



STEERING COMMITTEE

Tuesday, July 21, 2009
2:00 pm. to 3:00 p.m.
Lincoln Plaza Office Complex
Oklahoma Health Care Authority
4545 N. Lincoln Blvd., Oklahoma City, OK

Minutes

Attendees: Connie Schlittler (DHS), Sandra Stokes (DRS), Connie Steffee (OHCA), Ray Bottger (ODMHSAS), Dan Ingram (OCCY), Lealah Shahin (OCCY), TJ Woods (OCCY)

I. Call to Order

Sandra Stokes

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

II. P&C Update

All

Dan – Most specifically talked about the bylaws, we have some sample bylaws that we can go over; has everyone received those?

Connie Steffee – I'm not sure I'm receiving all the emails; I have everything except for the bylaws and another email that I'm missing, so I may not be the person to ask.

It was affirmed that bylaws were not sent out yet, but that we will send out a standard set of bylaws that Mike found which could be used with a little modification.

Dan – we also spoke about dissolving the P&C and Technical Committees and perhaps just have a subcommittee designated by the Steering Committee, that way we don't have everyone come out every meeting just for updates. We think this will be a good way to encourage participation.

Spoke a little about advertising, we need to get some paperwork passed through OHCA to approve spending, our finance officer has been out but she will pass some paperwork over that we will pass to you.

Connie Steffee – We spoke a little bit about going to the fair

Dan – Yes, though we have not seen the fair as being a big benefit compared to the expense of setting up a booth.

Connie Steffee – Yes, but we had discussed maybe sending some brochures along with another agency for JOIN.

Dan – Absolutely

Ray – I’m assuming we’re going to do the big booth like we have in the past.

Connie – It would be really cool if DMHSAS took some brochures from JOIN and put them on the corner of your booth.

Ray – It’s such a resource drain to have people from all over the agency there to run the booth.

Dan – That’s why we have shied away from it, as well, a lot of our people from the agency and from the Steering Committee have pitched in.

Ray – Yeah, it seems, however, that when JOIN first did it, that Richard had thought that it helped the website traffic some; like the stats had shot up because that was the first type of advertisement we had done for JOIN.

Dan – Yes it had at the time, though I’m not sure how the booth was set up and how that relates to the increase.

Ray – All we had were people passing out brochures, we had talked about setting up a user interface with computers, that probably would have been better, but that was a couple of years ago.

Dan – Yes, that was before I was here, we did it again awhile back and we did have the computers set up and we also had a full page ad in the fair’s program and there wasn’t even a noticeable bump in the web stats then.

Ray – But then we had the bus ads.

Dan – Yes and that made everything else look ridiculous there was such an increase.

Ray – I don’t know how we would go about picking out a better spot, but the spot we had the year I did it was just horrible.

Connie Steffee – well if you’re going to set up the booth this year, I’m sure there may be an increase if you take some brochures with you.

Ray – Well we usually have a nice big spot, but I haven’t heard anything about it this year, it may be a cutback, I’m not sure.

Connie Steffee – We may be going we’ve tossed around the idea some and have been looking into the cost of setting up a booth.

Ray – Well usually they would have asked about volunteers by now, but I haven’t heard anything. Usually have heard about training and such by now, but I haven’t heard anything yet.

III. Tech Update

Data Repository

TJ

TJ – We’ve got the wiring of the database set up for the most part, we’re just waiting on data imports to see if we need to change the format. Scott is working on the front end of it, Mike and Dan got to see a little bit of what he’s been working on, so he’s actually getting it to where we can see some actual progress now.

Dan – We’re putting together the SLA’s with OSF to put together the virtual servers with them. We’ll have a piece of their SQL Server cluster and an app server and a web server. This set up is so that the information can remain hidden and it looks like OSF has really put into consideration all the security settings and have put that as a forefront. It’s looking pretty good, we just met with Bob Howard at OSF last week and we’ll keep you posted on how that goes.

Eligibility Questionnaire

Dan

Dan – As we proceed with the Data Repository with Rattan we’re looking at wrapping that up and going live in December, we are looking at shifting our focus back to the

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eligibility questionnaire. I spoke to some of DHS' staff and I did get some of the coding for the website and I haven't had a chance to take a look at it yet. We will be refurbishing our questionnaire as soon as we're done with the data repository. That will be done with this group, especially if we dissolve the P&C and Tech committee and look at creating subcommittees.

IV. 211s

Mike

Dan - We have quite a bit of activity here, Bartlesville has shut its door and Tulsa is taking all its calls. We have taken the SQL license for Bartlesville to DHS for Lori Linstead, but the problem with that is that they do not have an IRis database license, and JOIN does not take caller information. JOIN takes only resource data, but what Lori needs is caller information so we're going to provide Lori with that license which will help out the 211's and will help out JOIN. And this will also help with data support so that if we ever need data and are not able to get it from the 211's we will be able to get it from DHS. Any questions?

Connie Steffee – Has OHCA given you all the data you need?

Dan – (to TJ) Has anyone from OHCA spoken to you or Scott?

TJ – not that I specifically know of, I'll have to check my email.

Dan – They have sent out the xml schema and it seems like everyone wants to participate and seems to like it. I know that DMHSAS is willing to participate at least with the test data though there are some confidentiality issues that can be a little tricky, but that's really great news.

V. New Business

All

Sandy – Any new business?

Connie Steffee – Thank you for all the sugary stuff!

Sandy – That's what we need to do is let people know **if they want brownies they better come next time.**

VI. Next Meeting Date

All

August 18, 2009 at 2:00 pm

VII. Next Meeting Agenda Items

All

Need a Quorum

Dissolving of standing committees, as needed project-orientated committees.

VIII. Adjournment

All

Sandra Stokes adjourned the meeting at 2:23 pm.