

**Meeting of the OSAC Time Limited process Subcommittee**  
**Tuesday, May 16th, 2023**  
**Microsoft Teams**  
**Virtual meeting**  
**2:30pm**

**ATTENDANCE**

Members present: Russell Melmed, Rudi Marconi, Erica Teixeira, Jeanne Milstein, John Lally, Maureen Nicholson

Members absent: Attorney Timothy Birch, Kyle Zimmer, Dr. Mehul Dalal

Visitors/Presenters: Chris McClure, Katie Ramos

Recorder: Katie Ramos

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
<b>Welcome &amp; Introductions</b>	Jeanne Milstein welcomed all in attendance	Noted
<b>Review agenda</b>	Agenda reviewed	Noted
<b>Reviewed Revised Process</b>	Jeanne asked for motion to approve minutes, Erica Teixeira made motion to approve, John Lally seconded, All in favor of meeting minutes from 4/18/23	Approved
<b>Committee Discussion</b>	Committee reviewed revised draft process flowchart. Katie discussed bottom portion of flowchart pertains to the legislation and statutory requirements which limit the OSAC ability to remove steps. Discussed the referral subcommittee being embedded in ADPC subcommittees. John sought clarification regarding role of embedded OSAC referral subcommittee, clarification provided. Referral subcommittee will take summarized recommendation to appropriate ADPC subcommittee and review the recommendation, once ADPC reviews, recommendation would be passed along to research and data evaluation to determine if recommendation is an EBP/promising practice. Katie discussed establishing a recommendation form to present to the OSAC and to track the recommendations received. Discussed having the ADPC subcommittee present recommendation to research and data or if needed, adjust the flow chart to have the Referral subcommittee member report the recommendation to research/data. Russell sought clarification on how the ADPC would report to OSAC and reiterated the focus is to streamline the process and not have recommendation get held up. Clarification provided based on flow chart would appear Finance/Compliance would report recommendation to OSAC; Chris also discussed the probability of this process requiring a few trials before we could establish the most effective process. All in agreement. Chris discussed the OPM and AG's process, provided estimate of timing and reiterated the need to have the right people weighing in on the process to ensure the recommendation moves through the steps most efficiently. Russell noted that the fewer recommendations that get kicked back from OPM the better. Jeanne raised the idea of establishing timeframes for the other subcommittees. Committee agreed, suggestion was made to follow the time frames similar to General Assembly as a start, committee agreed they could be adjusted if needed. John provided insight into the ADPC subcommittees and presented the idea of having the ADPC subcommittees develop a list of areas that might be most important to focus on and could identify recommendations to help fast track the process. Committee in agreement. Committee suggested revising the narrative version of the process to incorporate the step, if OPM rejects the recommendation to identify where the recommendation would go from there.	Noted
<b>Next steps</b>	Revise the process narrative, develop a draft recommendation form to review at next meeting 6/20 2:30-4pm	Noted

**NEXT MEETING** –Tuesday, June 20, 2023, 2:30-4pm via Microsoft Teams

**ADJOURNMENT** –Tuesday May 16<sup>th</sup> adjourned at 3:20pm