STATE OF CONNECTICUT
CONSUMER ADVISORY BOARD

March 14, 2014
Special Meeting Summary

Members Present: Pat Checko (Co-Chair); Arlene Murphy (Co-Chair); Jeffrey Beadle Yvette Bello; Alice Ferguson; Bryte Johnson; Theanvy Kuoch

Members Absent: Sharon Langer; Nanfi Lubogo; Cece Peppers-Johnson; Richard Porth

The meeting called to order at 2:15 p.m.

Approval of Minutes
Board members were asked if there were additional items needed for the agenda. It was suggested that review and approval of minutes be added. The board agreed to defer action on meeting minutes until all members had the opportunity to review them.

Review and discussion of proposed workgroup applicant review process.
The board chairs thanked the program management office and board members for their efforts. Members were asked to consider the importance of working on the Consumer Advisory Board representatives. The priority is that there are enough consumers and advocates to serve on the workgroups. The scoring process was explained. Each board member will receive a tally sheet that will list all of the applicants with space to include their score and whether they have a potential conflict. The scores on these sheets will be entered into a master tally sheet to help provide a starting point for discussion.

Members asked how the workgroup members would report back to the CAB. Workgroup members will need to be educated on what has happened and what is to come. Ideally, all of the consumers and advocates would communicate with one another. The board will need to set up a process to ensure there is a flow of information back and forth. They may also decide whether there should be a CAB member on each workgroup as either a voting member or as a non-voting liaison.

The board is looking to fill the following openings:

- Consumer Advisory Board – 4-6 seats
- Practice Transformation Taskforce – 3-4 seats
- Quality Council – 3-4 seats
- Equity and Access Council – 5-6 seats
- Health Information Technology Council – 2-3 seats

The board further discussed the application review process. Each board member would undertake an independent evaluation of each candidate before discussing each as a group. To date, the board has received 42 applications to review. Without knowing how many more applications will come in, the board decided to have a conference call or meeting on March 19th from 2 to 4 p.m. to begin a preliminary review. Any remaining candidates could be reviewed at the board's meeting on March 21st. Board members were asked to submit their tally sheets to the Program Management Office by noon on March 18th for consolidation into a master spreadsheet.

Consumer Advisory Board member workgroup participation
The board had previously discussed what workgroups they would like to serve on. As a matter of transparency, board members decided they would need to complete the same application process in order to be considered for membership on one of the workgroups. The board discussed the importance of expanding the opportunity to as many voices as possible. Board members could serve as workgroup liaisons and report back on activities.

The board also discussed completing a conflict of interest statement. The Program Management Office is seeking information on what information is needed. Some of the applicants were forthright in disclosing their potential conflicts but the board did not ask for that information.

Executive session to review board and workgroup member applications
The board is interpreting the review process as a personnel issue. The rules for executive session were discussed.

Motion: to enter into executive session to discuss board and workgroup member applications – Bryte Johnson; seconded by Alice Ferguson.
No discussion.
All voted in favor.

The board entered into executive session at 2:50 p.m.

The board entered into regular session at 3:55 p.m.

Motion: To ask all applicants to identify potential conflicts of interest with their selection to the board or workgroups; to identify where they are employed and in what capacity, and explain their willingness to commit to the time required for participation – Bryte Johnson; seconded by Yvette Bello.
No discussion.
All voted in favor.

Planning for March 21 2014 Consumer Advisory Board Meeting
The board decided to meet on March 19th to better prepare for recommendations on March 21. Board members were asked to think about how the voting process should be handled – either as a simple majority or through another process. They decided to discuss this further on the 19th.

Discussion of correspondence from advocates
The board discussed the March 10, 2014 correspondence to the Healthcare Innovation Steering Committee from advocates. The concern expressed in the letter is that advocates have been shut out of the process and that the proposed workgroup composition includes an insufficient number of consumers and advocates. The advocates in the letter stated that each workgroup should contain 51% consumers and advocates. There was discussion as to whether the board should formulate a response to the letter, as the letter was addressed to the steering committee. The board had previously come to the consensus that proportionate delineation made sense and the other proposal was unworkable. The workgroups could potentially exceed 30 people if the membership was expanded to 51% consumers and advocates. The major consensus for the board was that consumer and advocate participation be meaningful and significant. The steering committee came to the consensus that the proposed numbers need not be absolute and there may be some room for expansion. There have since been discussions with some of the advocates who signed the letter and board members felt there was a better understanding of the process.

The board decided to respond to the advocates letting them know their concerns have been heard inviting them to communicate with the board.
The board decided to be flexible in their approach to recommending workgroup members and could – potentially – recommend slightly increasing consumer and advocate representation on the workgroups. The board also committed to operating as transparently as possible, holding meetings in public forums and finding ways to maximize consumer, advocate, and community input.

The board leadership plans to meet with the consumer advocate members of the Steering Committee and invited the other board members to join them in an informal meeting to discuss how to promote consumer participation in the process.

Next Steps
The board will meet on Wednesday (March 19, 2014) to further review applications.

Meeting adjourned at 4:15 p.m.

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