

# Training, Education and Membership Committee



**Chuck Albrecht, Committee Chair**

Tuesday, March, 29, 2022

10:00 am to 11:30 am

4041 N. Central Ave

Phoenix, AZ 8501

(888) 235-1653 phone

[Jason.Landers@maricopa.gov](mailto:Jason.Landers@maricopa.gov)

<https://zoom.us/j/5946871598?pwd=SUdBWnNLdkN5aDFORGRNY2hHQnRqdz09>

## **AGENDA**

### **Welcome, Introductions and Declarations of Conflict-of-Interest**

### **Determination of quorum**

### **Review and Approval of Agenda**

The committee will review the agenda for this meeting. A vote may take place to amend agenda and/or approve agenda for this meeting.

### **Review of the Minutes and Action Items**

The committee will review the summary minutes of previous meetings from November 30th, 2021. Please inform the Chair of any revisions that should be incorporated into the summary minutes.

### **Chair Update**

The Chair will review the recent activity of the committee and provide comments.

### **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.

- Planning Council Transition Plan Update
- Sticker Art Contest - Due March 25, 2022
- ESCALATE: Cultural Humility and Antiracism Technical Assistance

### **Review and Manage Planning Council Training**

The committee will discuss new member orientation and planning council training. Votes may occur to act on discussion items.

- Update on New Member Orientation
- Update on New Member Mentor Program

### **Review and Manage Planning Council Membership Attendance**

The committee will review the attendance of the Planning Council Members. Votes may occur to act on discussion items.

### **Review Membership Matrix for Compliance with Federal Mandate.**

The committee will review the membership matrix for federal reflectiveness. Votes may occur to act on discussion items.

## AGENDA continued

### **Develop Membership Recruitment Campaign**

The committee will discuss and develop a Membership Recruitment Campaign. Votes may occur to act on discussion items.

- Review and make recommendations for Committee Voting Privileges for Community Members
- Rainbow Festival partnering table with Part A
- Update on purchase of promotional materials

### **Review and Manage Membership Application Process**

The committee will review the Membership Application Process and manage any submitted applications. Votes may occur to act on discussion items.

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

### **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.

### **Determination of Agenda Items for Next Meeting**

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

### **Current Event 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.

### **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**

### **Meeting Ground Rules**

- Many attendees are very sensitive to fragrances, so please refrain from using colognes and perfumes at Planning Council meetings or events.
- 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 difference and diversity.

### **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