



# Executive Committee

Randall Furrow, Chair

Tuesday, January 30, 2020  
12:30 p.m. to 2:00 p.m.  
Ryan White Office  
301 W. Jefferson St, Suite 3200

301 West Jefferson Street  
Suite 3200 • Phoenix, AZ 85003  
(602) 506-6321 phone  
(602) 506-6300 fax  
PlanningCouncil@mail.maricopa.gov

## Meeting Minutes

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

AT	Randall Furrow	AT	Eric Moore	AT	Cynthia Trottier
AB	Cherri Tomlinson	AT	Merlin Gross	AT	Anthony Holscher

AA Staff:

AT	Carmen Batista	AT	Thomas Schucker	AT	Michael Koran

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

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

### **Determination of quorum**

Randall Furrow determined quorum with 5 of 6 members at 12:32 pm.

### **Planning Council Chair Update**

Randall Furrow reminded the Executive Committee that the next meeting will not be until 4:30PM at Southwest Center.

### **Recipient's Office Update**

Carmen gave a report on structuring leadership in the community. There will be a HRSA site visit from April 27-May 3 and they have expressed interest in meeting with the planning council.

### **Review 2020/2021 Planning Council Nominations and Elections Process for Chair/Vice Chair**

Thomas Schucker explained the process of Nominations and Elections for the upcoming planning council meeting. Nominations will come from the floor for a Chair and a Vice Chair. 2 members of the planning council must nominate themselves for the position of Positive Community Representative. The chair will then entertain a motion to vote on these positions by ballot. If the motion passes ballots will be distributed to planning council members to vote.

---

Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Program and the Maricopa County Department of Public Health.

All of the documents mentioned in may be requested from Planning Council Support.

## MEETING MINUTES *continued*

### **Composition of the Executive Committee**

Thomas Schucker shared that the Executive committee is short of a few members to meet the reflectiveness of the bylaws. Chair of the TEAM committee has stepped down and must be replaced. The Positive Community member spots must be filled and must be self-nominated because holding the position is a self-disclosure of status.

### **Planning Council Meeting Survey and Schedule**

Thomas Schucker reviewed the PC meeting survey that was distributed to the planning council members. The results of the survey were discussed, and a conversation was started about committee schedules and the importance of attendance at these meetings to get members to be more active in the meetings. Recommendations based on the results from the survey that the members took prior to the meeting were discussed at length. A motion was entertained to bring the suggested schedule forward to the planning council. Eric Moore made the motion and Cynthia Trottier seconded the motion. The motion passed.

### **Planning Council Activity Timeline**

Thomas Schucker revealed and explained the Planning Council Activity Timeline. This will be a fluid document that can be updated and changed as necessary but will set the guide for what will be happening at upcoming meetings. A motion was entertained to adopt the PCAT. Cynthia Trottier made the motion. Eric Moore seconded the motion. The motion passed.

### **Current events summaries**

Carmen Batista discussed the Ending the HIV Epidemic grant, discussed the 3 Phases, the 4 Pillars, the Areas of Funding and the Work Plan.

Thomas Schucker asked the committee for opinions on a new Planning Council Logo. Ideas that were suggested were energetic colors, not too wordy and possible focus groups from the community. A motion was entertained to present this to Collaborative Research's Digital Marketing Team. Motion was made by Cynthia Trottier and seconded by Eric Moore. The motion passed.

### **Call to the public**

No public comment.

### **Adjourn**

The meeting adjourned at approximately 2:18 pm.