

Maricopa County Phoenix EMA Planning Council Executive Committee Minutes

4041 N. Central Avenue, Phoenix, AZ 8501
Planning Council Support Office: (888) 235-1653 Fax: (888) 894.2674



MINUTES Planning Council Tuesday, January 12, 2020 ZOOM TELECONFERENCING

| Committee Members | | Planning Council Members | | Recipient Staff | | Guests |
|---|----------|---|----------|-----------------|----------|--------|
| Randall Furrow | P | Ricardo Fernandez | P | Carmen Batista | P | |
| Cheri Tomlinson | P | | | | | |
| Cynthia Trottier | A | | | | | |
| Eric Moore | P | | | | | |
| Merlin Gross | A | | | | | |
| Chuck Albrecht | P | | | | | |
| Anthony Holscher | A | | | | | |
| P = Present EX = Excused Absence A = Absent = Phone/Zoom | | | | | | |
| Support Staff: Thomas Rodriguez-Schucker and Deryk Jackson | | | | | | |
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| Call to order | | Randall Furrow, called the meeting to order at 10:00 am | | | | |
| Determination of Quorum | | 4 of 7 members present at 10:03 am QUORUM ESTABLISHED | | | | |
| Welcome and Introductions | | The Chair welcomed Planning Council members and guests. The Chair asked everyone to announce their name and for Planning Council members to declare any conflicts of interest for the record. | | | | |
| Approval of the Minutes from December 15, 2020 | | A motion to approve the December 15 th , 2020 minutes as amended was made by E. Moore and 2 nd by C. Tomlinson; The agenda was approved by unanimous vote. C. Albrecht Abstained from the vote because of absence at the meeting in discussion. | | | | |

| Business Item | Discussion / Motion | Action |
|--|--|--|
| Chair Update | Randall Furrow updated the committee that Duvia Lozano was appointed as Vice-Chair to the STaR Committee. | Discussion Only. No Action |
| Recipient's Report | <ul style="list-style-type: none"> • HRSA Virtual Site Visit will be taking place the week of March 15-19th, 2021. Project officer has assured the Recipient's office that it will be just like an In-Person Site Visit. • Positions that are being hired for are still in progress. Starting interviews for the Community Engagement Coordinator position. Almost ready for posting of the Senior Health Educator Position under the Ending the Epidemic. Dental Coordinator position is almost ready for posting. • Spending-Allocations and Expenditure report will be going out later this week. Dental Billing for November was quite a bit higher than in previous months, but all of the other HIPCSA costs have come in quite lower so the office is not worried about that at this time. Food Voucher's provided up to more than 500 clients so we have seen expansion. ADAP IGA is in progress for timely review and approval. • Shared screen about levels of community engagement. Looking at the NMAC community engagement models as well to improve that. • Cheri Tomlinson requested a formation of an Allocations Committee, requested to discuss with Chair and Recipient to bring a plan to next Executive Committee meeting. Planning Council Support, Recipient, Chair, Cheri Tomlinson, and Chuck Albrecht to set up a date to meet for 45 minutes prior to the 26th. | Discussion Only. No Action |
| Review Scope of Work & Planning Council Activity Timeline (PCAT) | <p>T.Schucker reviewed the scope of work for the GY 2021/22 in the Planning Council Activity Timeline and make changes in the committee workgroups as needed.</p> <p>PCAT DRAFT Review will be at the February 23, 2021 Meeting.</p> | Discussion Only. No Action |
| Meeting Schedule | <ul style="list-style-type: none"> • T. Schucker shared the GY 2021/22 meeting schedule draft for discussion with the Executive Committee. Discussion was had regarding November and December meetings. November 30th and December 14th were agreed upon. • PSRA discussion- HRSA has not formally announced but it is looking like there will be no grant application for 2021. We are unsure as to how this will affect the Priority Setting and Resource Allocations meeting this year. A placeholder was set for August 31st and September 1st. A suggestion was made to possibly have a later PSRA session for January 2022 with 3 quarters of the grant year to make an educated informed decision. • Discussion was had regarding moving Executive Committee to another day from Planning Council meetings in case items came up before the Planning Council Meeting that needed more information or documentation provided. A Proposal was mad to move the Executive Committee to the Monday before Planning Council Meetings. A trial run will be attempted for February. | <p>Motion to Approve the GY 2021/22 Calendar</p> <p>Motion: C. Albrecht</p> <p>Second: E. Moore</p> <p>In Favor: R. Furrow, C. Tomlinson, C. Albrecht, E. Moore.</p> <p>In Opposition: None</p> <p>Abstentions: None</p> |

| Business Item | Discussion / Motion | Action |
|---|--|--|
| Needs Assessment/Statewide Coordinated Statement of Need (SCSN) | <p>C. Tomlinson shared her items on the proposal submitted to the executive committee in December. HAB has issued guidance in June 2020 to help streamline the process for needs assessments. The requirement for needs assessments has been delayed based on guidance from HRSA HAB.</p> <p>C. Tomlinson shared her concerns with how the process is going and her confusion as to the agreement to use the Statewide Coordinated Statement of Need.</p> <p>C. Tomlinson made a request for education on terminology, and the ownership of responsibilities and the timeline. She does not feel it is clear and that we are not on the same page.</p> <p>R. Fernandez discussed the Statewide Coordinated Statement of Need (SCSN) and its direct correlation to the Needs Assessment. The SCSN and the Integrated Plan are working on developing the larger plan. They want to make sure they have as much time as possible to think about the plan, think about what they can incorporate and what community partners they can involve. Technical Assistance has been requested from HRSA and the CDC to help inform integrated planning.</p> <p>The first thing that the state is trying to get off the ground but seeing difficulties through Covid, is the Needs Assessment for the integrated planning process. What we are asking for feedback on is the survey tool so we can begin to implement the survey in February. The survey has been repeatedly delayed which has created difficulties for the state and are working to complete this with the Planning Council. This can fulfill the Part A requirements and the SCSN and Integrated Plan requirements in one effort so the product can be a stronger product.</p> <p>C. Tomlinson asked that if the CHPS committee is supposed to help with the integrated plan they would like a seat at the table. R. Furrow shared that there was an invitation to the meeting for everyone here to have a seat at the table. C. Tomlinson is concerned as to whether we are working on the Integrated Plan, the Needs Assessment or the SCSN.</p> <p>C. Tomlinson did not think that the SCSN and the Part A Needs Assessment was coordinated in a manner to work together.</p> <p>C. Albrecht asked for a project plan that described who was responsible for what and a timeline for those items allowing for people who want to be involved to get involved.</p> | <p>Motion to Extend the meeting for up to 30 minutes.</p> <p>Motion: E. Moore</p> <p>Second: C. Tomlinson</p> <p>In Favor: R. Furrow, C. Tomlinson, C. Albrecht, E. Moore.</p> <p>In Opposition: None</p> <p>Abstentions: None</p> |

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|-------------------------|--------------------|----------------------------|
| Parking Lot Items | None at this time. | Discussion Only. No Action |
| Current Event Summaries | None | Discussion Only. No Action |
| Call to the Public | None | Discussion Only. No Action |

SCHEDULE OF NEXT MEETINGS

| | | | |
|-------------------|------------|---------------------|----------|
| February 23, 2021 | 12:30 p.m. | Executive Committee | VIA ZOOM |
| February 23, 2021 | 2:30 p.m. | Planning Council | VIA ZOOM |
| March 30, 2021 | 10:00 a.m. | TEAM Committee | VIA ZOOM |
| March 30, 2021 | 12:00 p.m. | CHPS Committee | VIA ZOOM |
| March 30, 2021 | 2:30 p.m. | STaR Committee | VIA ZOOM |
| April 27, 2021 | 12:30 p.m. | Executive Committee | VIA ZOOM |
| April 27, 2021 | 2:30 p.m. | Planning Council | VIA ZOOM |
| May 25, 2021 | 10:00 a.m. | TEAM Committee | VIA ZOOM |
| May 25, 2021 | 12:00 p.m. | CHPS Committee | VIA ZOOM |
| May 25, 2021 | 2:30 p.m. | STaR Committee | VIA ZOOM |

Adjournment

11:59 am

Signature:


Randall Furrow (Jul 16, 2021 12:33 PDT)

Email: randallfurrow@aol.com

Jul 16, 2021







2021.1.12 Executive Committee

Final Audit Report

2021-07-16

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|-----------------|--|
| Created: | 2021-07-16 |
| By: | Michael Koran (michael@collaborativeresearch.us) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAASj3k7TPuDxiwZjMKDfIkIXavcTN9GPk0 |

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