



STEERING COMMITTEE

Tuesday, January 26, 2010

2:00 pm. to 3:00 p.m.

Pasteur Medical Building

Oklahoma Commission on Children and Youth

1111 N. Lee, 5th Floor, Oklahoma City, OK

Agenda

Attendees: Connie Steffee (OHCA), Sandra Stokes (DRS), Ray Bottger (DMHSAS), Rhonda Carneiro (OSF), Fred Cantrell (OSF), Connie Schlittler (DHS), Jack Chapman (OCCY), Dan Ingram (OCCY), Lealah Shahin (OCCY), Michael Walsh (OCCY), TJ Woods (OCCY)

I. Call to Order

Sandra Stokes

Sandra Stokes called the meeting to order at 2:00 pm.

II. Data Repository

TJ

TJ – We have taken the data repository and put it out on the OSF server so we can now take a look at it and see how it's running. We have done a round of testing and we got some really good positive feedback. I was actually hoping Shailendra would be here so he could give you all some feedback since he got to see it, but if you want to see it we have it set up here.

Ray – I know Shailendra came back and said it worked just fine, he said it went really well.

Connie Steffee – Great! Who else was at the testing?

Connie Schlittler – Loretta Kao went from DHS.

TJ – And Carrie Zimmerman came for the second round. Right now we have it set up on their server, it's not open to the public right now, but this is what we have set up.

commences short presentation

TJ – Any questions? I can pull this up anytime you want, and let you log in and play around; it's just limited right now so I'll have to hook it up on the computer for you.

Jack – What's next, TJ?

TJ – Well, we have it all on one server at OSF for testing purposes, next we need to split it up to the three different servers. The servers are there, now we just have to break it up into the different parts and configure it. Then we just have to finish the uploading procedure.

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Dan – We can effectively go live without the upload procedure, we can use this even if we’re hand delivering CDs the first month. There is a hiccup as far as the file sizes go with the initial upload process we had; so we’re looking at alternative options for uploading. The other thing is the security certificate, because we want this on the join.ok.gov access path, which is housed on OSF; so we have a meeting with Bob Howard over at OSF to move okkids.org over to OSF. So basically, we can’t go live until we have it secure.

Jack – So about how long are we looking at?

Dan - It shouldn’t take too long, we have a meeting with Rattan tomorrow, and should have more information to update you with then.

Connie Steffee – What agencies do you have live data from?

Dan – The only live data we have from agencies right now is from WIC.

Connie Steffee – How many agencies are prepared to give live data?

Dan – TJ?

TJ – I know that several agencies have asked me about the format and when they should start sending data. I have been working with Shailendra at ODMHSAS to get their data ready, and at least two other agencies have inquired about when we would be ready for test data, but I can’t say right off the top of my head exactly how many are actually ready to send data.

Fred - Is there a testing process in place? I think several months ago we were talking about this; as each agency prepared data you could trial and test it to make sure the process went well and the kinks were worked out.

Dan – that’s been provided, because we have received uploads from which agencies, TJ?

TJ – I think 10 agencies have uploaded.

Dan –10? Well I know that Rattan has generated dummy data for the purpose of testing the upload procedure and that has been placed into the xml schema for testing purposes, such as making sure that the dummy data is not available to other agencies on the data repository.

Sandy – Anything else?

Fred – Oh, one more thing, I should have called before, but the pilot agreement between JOIN and OSF... we’re past that point, so we need JOIN to sign off on the completion report to close out the first agreement since we have the new agreement in place. I was just wondering if you had forwarded that to Mrs. Smith so she may go over it?

Dan – You know, I thought I had, but I may have forwarded her a different one from a different project. I remember that came around the time we were moving, so let me follow up on that.

Fred – Okay.

III. Brochures

All

JOIN

JOINT OKLAHOMA INFORMATION NETWORK

Mike – I don't know if everyone has a copy but, we were talking about having our brochures strictly for the resource directory to help promote that through SoonerStart and the 211s.

So instead of supplying them with brochures that have two parts that are not really applicable to them, we decided to make one strictly for the resource directory. So we have printed this off and if everyone is in agreement then we can go ahead to printing them off so that we can distribute them.

Sandy – Has everyone had a chance to go over the proofs?

Connie Steffee – I'm going to go ahead and say that I think there needs to be some changes in the verbage here.

Mike – Okay.

Connie Steffee – Like here on the last paragraph of the first panel, I think it may be with the comma placing, but I just think it needs to be worded differently like “If the information you need is not here, we are adding more daily”.

Ray – Yes, I think there are like three different sentences here.

Mike – Maybe we can just do away with the last paragraph and add it to the question and answer section.

Connie – We don't have to talk about the capitalization and stuff; but my point is, I absolutely love it, and it's a great resource for people. I have people inquiring about it all the time that aren't directly related to JOIN, and I think this would be great to give to them. I would just like more time to go over it more closely because we don't want to print and distribute it, then go “Oh, this doesn't make any sense”.

Mike – Do we want to wait another whole month before we do this?

Connie – No, I think we could perhaps do something like with some changes we could accept it?

Connie Schlittler – We could vote on it, and just say that with changes we accept this.

Fred – Well, does anyone want to know what Connie is wanting to change on this?

Ray – Yes, that is what I was wondering.

Connie Steffee – Oh, yes, of course, we could email it. Most of it is just basic things, like added words, capitalization and stuff like that. But definitely we can send a copy before finishing.

Mike – Oh, yes those sorts of things will definitely be edited before going out.

Dan – Okay, so let's say anyone that would like to make some changes send Lealah an email in a week and then we can redistribute them?

Mike – Well, yes, but as soon as possible.

Ray – Yeah, let's just send Lealah proposed changes and she can email them out to the group.

Sandy – Okay, so is everyone comfortable with going ahead and voting to authorize that yes, we're going to accept the brochure itself, but with minor changes that will be agreed upon.

Mike – Can we put a timeline on this, like two weeks?

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Sandy – Yes. Okay, do we have a motion, since this is an action item, to authorize to go ahead and do that?

Connie Schlittler – I make that motion.

Ray – I will second.

All ayes.

Sandy – Okay, looks like you get to print brochures, and can everyone get that done in two weeks?

Connie Steffee – Could I get that in electronic format? That would make it go a lot quicker, if I didn't have to retype the whole thing.

Dan – Yes, you can.

IV. Web Hits Report

Mike

Sandy – Web hits, Mike did you want to table that for next time?

Mike – Yes, I will have that for you next time.

V. 211's/Resource Directory

Mike

Sandy – Resource directory, Mike, anything new on that or should we table it, as well?

Mike – No, I have just an update. We have restarted communication with Lori, as you know our ftp server went down. So now we have it back up and are communicating again. We had some problems with our website, but that's all back up and running so we have been in constant communication. We are now updating all the 211s with the new and improved follow-up format via IRis. We have almost finished all the 211s, we have two left. We have also set a tentative date for May 1st, for going live with IRis 4.0 for the call centers that are ready for it. As of now, most of them have SQL and IRis 4.0 installed; we're going to be getting started training probably next month and a lot of that is being headed by Lori Linstead, which is good because she is in a lot more close communication with them than we are. And... that's about it. We're finally getting to that IRis 4.0.

VI. New Business

All

Sandy – Okay, any new business?

Connie Steffee – I don't know if this is new business, but we were talking about where we were going to be holding our meetings for the rest of the year.

Connie Schlittler – Can we have them here? Covered parking!

Dan – Well, yes we would like to have them here if that is okay with everyone?

Connie Steffee – Yes, I just wanted to make sure so I could release the room at Lincoln Plaza.

Agreement from everyone.



Connie Schlittler – I have brought brochures from our lecture series, I wanted you all to see these opportunities, we will be having a technology speaker next couple of weeks. Then we also will have John Hockleberry, he has a radio station and will be coming to speak from KOSU and he will be at our governor’s conference. And there is the women in leadership conference for our ladies, that’s a \$50 registration if you’re interested. And also I think I talked about bringing our annual report to this meeting, so I have that and any extras can be left in here in case Lisa or anyone from the Commission wants to take a look.

Sandy – Thank you, very nice! Anything else?

Dan – Well I would like to thank Rhonda for all the intense and hard work she has done for JOIN, and today will be the last meeting she’s attending so thank you.

Rhonda – Absolutely, I have enjoyed it.

Sandy – Thank you! Are you jumping up and down?

Rhonda – Well, I’ve got plenty to keep me busy.

VII. Next Meeting Date

All

Sandy – Okay, well I have the February 16th down for our next meeting date, is that okay with everyone?

Connie Schlittler – Day after a holiday though... those are hard to overcome.

Connie Steffee – Well we do have a hard time with attendance after a holiday.

Sandy – Well we can do the February 23, if that’s better for everyone?

Agreement
February 23, 2010

VIII. Next Meeting Agenda Items

All

Sandy – If anyone has any agenda items, just email Lealah and she can put them on the agenda.

IX. Adjournment

All

All adjourned at 2:36 pm.