



Training, Education and Membership (TEAM) Committee Agenda

03/28/2023 • 10:00am–11:30am

ZOOM Digital Meeting

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

ITEM	TOPIC/ACTION	FACILITATOR/ PRESENTER
1.	Determination of Quorum	Chuck Albrecht
2.	Welcome, Introductions and Declarations of Conflict-of-Interest	Chuck Albrecht
3.	Review and Acceptance of Agenda The Committee will review the agenda for this meeting.	Chuck Albrecht
4.	Review and Approval of the Minutes and Action Items The Committee will review the summary minutes of previous meetings from January 31, 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.	Chuck Albrecht
5.	Chair Update The Committee Chair will review the recent activity of the committee and provide comments. A vote may take place regarding this agenda item.	Chuck Albrecht
6.	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.	Jeremy Hyvärinen
7.	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. <ul style="list-style-type: none"> • Applicant Status Update • New Membership Application for Vote – <i>As Applicable</i>. 	Chuck Albrecht
8.	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. <ul style="list-style-type: none"> • Planning Council Training • Mentor Program 	Chuck Albrecht
9.	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.	Chuck Albrecht





10.	<p>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.</p> <ul style="list-style-type: none"> • Planning Council Reflective Matrix 	Chuck Albrecht
11.	<p>Develop Membership Recruitment Campaign The Committee will discuss and develop a Membership Recruitment Campaign. A vote may take place regarding this agenda item.</p> <ul style="list-style-type: none"> • Membership priority population recruitment • Update on the purchase of promotional materials <ul style="list-style-type: none"> ○ PC Brochure, Backdrop & Rollup Banner ○ Review Recent Outreach Activities 	Chuck Albrecht
12.	<p>Review and Resolve Parking Lot Items Any unresolved items may be discussed at this time. A vote may take place regarding this agenda item.</p>	Chuck Albrecht
13.	<p>Review Scope of Work and 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.</p>	Chuck Albrecht
14.	<p>Determination of Agenda Items for the Next Meeting The Committee will discuss and set the agenda items for the next meeting.</p>	Chuck Albrecht
15.	<p>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.</p>	Chuck Albrecht
16.	<p>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.</p>	Chuck Albrecht
	<p>Adjourn The next TEAM Committee meeting will be on May 30, 2023, at 10:00 am.</p>	

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 wishing to comment should raise their hand to be recognized for talking.
- 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**
 - No Attachments
- (2.) – Welcome, Introductions, and Declarations of Conflict-of-Interest**
 - No Attachments
- (3.) – Review and Acceptance of Agenda**
 - 01 – 2023.03.28 TEAM COMMITTEE AGENDA.pdf
- (4.) – Review and Approval of the Minutes and Action Items**
 - 02 – 2023.01.31 TEAM Committee Minutes.pdf
- (5.) – Chair Update**
 - No Attachments
- (6.) – Ryan White HIV/AIDS Part A Recipient Update**
 - No Attachments
- (7.) – Review and Manage Membership Application Process**
 - 03 – Applications, Renewals & Training Report 3.1.23.pdf
- (8.) – Review and Manage Planning Council Training**
 - No Attachments
- (9.) – Review and Manage Planning Council Membership Attendance**
 - No Attachments
- (10.) – Review Membership Matrix for Compliance with Federal Mandate**
 - 04 – Membership Reflection Report.pdf
- (11.) – Develop a Membership Recruitment Campaign**
 - No Attachments
- (12.) – Review and Resolve Parking Lot Items**
 - No Attachments
- (13.) – Review Scope of Work & Planning Council Activity Timelines (PCAT)**
 - 05 – 2023 PHX PCAT (TEAM).pdf
- (14.) – Determination of Agenda Items for Next Meeting**
 - No Attachments
- (15.) – Current Events Summaries**
 - No Attachments
- (16.) – Call to the Public**
 - 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.

