



## **Board Conference Call Minutes October 12, 2004**

**Board Members Present:** Mary Jones, Ron Benham, Monica Rutkowski, Terry Harrison, Stephanie Moss

**Contract Staff Present:** Maureen Greer

**Minutes:** Board conference call minutes will be posted on the website on a monthly basis. An email will be sent to members reminding them that all minutes are posted on the website.

**Membership survey:** Maureen will modify the existing member survey with questions that were identified during the last conference call. The draft survey will be ready for the November call.

**Governmental Relations** – Sharon sent an update to membership regarding the reauthorization conference committee. She will be tracking the action of the committee and will be representing the Association in discussions related to the conference.

### **Administrative Liaison Report**

- Mercer contract – Mercer has withdrawn from the Medicaid project as a result of staff resignations. LSU is determining whether they have the appropriate resources to complete the project. A decision must be made by the 15<sup>th</sup> or the Association will need to go back out for a new proposal.
- Rate Methodology Paper – Comments on the final paper are due by October 20. Ron will read the document and compare to the original revisions requested. Distribution will be by email to members. The document will be posted to the website after a secure page is developed.
- Membership renewals – Invoices will be distributed as soon as the cover letter has been received. Invoices should be in the mail by November 1. Board members will contact states who are not members to encourage membership.
- Budget – Board members were provided with current information regarding 2004 budget and expenditures to date. The 2005 budget was reviewed and reflects the discussion from the July Board meeting.
- Financial Reports – The September 30 balance sheet was distributed and there were no questions.
- Website – All data from the old website has been transferred to the new platform. The website will be updated now to ensure the accuracy of all information.
- Newsletter – Maureen will send out a list of topics and suggested authors for the newsletter. One more newsletter will be produced this year. The next newsletter will be timed to coincide with the national conference. A format for the Legislative alerts has been developed and will be used in pdf format as soon as software is received.

- OSEP Meeting – The meeting room has been secured for the annual business meeting. All other rooms have been released. A space for the Board to meet with OSEP staff on Tuesday afternoon has been requested.
- New Part C Coordinators – Mary will provide a letter to new coordinators welcoming them to the Association. Plans will also be developed to recognize and support the new coordinators at the February OSEP meeting.

**Legislative Committee** – Ron reported that the September conference call focused on reauthorization. Additional discussion included CAPTA issues.

**Strategic Work Plan Review**

Maureen will add a column for timelines to the strategic work plan chart for the November meeting. Realistic draft timelines will be included for Board review and approval.

**Awards Committee**

The letter has been distributed to members seeking nominations for the parent award.

**Nominations Committee**

Mary will contact Duncan to identify additional members for the committee. Nomination requests will be distributed by the end of the year.

Next Call: November 1, 2004 at 3:00PM EST.