

Non-Residential DV Regs Subcommittee Meeting Minutes

February 2, 2009

Attendees:

Jessica Vasquez-Chairperson
Pamela Johnston
Clarice Murphy
Karen Colquhoun
Kathy Magee- Assistant Chairperson
Joanne Rosen
Dottie Barraco-Hetnar
Lucia Riveccio
Linda Rae
Tracey Thorne
Pam Jobin
Anne Ball

Agenda:

Three topics for today's meeting are:

1. Review last meeting's minutes
2. Review Workplan and add dates
3. Discuss Thursday's upcoming large group meeting

Discussion:

Minutes from previous meeting are approved after Kathy M is added as a member of the Client Eligibility small group. They will be posted on the web.

Small groups' tasks are clarified as:

- Identify key elements to be reviewed
- Pick out quick fixes
- Recommend solutions
- Present options

Most of the small group work will need to wait until the program surveys are completed and analyzed.

Anne reported out on the State Staff Workgroup meeting re Thursday's DV Regulations Multi-Agency Workgroup:

- Each subcommittee chair will need to report out (approx 5 min) on their committee's activities.
- If you want to participate in the web cast, must register by COB today (or tomorrow at the latest).
- Audience will be able to email questions during the web cast
- Agenda will include:
 - Progress to date
 - Report outs by sub committee chairs
 - Discussion of sub committee reports
 - Next Steps
- Final large group meeting will be in June 2009 therefore subcommittee work is requested to be completed by May 2009.
 - Meeting this deadline may be problematic and the possibility of an extension will be brought up at Thursday's meeting.
- Recommendations from the subcommittee should include:
 - A clear description of what needs to be changed
 - Justification for the change
 - What should be left alone
 - Possible specific language suggestions that can be reviewed by OCFS legal.
 - A template will be provided for the recommendations.
- Kathy will do the subcommittee report out at the Thursday meeting per Jessica's request as Jessica will not be able to attend.

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Karen did a survey of non-res programs and rec'd 22 responses. She asked them what type of data they collect and rec'd various types of intake and OCFS forms as well as info about data bases they use to collect data. It appears programs collect a large amount of data for various funding sources.

- Next suggested step is to request same info from LDSS to see what various counties collect and how they do it. Then the Records and Reports small group will get together to discuss and define deliverables for their group.
- Need to remember we are looking at minimal requirements for non-res programs. More specifically what do we think the regs should **require** programs to collect?

Review of work plan and dates added:

- See attached revised work plan.

Pamela J suggested the group look into requiring criminal and CPS background checks on employees at non res programs. This was added to the work plan.

Jessica has been exploring on-line document sharing and has found an application that may work (zoho.com). She will be sending members email permissions once it is Ok'd by IT staff. This will allow the group to all work off of the same document and see all of the changes being made.

Anne will set up follow-up meetings as discussed, one in mid April and one more in the first week of May in case we need it.

Next Meeting:

Next subcommittee meeting will be on 4/1/09 3-5pm.

- Will do report outs of small groups(9) or as many as we can get through
- Small groups will try and share their work with others prior to this meeting if possible.
- Can use templates for recommendations to present your findings
- Will also set up another meeting in mid April to finish report outs and get into more in-depth discussion of specific issues.