MINUTES OF NJSNCC QUARTERLY MEETING
October 7, 2014
Central Jersey Family Health Consortium, North Brunswick

Members Present:
Robert Like
Shelly Ann Dacres
Aviva Woog
JoAnn Baxter
Zenida Steinhauer
Nick Montalto
Shakira Linzey
Helen Dao
Sophia Rossovsky
Nancy Scotto-Rosato
Patricia Vega
Jagdish Vasudev
Lourdes Tango
Hank Dallman
Mercedes Rosa
Mike Hannon (via speaker phone)

Agenda Items:

1. **Introduction/New Members** : New members Joanne Baxter (MEDICAID); Hank Dallman (RWJMS); Aviva Woog (Wellcare); Lourdes Tango (LTango Consulting); Patricia Vega (Family Services Association of South Jersey) introduced themselves, as well as other regular members. The new members were welcomed by Dr. Like to the meeting, as well as other returning members Jagdish Vasudev & Helen Dao.

2. **Approval of Previous Minutes**:
   Minutes from the previous meeting held last June 18, 2014 were approved by consensus.

3. **Debriefing of Annual Conference** :
   Dr. Like congratulated everyone on a successful conference held last Sept. 12 at the Monroe Crowne Plaza Hotel. The conference was well broadcast and advertised through efforts of SPAN, by word of mouth, and other electronic mailings and personal contacts. There were 200 participants who attended, which was the maximum the hotel could take. There were a total of three (3) sponsors and eight (8) vendors.

   Positive comments about the hotel venue included its centralized location and easy access off of the NJ Turnpike as well as the food. Less favorable comments included the older AV technology that needed to be updated, the 1 screen in the Main Lecture room resulting in an obstructed view on

one side of the room rather than multiple screens that would have improved visibility of the powerpoint presentations; tables that were too big in the workshop sessions, and the limited space for the number of participants who attended. The conference program and resources provided were considered to be excellent both in terms of content and relevance. However, the font size in the hand-outs was too small. It was suggested that a 'nice conference summary report' be developed – and sent out to this year's sponsors. This report can also be used to help solicit support from sponsors for future conferences. Mike Hannon also suggested that we consider preparing and disseminating conference proceedings in the future so that this important information can be shared with others who are unable to attend NJSNCC conferences.

4. **Overall Conference evaluations**:
   Shellyann Dacres reported on the results of the overall conference. The overall level of satisfaction with the conference was high at 3.75, with 4 being the highest rating. Positive feedback about the speakers and presentations was expressed, and levels of learning were achieved. Copies of the evaluation results with the 23 questions were distributed among the members to review and to provide comments on.

5. **Summary of Workshop Evaluations**:
   Patricia Vega summarized results from the individual workshops, which showed an overall positive feedback on all workshops. Individual presenters were sent the results of their workshop evaluations.

6. **Pre- & Post-Test Workshop Evaluations**:
   Moderators of each workshop session made an announcement prior to the workshop to sign-in and sign-out at the end of the workshop, and participants requesting Social Work CEUs were to complete both the pre- & post-tests in order to receive their certificates. Patricia Vega reported that CEU certificates were mailed out by Family Services Association of South Jersey to those participants who requested CEUs and who completed their workshop evaluations and sign-in/sign-out sheets.

7. **Financial Report (Nick Montalto/ SPAN)**
   Mercedes Rosa from SPAN reported on the income derived from the conference, in lieu of Diana Autin & Caroline Harper who are both out-of-state. Copies of the Income statement for the conference were distributed and contained the following items:

Revenues:		
Conference exhibits & sponsors	-	$6,114.00
DOH grant	-	10,000.00
Conference fees	-	9,250.00
Total Revenue:		$ 25,364.00

Expenses:	
Conference Hotel expenses	$ 14,020.24
SPAN Finance Management (6.5%)	1,632.41
Eventbrite & Registration management	1,300.00
Website design & invitation mailings	2,000.00
Production conference packet	1,100.00
Other printing	385.00
Other costs	640.25

Total expenses: $ 21,077.90

Net income: 4,286.10

Nick Montalto reported that this was in line with the estimated budget he had set prior to the conference and shared with the Leadership Team. The total estimated cost was $17,742, and the surplus (deficit) was $ 5,008.00.

Mercedes Rosa will follow up with conference financials. Need a breakdown of other costs. Amerigroup needs to be reimbursed for overpayment. Not certain if this item was included or excluded as part of Conference revenue. It was suggested that the surplus be sent to CJFHC, the Network's fiscal agent.

8. **Working Group Reports:**

Recruitment & Social Capital Development – Stephanie had called in to be excused & will not be able to provide this information. However, the Committee had a table at the conference and several new applications for membership were filled out. Shellyann reported that 20 more new individuals were added to the listserv. Bob Like also invited more people to become actively involved with the 3 working groups.

Strategic Communication & Marketing – Nick reported that there were at least 100 likes to the Facebook page. Bob Like, Diana Autin & Nick Montalto provide weekly updates for resources, etc. Zenaida Steinhauer and Nancy Scotto-Rosato reported that the Office of Communications currently has reduced staff and there may be a delay in posting the Minutes and the presentations to the website. Other alternatives will be explored and Zenaida will inform the Leadership Team on the progress of this. Bob also raised questions about whether the NJSNCC listserv needs to be used along with the Facebook page for sharing information with Network members.

Professional Development & Community Education
Potential ideas for next conference & future webinars were discussed, including targeting specialized groups: e.g. mental health, etc. It was noted that a variety of constituencies came to the September conference and we should build on this momentum and expand our efforts. Suggestions included the following:

- Tools development – something more to take home; access or develop existing tools. Provide more CEUs, e.g., for public health educators, nurses, other professionals, etc., in addition to CEUs for social workers. Who else do we want to include ? Sophia Rossovsky recommended to include all licensed professionals, including social workers, nurses, MDs, etc., as well as certified medical interpreters, i.e. International Medical Interpreters Association (IMIA), who provide CEUs for mentioned professionals. Look at other groups, e.g., Language access communities – interpreters? Not as frequent CEUs for this part of the community. Sophia reported that there is a need for medical interpreters, and that National Certification Programs for Medical Interpreters exist. Sophia noted that Hackensack University Medical Center has recently been accredited for a medical interpreter program. Sophia was the auditor for the program.

Sophia also suggested that all Cultural Competent plans, education and initiatives have to have Language Access components and that NJSNCC has to be consistent with this message. Hank Dallman is a great resource for Language Access education, etc., and used to be IMIA state chapter representative and is very knowledgeable.

- Community Health Centers – interpreter services are needed especially with this group
- Webinars should be held making using of SPAN website as discussed at previous NJSNCC Quarterly meetings. Helen Dao volunteered to conduct the first webinar for the Network about her medical home work with diverse populations. Mike Hannon also volunteered to conduct a future webinar. They will work with SPAN in scheduling these two webinars.
- Future potential conference site mentioned: Pines Manor in Edison – bigger venue but also more expensive.

9. **Leadership Team** needs to develop SOP document. This will be discussed at a future meeting.

10. **Nominations for Vice Chair & Secretary & process for electing Leadership Team positions**
    Shellyanne Dacres volunteered to act as the Vice-Chair, since the position was vacated by Sophia Rossovsky due to transition to a new job. The group unanimously accepted her nomination and voted her in as the new Vice Chair. The position for secretary was also filled. The former Secretary, Janet Gwiazda, was no longer involved with Network activities and Zenaida had been temporarily filling the responsibilities of the Secretary. Helen Dao was nominated, as she came in a very close second at the last elections in May, 2013. Helen accepted the nomination and the group unanimously voted her in.

11. Nick has a proposal for expanding/formalizing the Leadership Team to become a 'proto Board.' He will send us a written proposal for discussion at the next NJSNCC meeting.

The Leadership team will coordinate the next meeting for December and an announcement will be sent to the membership.

Meeting adjourned: 3:05pm.

Respectfully submitted,

Helen Dao
Dao Consulting Services, Inc.
NJSNCC Secretary