

### DV Subcommittee workgroup #3

#### Teleconference #1

Date: November 25, 2008

Time: 9:30 to 11:30

Attendees: Melody Stempien, Dan Zeidman, Nathaniel Fields, Shirley DeBono, Paul Feuerstein, Bonnie Genevich, Kathy Magee, Colleen Merced, Patti Jo Newell, Barbara Palmateer, Erin Feely-Nahem

The agenda for the meeting was distributed in advance and is as follows:

1. Introductions
2. Recorder – delegate someone in the committee to be the recorder
3. Ground rules – develop the rules to follow throughout the process.
4. Chairperson – choose the person amongst the DV Agencies for the chair of this committee.
5. Work plan/process (objectives) – develop the work plan/process to follow.
6. Due dates and deliverables – develop the deliverables and due dates for the established objectives.
7. Set up the date for the next teleconference meeting.

After the introductions, a recorder was delegated to be Shirley DeBono from YWCA of Schenectady. The committee, along with Melody and Dan proceeded to develop the ground rules. The ground rules are as follows:

1. Identify yourself before you speak, so the group knows who has contributed.
2. Use facts and data in order not to harm the information, but help it.
3. Remember the context of the historical data with regards to the regulations.
4. Do not use criticism toward another committee member, please be respectful, everyone's voice is appreciated and useful.
5. Use proper language during the meetings and to one another.
6. Focus on the task at hand, keeping the tangents at a minimum.
7. Listen to one another, we can agree to disagree.
8. Consider who has to put your ideas and agreements into action.
9. Attend to the objective in order to achieve the goal

The next item addressed from the agenda was choosing a Chair, to which Paul Feuerstein nominated Nathaniel Fields. Nathaniel accepted and the committee unanimously agreed.

Melody and Dan discussed with the committee that they should think about the Work plan before the next teleconference. The Work plan was explained and discussed in brief. From that point, a liftoff was taken to develop the due dates from the established main office meetings in order to achieve the stated designated objectives on a timely basis. After some discussion, we agreed to the next teleconference to be Monday, December 8 from 9:30 to 12.

Items to be included in the email will be the following:

DV Workgroup Committee #3 members

DV Consolidated table of the DV #3 proposed Discussion items from the

Regulations

A small recruitment committee was developed to include: Nat, Shirley and Kathy. They will recruit additional participants from upper, mid and western part of the state, in order to acquire an overall perspective of DV Site input.