



STEERING COMMITTEE

Tuesday, August 18, 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: Dr. Edd Rhoades (OSDH), Shailendra Kumar (ODMHSAS), Connie Steffee (OHCA), Fred Cantrell (OSF), Drew Naccarato (OKDHS), Rebekah Zahn (ODOC), Jack Chapman (OCCY), Dan Ingram (OCCY), Mike Walsh (OCCY), TJ Woods (OCCY)

I. Call to Order

~~Sandra Stokes~~

Jack called the meeting to order at 2:05 pm.

II. P&C Update

All

Bylaws

Mike – In the P&C Meeting We took a very generic set of bylaws and adapted them to us and changed them to fit our needs. I think this will work, so this is why we're presenting them to see if anything is missing or if any articles need to be added, clarified, or changed.

Connie – Needs members may be added by state agencies on the Interagency Agreement or mandated by the legislature, where it says the following groups or agencies?

Mike – What do you mean by groups?

Connie – Well when you say members I see it as me, members added because they're mandated by the legislature or on the Interagency Agreement, it says on the second page, "the following groups"...

Mike – Good point, it should be new agencies.

Connie – Whatever you call them, you should just be consistent throughout the whole thing, either groups or agencies.

Drew – Is The University of Health Sciences technically an agency?

Mike – That was originally put on there for OASIS, I didn't know whether or not to drop it.

All – Maybe agencies or entities?

Drew – I'm fine with agencies in general I just don't know that The University of Health Science would call themselves an agency.

Connie – Could we say agencies or related entities? I don't think you would want some advocacy group to just come in. There should be an approval process.

Drew – State entities should work.

Mike – On the last sentence of that article you want it to say state entities as well.

Connie – Is the official form called Interagency Agreement? Cause we have partners that deal with us that have Interagency Agreements but are not actually a part of us.

Jack – I think the original document is called the Interagency Agreement.

Dan – If that is for the purpose of OASIS who is not a part of us anymore and they never signed the data-sharing agreement because they weren't sharing, if they're not mandated by statute why don't we just drop them? That way we can stitch it all together.

Drew - And then we can just leave it at state agencies.

Dan – Yes then the only participating agencies would be those by legislative mandate.

Mike – Does everyone agree with that?

Drew – So these aren't all by legislative mandate?

Mike – Actually there was only originally eight; these are the original eight or other agencies that have signed the Interagency Agreement.

Connie – In the summary of House Bill 1391 they are referred to as entities, by the way.

Dan – You have the legislative documents there that show that?

Connie – Yes I do and it shows eleven and they have consumer representatives too.

Drew – This could still be a list of state agencies because everyone on that list is a state agency.

Connie – I think what they meant by consumer representatives were the consumers/ users who would be using the database who would be state agencies anyway; was anyone here? Does anyone know?

Drew – I thought that probably meant, that at the time they were talking they would have input about the design and we would be sharing data with them or they would be sharing data with us.

Mike – One of the implications of the bill was to have a single point of entry, to have eligibility requirements fulfilled therefore people would be using it according to the legislative would be actually the public.

Drew – So have they signed some other agreement than the Interagency Agreement?

Mike – Well the Interagency Agreement is for sharing data.

Connie – Actually it says the system shall be implicated through the Interagency Agreements.

Dan – This is off topic but OESC was not originally listed by the legislature was it?

All - No

Drew – So does there need to be some other criteria for adding new members?

Jack – I would say new entities can be added by Interagency Agreement or by mandated state legislation and consumers may be added by majority vote of the Steering Committee. They can be appointed by the Steering Committee for a certain timeline. You wouldn't want to get one person on there for the whole entire time.

Mike – The consumer may be appointed by a majority vote of the Steering Committee that is not to exceed 2 years?

All - They can be appointed or removed by majority vote.

Mike – on article III “...”

Connie – so article V adds the vice chairperson appointed by the chairperson?

Mike – Yes, because it's been relatively difficult to get someone to be the chairperson, so a second one will probably be equally difficult if not more so.

Jack – Any other discussion on the bylaws?

Mike – Article VI the subcommittees – as far as dissolving P&C and Tech because there is currently nothing they're advising on.

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Dan – This article dissolves the standing subcommittees, P&C and Tech, and creates subcommittees for special projects, as needed, we hope to improve the attendance for the subcommittees instead of dragging everyone out for a meeting about updates which is typically a Steering Committee meeting.

Drew – Is the chairperson a voting member?

Mike/Dan – Yes

Mike – Should it just be put under the members section?

Drew – You could put it under article IV where it talks about the chairperson.

Mike – The chairperson shall be a voting member of the Steering Committee while presiding over the meetings.

Drew – And if in their absence or any members' absence they can send someone else in their place; like I'm here for Connie Schlittler?

Mike – That's under membership "... " so like in your case Connie would send an email to the Steering Committee secretary, Lealah, and that would qualify.

Dan – So do we want to vote on having the bylaws accepted as amended or do we need to wait for next month to present them?

Jack – Normally you would put the bylaws out there initially, you view them, make changes and then vote on them the next month.

Dan – Okay, in that case, do we want to vote on dissolving P&C and Tech Committees and converting P&C to a special By-laws Committee?

Everyone at once – Let's finish the bylaws first.

Dan - ... what about for now just officially disband the committees until a special task comes along, such as an advertising campaign that may be coming along soon?

Jack – Does anyone object to that?

Drew – Should anything be said in here about how the committee should be dissolved? Is it only by legislative mandate?

Jack – That would be a good question for the subcommittee to look at. Who is P&C?

Dan – We really don't get a lot of participation.

Jack – Since that's just a subcommittee, you probably don't need to meet in person, I would just use the changes you've already made, Mike, and ask for comments and recommendations and resubmit that, and then I would set a deadline a couple weeks before the next Steering Committee Meeting and send them out and say we're going to vote on this.

Drew – So should it say in the bylaws under the subcommittee section about dissolving the committee, and not just starting it?

Jack – Yes, something like upon completion of the task.

Mike – Yes, it doesn't say that but I thought that's what we were thinking of.

Connie – Let the Steering Committee vote on the dissolution of the committee, I just think it would be more official.

Dan – They created it and they can dissolve it.

Jack – Okay, so just make the changes and then you can email it out to the bylaw committee, and then you all look at them and see if you can think of something else and we can vote on them at the next Steering Committee.

III. Tech Update

Data Repository

TJ

TJ- the database itself seems to be complete maybe some minor tweaks on the tables, Scott's been working on the user interface, and he will be coming out tomorrow to demo the search interface for us, so we're starting to get into the stuff we can see now.

Dan – If anyone would like to see that, they will be at OCCY at 2:00 pm tomorrow.

Connie – Do you have plans to bring that forward and to the Steering Committee.

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Dan/Mike – Yes

Connie – When you bring it to the Steering Committee it will be open for edit still, it won't be finished?

Mike – Yes it will still be open for edit, now the database part of it will probably be finished then, but the user interface will be open.

211s

Mike

Mike – We have been working with Enid trying to get them up to snuff, the director is kind of throwing up roadblocks to their one employee doing all the work, and we were asked by Lori Linstead to work with them and help get them to where they need to be. Their taxonomy is ready now and is closer to being ready for IRis 4.0. We're just about ready for all the 211's to install IRis 4.0 for training.

Dan – We also gave a license and a copy of the IRis software to DHS to help with the reporting and call data for the 211's. It strengthens the 211's which helps us out, too.

Mike – We lost Bartlesville on July 1st, in case some of you didn't know that.

Dan – That gave us an extra license to give to DHS to help out with their reporting.

IV. New Business

All

Jack – Any new business?

Dan – Advertising is really close to being updated for our resource directory.

Connie – Well the last we heard was to hold off on advertising for the 211's because there was an issue with capacity, is there still that issue?

Mike – Well the last we heard they wanted us to hold off, but we can bring that up at the 211 Collaborative Meeting, if you want.

Dan – Capacity was an issue at the beginning of the year, but now I think consistency is more of a concern (ie- same brochures).

Jack – Do you think for the next fiscal year that the advertising will focus strictly on JOIN?

Dan – As of now, that's something I'll keep in touch with Lori on, all our intentions were to throw a little 211 recognition onto it...

Mike – Like the 211 logo.

Dan – so I don't see us putting us too much into the 211's and some of this will be based on what you [to Connie] find out about that information I gave you on funding. We have to find out if we can spend money on advertising since we get some funding from Medicaid. I think it says in there and this is what Diane needs, that all we need is written permission from the Health Care Authority to spend money on advertising.

Dan – Also, OSF has put together an area for some equipment at the OSF Datacenter which everything looks great, as far as I'm concerned. All we need is some more information for our finance officer, though I don't think she's gone over all the information I've brought back from the last time I went over and spoke with Dick Clark. But she will probably meet with you, Fred, or Dick, next week and clear up some questions she has with the various Interagency Agreements we already have. She wants to fill out a contract as opposed to using the Interagency Agreements and I will set up a time for that next week.

Fred – Okay.

Jack – Any other new business?

V. Next Meeting Date

All

September 15, 2009

VI. Next Meeting Agenda Items

All

Bylaws

Data Repository

211s

Advertising

Rattan Presentation

VII. Adjournment

All

Jack adjourned the meeting at 2:40 pm