

Consumer Advisory Council
Membership Committee Orientation
Meeting Minutes
 July 7th, 2020

| Meeting Date | Meeting Time | Location |
|--------------|------------------|----------|
| July 7, 2020 | 3:00 – 4:00 p.m. | Zoom |

Participant Name and Attendance

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|---------------------------------|---|-------------------------|---|-------------------|---|
| Jeffrey Beadle | | Christiane Pimiental | | SB Chatterjee | X |
| Terry Nowakowski | X | Alan Cocker | X | Adrienne Benjamin | X |
| Robert Krzys | X | Taylor Edelmann | X | Peggy Lampkin | X |
| Ann R. Smith | | Soneprasith Phrommavanh | X | Andre L. McGuire | X |
| Velandy Manohar | | Daniel C. Ogbonna | X | | |
| Others Present | | | | | |
| Terry Gerratana (OHS) | | Ormand Clarke (OHS) | | | |
| Leslie Greer (OHS) | | | | | |

Meeting Information is located at: <https://portal.ct.gov/OHS/SIM-Work-Groups/Consumer-Advisory-Board>

| | Agenda | Responsible Person(s) |
|----|--|-----------------------|
| 1. | Welcome | Robert Krzys |
| | <p>Call to Order The meeting of the Consumer Advisory Council (CAC) Membership Committee Orientation was held on Tuesday, July 7th on Zoom. Robert Krzys chaired the meeting. The meeting was called to order at 3:03 p.m. Robert Krzys welcomed the new members and expressed concern that we're meeting via zoom opposed to an in person meeting. He encouraged the new members to call or email any questions or suggestions.</p> | |
| 2. | Duties of Members; Standing Committees and Bylaws Review | Robert Krzys |
| | <p>Robert Krzys encouraged the new members to familiarize themselves with the bylaws and highlighted the most important sections during the onboarding process.</p> <ul style="list-style-type: none"> • Section 2 Article I: Goals and Objectives The goals and objectives of the CAC are to: <ul style="list-style-type: none"> ○ Provide feedback to the Office of Health Strategy (OHS). In order to do that we have to plan and engage consumer engagement activities, review and consider the input gained from the activities and share those strategies with OHS. As OHS rolls out the agenda and statutory requirements it will ensure OHS has the consumer voice front and center. • The duties of CAC is to: <ul style="list-style-type: none"> ○ Develop a comprehensive plan for consumer engagement ○ Report the plan to OHS | |

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| | <ul style="list-style-type: none"> ○ Identify the gaps and inequities in healthcare services and the needs developing in various communities in CT. ○ Select a diverse membership that meets the general parameters of requirements as outlined in section 2, article 3. <ul style="list-style-type: none"> ● Article V: Committees <ul style="list-style-type: none"> ○ There are currently two standing committees: The Consumer Engagement/Outreach Committee meeting will be held on Thursday, July 9th. New members are encouraged to contact Terry Nowakowski if interested who will contact the chair Dr. Velandy. Monahar. The committee is looking to find a program regarding what’s happening at nursing homes, assisted living facilities and outreach and examination of the short fall of services in the LBGTQ community. The Bylaws Committee – does not meet often due to the bylaws recently being completed within the last four months. ○ Membership Committee - determines the onboarding process. ● Section IIB: Ad-Hoc Committees <ul style="list-style-type: none"> ○ Ad-Hoc committees can be convened at any time by the chair or vice chair. If you have an issue you feel is not being properly addressed fully enough within the overall consumer engagement plan, or if you feel something has to be raised and reported out to the committee to make suggestions. ● Membership Guide <ul style="list-style-type: none"> ○ The membership guide details the members responsibilities i.e.; what are your expectations for you, the council and each other. | |
| 3. | OHS Overview | Terry Gerratana |
| | <ul style="list-style-type: none"> ● Terry Gerratana discussed via presentation on the overview of the Office of Health Strategy. <ul style="list-style-type: none"> ○ Vision of OHS, how OHS promotes better health, strategic plan and values. ○ Brent Miller of OHS along with two other agencies will do a presentation at CAC’s 7/14/20 meeting on the Health Enhancement Communities (HEC). ○ Provided brief overview of OHS three teams: Health Systems Planning Unit, Health Data and Analysis unit, and the Health Innovation unit. ○ Terry Gerratana will share the presentation with members. ○ The Community Engagement Outreach unit is formed of Laura Morris, Terry Gerratana and Leslie Greer who collaborates with CAC. Terry Gerratana is the Liaison, so please contact her with any questions. There are times they will call upon the advisory council to help out with focus groups or other work the unit is working on. | |
| 4. | Membership Guide and Conflict of Interest | Terry Gerratana |
| | <ul style="list-style-type: none"> ● Terry Gerratana provided an overview of the conflict of interest Article VII Section 1. ● According to the bylaws every member is required to sign a conflict of interest disclosure form. ● Once disclosed, the individual can choose to abstain from a vote or be recused from a discussion. ● Conflict of Interest forms can be downloaded, signed and emailed to Terry Gerratana or mailed. | |

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| | <ul style="list-style-type: none"> The membership guide provides an overview of the mission, background information on OHS, and gives an overview of what is expected as a member. If any new member would like to receive calendar meetings Terry will send. There will not be a CAC meeting in August, however, committees of the CAC can meet at anytime throughout the year. If you have previously signed a conflict of order for OHS's other committees it will still stand. Andre McGuire and Adrienne Benjamin are interested in joining the Consumer Engagement/Outreach Committee. |
| 5. | Questions & Answers |
| | <ul style="list-style-type: none"> None |
| 6. | Adjournment |
| | Robert Krzys |
| | <ul style="list-style-type: none"> Terry Nowakowski welcomed all the new members and looking forward to meeting everyone face to face. Please feel free to contact Terry with any questions. |
| | <ul style="list-style-type: none"> Robert Krzys informed the new members the Consumer Advisory Council generally has funds made available to it through OHS for a consultant. The consultant assists CAC in planning and excuting outreach events or procedures the council would like to do. Amplify Inc. was the consultant for the last year and their contract ran out. Quyen Trong from Amplify, Inc. worked with each of the committees. Going forward CAC will put emphasize in coordinatinig with OHS. |
| | <ul style="list-style-type: none"> Terry Gerrantana confirmed a consultant has been selected and currently being negotiated. The new consultatnt will be on board soon. Terry Gerrantana will notify CAC ASAP when the candidate has been chosen. The vendor works quite a bit with the community outreach efforts. Whatever agenda CAC develops, the vendor will help make it so. The consultant will attend all meetings. |
| | <ul style="list-style-type: none"> Meeting adjourned at 4:00 p.m. |