March 25th
- 2023 Rainbows Festival – April 1st & 2nd

XV. Call to the Public

This is the time for the public to comment. Members of the committee cannot propose, discuss, deliberate, or take legal action on any matter voiced during this time.

Adjourn

The next TEAM committee meeting will be on **March 28, 2023**, at 10:00 am.

AGENDA continued

Meeting Ground Rules

- The public is encouraged to take part in all of our discussions. However, due to time constraints, the Chair may choose to limit the number of people who may 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://zoom.us/j/5946871598?pwd=SUdBWnNLdkN5aDF0RGRNY2hHQnRqdz09>
- Join Via Phone: 1 (346) 248 - 7799
Meeting ID: 594 687 1598
Passcode: 509688

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

- (I.) – Review and Acceptance of Agenda**
 - 01 – 2023.01.31 TEAM COMMITTEE MEETING AGENDA.pdf
- (II.) – Review and Approval of the Minutes and Action Items**
 - 02 – 2022.11.29 TEAM Committee Minutes (Pending Approval).pdf
- (III.) – Chair Update**
 - No Attachments
- (IV.) – RWHAP Part A Recipient Update**
 - 03 – 23.01 PC Allocations and Expenditures Report.pdf
- (V.) – Review and Manage Membership Application Process**
 - 04 – Membership Application and Renewals Report.pdf
- (VI.) – Review and Manage Planning Council Training**
 - No Attachments
- (VII.) – Review and Manage Planning Council Membership Attendance**
 - No Attachments
- (VIII.) – Review Membership Matrix for Compliance with Federal Mandate**
 - 05 – Membership Reflection Report.pdf
- (IX.) – Develop a Membership Recruitment Campaign**
 - No Attachments
- (X.) – Review of Committee Budget to submit to Executive Committee**
 - No Attachments
- (XI.) – Review and Resolve Parking Lot Items**
 - No Attachments
- (XII.) – Review Scope of Work & Planning Council Activity Timelines (PCAT)**
 - 06 – 2023 PHX PCAT (TEAM).pdf
- (XIII.) – Determination of Agenda Items for Next Meeting**
 - No Attachments
- (XIV.) – Current Events Summaries**
 - No Attachments
- (XV.) – Call to the Public**
 - No Attachments

Members and guests of the Planning Council may attend in person or via telephone/teleconference call. 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.