

CAB Members,

In preparation for our CAB meeting on May 12, 2015, we would like to update you on the process we will follow for the review and discussion of applicants for consumer positions on the HIT and Equity and Access Councils and the CAB itself. There are 19 applicants for consideration. As noted previously there is one opening on Equity and Access, one for the CAB, and two for HIT. We can discuss whether or not we want to add more than one candidate in the event there is a need for further replacements in the future. Our plan is similar to how we conducted these reviews in March 2014. Here are the action items for Tuesday's CAB meeting:

1. Everyone has been sent the applications and a scoring form for all the candidates. The scoring form contains the applicant's name, workgroup interest, a column for the score, and a column for a potential conflict of interest. For purposes of the conflict of interest issue we have sent the applicants the state definition of a conflict. "Do you have a possible conflict of interest? By conflict of interest we mean that you, your employer, or your immediate family members could possibly benefit from the outcome of the decision process, financially or otherwise." As you review candidates, keep in mind their experience, knowledge, diversity, what added value they bring to the workgroup given its current composition and needs.
2. On Tuesday we are asking everyone to arrive at the meeting with your master sheet completed. We are asking you to arrive between 12:00 and 12:30 so we can each turn in our scores to Jeannina and they can be entered onto the master spread sheet prior to the start of the meeting. Jeannina will assign each of us a number on the master sheet and tally all the scores by workgroup/CAB. Anyone who has not turned in their scores by 12:45 will not be included in the Master spreadsheet for tally purposes.
3. The meeting will start promptly at 1:00. After a brief review of the process, we will vote to go into executive session to review the applicants from the master spreadsheet. The scores are the basis for recommending Consumer Representatives and the candidates with the highest total scores will be discussed first. The CAB will come to consensus regarding the applicants for recommendation to the Steering Committee (and any alternates should we decide to do so.) No motions can be made in an Executive Session.
4. Once we come out of session, there will be a motion to adopt the recommended list of applicants.
5. The recommendations will be presented to the Steering Committee at their May 14th meeting. They will be typed on letterhead and presented by Jeff on behalf of the CAB. Of course anyone who wants to attend may do so. It is our belief that the Steering Committee will approve the members as recommended by the CAB at their meeting. Since these individuals will not be approved until that meeting we will refrain from releasing a list or contacting any individuals until the Steering Committee Process is complete.

We have a great deal to accomplish on Tuesday. Jeannina will book the room from 12:00-3:00 so there is time to complete our deliberations and the rest of the meeting agenda. Remember that we need a quorum to take a final vote. **Please let us know if you have a fixed time availability on Tuesday. We will need to finish the agenda in 2 hours.**

6. Other issues: PTF and Quality Councils

PTTF – Unfortunately, Laurie Harkness will not be able to accept the housing position on the PTTF Council because the evening meetings present a conflict with her seeing patients. She has approached one of her colleagues, Ann Klee to serve in the position. Hopefully we will receive materials regarding this candidate for the position.

Quality – There is a recent opening on Quality Council for a consumer representative. We did not specifically recruit for this council. We need to discuss how we want to proceed and see if any of the applicants who are not selected for the current openings may be a potential candidate.

Hope we have covered everything. If you have any questions or issues, please call me or Arlene. And if for some reason you cannot attend in person on Tuesday please advise Jeannina ASAP. For those of you who have done this before, it will much more streamlined and with fewer candidates than the last time when we had to review 66 candidates in two weeks.

Pat and Arlene