



Executive Committee

MEETING SUMMARY

Thursday, October 6, 2022, from 2:00 PM to 2:42 PM
 Videoconference via Zoom: <https://zoom.us/j/84694719298>
 Teleconference: (929) 205 6099 / Meeting ID: 846 9471 9298#

Present	Excused Absences	Unexcused Absences
1. Dr. Robert Johnson (Chair) 2. Ketlen Alsbrook 3. Cezar Dumago (Secretary) 4. Joann McEniry (Co-Chair) 5. Patricia Moore (Treasurer) 6. Sharon Postel (Non-Voting) 7. Vieshia Morales 8. Aliya Roman (Non-Voting)	9. Dr. Ann Bagchi	10. Warren Poole

PC Support Staff: Carla-Ann Alexander and Juanita Vargas

Meeting Summary

- **Corrective Action Plan and Bylaws Discussion** – purpose of meeting is to create a procedure for alignment with recommendations given by HRSA regarding the Bylaws
- HRSA has requested a process/plan for rolling-out members/appointments that have exceeded five terms and are affiliated and a general plan to recruit new Planning Council members
- Members strategized on how the process and timeline will potentially look and advised to:
 - Change the by-laws from 3 to 5 term limits
 - Give Chairs 1 year to train a replacement
 - Identify a percentage of members to be rolled off annually was explored while recruitment occurs
 - Attend all County EIRC meetings as a recruitment strategy
 - Develop a clear grid depicting specific seats, positions, end of term, and targeted outreach
 - Survey current members to get a better understanding of what motivates members to join and stay on the PC
 - Create a transition plan that included a timeline for the roll-out, recruitment timeline, and training of new members
- PC membership was reviewed during the meeting, focusing on long standing members, attendance, and accuracy of the document, and ensuring the accuracy of the information

Key Next Steps

- To have and/or create a very concise timeline which clearly demonstrates a realistic roll-out of long-lasting members
- Update Bylaws changing the terms from 3 to 5
- Create a recruitment strategy for new members with a clear strategic plan