



Training, Education and Membership (TEAM) Committee

Chuck Albrecht, Committee Chair

Tuesday, July 26, 2022

10:00 pm to 11:30 am

ZOOM digital meeting

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

4041 N. Central Ave

Phoenix, AZ 85001

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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. A vote may take place regarding this agenda item.

II. Review and Approval of the Minutes and Action Items

The committee will review the summary minutes of previous meetings from May 24th, 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:* Adding an EHE Virtual Learning Coordinator Position with Learning Management Software expertise – developing standards and onboarding training within the next year. If interested, this could be a good resource for TEAM for later in the year.
- *Designing for the margins:* Starting our third-tier care coordination pilot with 50 calls this month. Priority is 42 individuals who are self-managed and not virally suppressed. This pilot will check in self-managed clients, let them know we care, and offer to refer them to services if they need anything. Pilot information will be presented to CHPS. Depending on the outcome, may lead to requests for STaR review.
- *Engaging the community:* The EHE team has started creating a technical assistance set of offerings and requests for the 7 community health centers with HRSA funding for PrEP and HIV testing.
- ESCALATE: Cultural Humility and Antiracism Technical Assistance

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.*

AGENDA continued

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.

- New Member Orientation
- 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.

VIII. Planning Council Recognition

The committee will discuss ways to give back to Planning Council Members for their contribution and recognition of the value they give to the Council.

IX. 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.

X. 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
- Discuss options for non-member, Part A consumer involvement
- Update on purchase of promotional materials
- Update on Spanish language materials

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.

- 2022 PHX PCAT

XII. Determination of Agenda Items for Next Meeting

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

XIII. 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.

XIV. 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 **September 27, 2022** 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 - 2022.07.26 TEAM COMMITTEE MEETING AGENDA.pdf
- (II.) – Review and Approval of the Minutes and Action Items**
 - 02 - 2022.05.24 TEAM Committee Minutes (PENDING APPROVAL).pdf
- (III.) – Chair Update**
 - No Attachments
- (IV.) – RWHAP Part A Recipient Update**
 - No Attachments
- (V.) – Review and Manage Membership Application Process**
 - No Attachments
- (VI.) – Review and Manage Planning Council Training**
 - 03 - Draft Peer Mentor Job Description 7-12-22.pdf.
- (VII.) – Review and Manage Planning Council Membership Attendance**
 - No Attachments
- (VIII.) – Planning Council Recognition**
 - No Attachments
- (IX.) – Review Membership Matrix for Compliance with Federal Mandate**
 - 04 - Reflectiveness Matrix.pdf
- (X.) – Develop a Membership Recruitment Campaign**
 - 05 - PC Flier
- (XI.) – Review and Resolve Parking Lot Items**
 - 06 – JULY TEAM 2022 PHX PCAT

Members and guests of the Planning Council may attend either 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.