Commission on Health Equity Meeting

December 15, 2009

Meeting Minutes

Commission Attendees: James Rawlings, Chair; Teresa Younger; Tory Westbrook; Kelson J. Ettienne-Modeste; Robert Zavorski; Efrain Diaz; Martha Burr; Lorraine Carrano; Stephanie Paulmeno; Kenneth Alleyne; Nancy Berger; Paul Cleary; Jeannette DeJesus; Ann Ferris; Cheryl Harris Forbes; Colleen Gallagher; Cathy Graves; Kevin Lembo; Andres Martin; Jose Ortiz; Marie Spivey; Gregory Stanton; Sylvia Griffin-Alexander

Office of the Healthcare Advocate: Michael Foy Mitchell

Other Attendees: Elizabeth Krause; Elizabeth Brown; Lina Lorenzi; Glen Cassis

1. Approval of Agenda

Agenda was approved by unanimous vote.

2. Approval of November Minutes

There was a problem with the November 2009 minutes in that they were missing a page. Michael Foy Mitchell will bring the complete package to the next meeting. A list of meeting dates for 2010 was included in the package.

3. Nominating Committee Report -

Tory Westbrook solicited nominations today and by email. There will be a vote at the January meeting. He opened the floor for nominations. The members of the nominating committee were verified by the chairman, Jim Rawlings.

4. Work Group Status Reports

- Policy - No Report
- Public Voice - No Report – Michael reported that this group had not met over the past month.
- Data - No further activities since the last report. – Greg Stanton – They had agreed to look for additional funding for the data subgroup. Paul was asked if they might be able to resolve some funding issues prior to the end of the year.
- Work Plan Time line – Jim wanted to ensure that everyone on the Commission understood the importance of sticking with the timeline. From now until April 2010, the work of the data group and the policy group will continue, with each group developing a list of commissions and departments to interview. It is hoped that by May 2010, the writing process can begin, with a small team working on this, including the new staff person who would act as the lead in the writing process. Their hope is to have the report to the Governor and Leadership.

5. Executive Director Search – The Commission has the funds available to hire a staff person and the responsibilities have been outlined. The Commission will encourage individuals with the experience to fill the position to apply for the position. Glen Cassis explained that the process would depend on which agency would be holding the position. Natasha Pierre stated that in their office, they complete the interviews, make a recommendation and legislative management would make the final approval.

6. Budget Build and Funding Status – Each of the three subcommittees had been asked to submit fiscal information. The working groups had submitted budget requests that will be submitted in proposal format to the foundations that may provide funding. The Commission needs to come to a consensus on the budget in order to ensure the proposals are submitted to the foundations in a timely manner.

Glenn mentioned that the Commission needs secretarial support, administrative items and supplies, travel, meals, equipment, and other such items.

Sylvia wondered if the leadership had included education/information for the Commission on efforts other states are making concerning equity. Greg agreed with Sylvia regarding the education effort. He suggested that the

Commission devote a segment of each meeting to giving a presentation on other groups' activities concerning disparities in CT.

Jacqui Lindsey has offered to assist Public Voice in organizing these events.

Sylvia asked if there was a list of questions that are being developed around the public activities.

Jim asked Vicki Veltri what the process was to get the ED position approved. OHA has submitted a job description to DAS. DAS must fit the job description into a specific category. DAS will be contacting the Commission directly as part of this process. As of now, the next step is for DAS to contact the Commission. Jim wanted to know the normal time line to get through DAS. Vicki said she thought it would be over a month before they got a job description, and then it would be turned over to the Commission's Hiring Committee. Jim's sense is that it's been more than a month since this process was initiated.

Vicki stated that the individual will have a cubicle at the Office of the Healthcare Advocate, but will report to the Commission.

7. Old Business - Regarding the $2,000 is it in hand? Yes, OHA has received the funds for the Public Voice Committee.

Lorraine Carrano asked if the position would still be half for OHA and half for the Commission. Vicki said that the position would be 100% for the Commission.

Jim asked for clarification on what happens to the seats of folks who have resigned or retired. Glen said he would get the letter to Jim for his appointment. Natasha stated that she recommended that a letter be sent to the appropriate appointing authority. Sylvia is replacing Dr. Z from DSS.

The Commission went through the list of appointments and which ones were outstanding.

Michael pointed out that the nominating committee members were not clearly established. Tory said he would look into it and that if no one had been established he would draft Kelson. Nominating committee members included Michael Williams, Jose Ortiz, Tory, Natasha and Paul Flinter.

8. New Business - Greg wanted to put on the table that some members could not participate on Tuesdays and that we consider rotating meeting dates. Jim asked me to send out a grid and see what comes back.

Vicki pointed out that the nominating committee was supposed to bring a slate of officers to this meeting so that they could be voted on at the last meeting.

Tory opened the floor for nominations. Vicki stated that people could self-nominate.

Jim put forward that the four officers be maintained from the previous year. Tory repeated the current slate.

Sylvia asked if the Commission anticipated asking for input from the audience.

Adjournment

2010 Commission on Health Equity Meeting Schedule

1/19/10

2/16/10

3/16/10

4/20/10

5/18/10

6/15/10

7/20/10

8/17/10

9/21/10

10/19/10

11/16/10

12/21/10