

**APCD Data Release Application Review Workgroup**

**DRAFT Meeting Minutes**

**December 9, 2024 | 10:30– 11:30 a.m.**

[TEAMS Meeting Recording](#)

**ATTENDANCE**

**BY ELECTRONIC DEVICE:**

Dr. Pat Checko

Olga Armah, OHS HITO

Michael Fields

Lisa Freeman

Michael Giralmo

Andrew Gerber

Lisa Douglas

Justin Peng

**IN PERSON:**

N/A

**ABSENT:**

Michael Giralmo

**Supporting Staff:**

Tina Hyde, OHS

Paul Brady, OHS

**WELCOME AND CALL TO ORDER**

Dr. Checko welcomed the group and called the meeting to order at 10:30 am.

**Discussion**

**Workgroup Goals (what we heard from members):**

- Revitalize the existing DRC application
- Allow it to be a standalone application; so we don't have to bring the applicants in to explain what they are looking for.

**Feedback/Considerations for revitalizing the application:**

- There is an opportunity to expand the information available on the application
- Can be a more direct focus on questions
- Reasonable to ask for 500 words for non-technical description
- Include usage of APCD data for publication
- More checked boxes=less interpretation

**Action Items**

- Complete the [doodle poll](#) with your preference to schedule a meeting cadence for 2025. Please complete by Tuesday, December 31.
  - The Workgroup will plan to meet for approximately 6 months (can always reassess)
  - ~1 hour meetings
  - looking at the 3<sup>rd</sup> week of the month

- Compare Massachusetts + CT Applications and review each of the components and look at how we may be able to strengthen that (attached to email)

**Reference:**

Reference is the DPH Human Investigations Committee application:

<https://portal.ct.gov/dph/communications/services--programs/human-investigations-committee>

*\*In accordance with FOIA requirements re: meetings held by solely by electronic-means (remote) R= attended remotely, IP= attended in person, X= unable to attend*