

12/3/2008 Meeting #1
Subcommittee#1
Documentation & Record Keeping

Participants: Sonia Meyer (OCFS), Lynn Baniak Davock (OCFS), Christine Fecko (My Sister's Place), Cynthia Dansby (Center Against DV), Candice Dockstader (Arbor Dev.), Vasu Reddy (Sanctuary for Families), Silvia Dutchevici (Sanctuary for Families), and Dianne Thomas (ODVEIS)

-Sonia Meyer started the meeting with introductions and asked everyone to go over what they do at their respective agencies.

-We reviewed the state staff role, which was in writing on the agenda. Basically, state staff will be a support to the committee (see agenda for specifics)

-One of the major responsibilities we have at this first meeting is to name a chairperson & record keeper. At first people were reluctant to sign up as chairperson without knowing what the expectations would be for that role. They asked that we discuss the responsibilities of that role first. We discussed that the chairperson would basically have the role of facilitator, assign tasks to members, coordinate activities, and name deliverable dates. Christine Fecko and Cynthia Dansby both volunteered to co-chair the committee- coordinating responsibilities between the two.

-It was requested that the state staff be record keeper. Lynn Baniak Davock will be record keeper for meetings.

-The goal of this meeting has been set for us and is on the agenda- the group would like for us to create a work plan with due dates and anticipated deliverables by the next large meeting in February.

-The group reviewed the chart that has the citations and common language explanations. People thought this could be helpful. In its current state it has all the citations for all committees even beyond this subcommittee. We will probably need to go through it line by line and choose the ones that pertain to this particular group.

-The group also reviewed the "Easy Fix" list which also has issues listed from all the committee groups and will need to be pared down to just our subcommittees' issues. State staff explained this list came out of a series of meetings that took place between OPDV and OCFS prior to the first workgroup meeting. The list was based off of a list that was given to us by NYSCADV. We selected these items as issues that we felt could be easily remedied by minor changes to regulations. They can either use these suggested changes as part of their recommendations or can disregard them. We can consult this list as we go along on each issue and determine if we wish to incorporate them as part of our recommendations.

-Vasu Reddy volunteered to take a first look at both charts (the easy fix and common language master list) and pare it down to the topics that pertain to this subcommittee. She will send it to the Co-chairs who can make any needed changes and then distribute to the group. The group can then review and can make any additions/subtractions to the list.

-We discussed broad steps for our work plan:

- 1) Identify what specific regulations we need to address in this group.
- 2) Go citation by citation and look at the language simultaneously comparing it to the easy fix list to see if there are any suggested fixes for that particular citation.
- 3) Determine if there are any other topics that impact our regulation sections that should also be included in our discussions and/or recommendations.
- 4) Make recommendations.

-The next big workgroup meeting is scheduled for February 5th 2-5pm (with Feb. 9th as the possible snow date if needed) Sonia is checking on this because no one else had these dates.

Next Steps:

-We selected January 15th 3-5pm as our next meeting time. Sonia will set up the room with the call in lines.

-Sonia will send the subcommittee binder to Christine as soon as possible. She and Cynthia will coordinate that information between each other.

-The meeting minutes will be distributed to all participants.

-The tentative work plan will be sent to Christine and Cynthia to review and distribute to participants.