

DRAFT INSTRUCTIONS FOR CAB MEMBER APPLICATION REVIEW  
(to be emailed with applications)

Dear Fellow CAB Members

At our November 16<sup>th</sup> meeting, we will be reviewing applications and making recommendations for 3 new Consumer Advisory Board Members and 4 alternates.

Attached are the Consumer Advisory Board applications received by November 10<sup>TH</sup> deadline. This is the first time we have offered paper applications. These needed to be postmarked by November 10<sup>th</sup>. We will wait four (4) more days and send you any additional paper applications received in the mail.

Important steps in this process:

1. Please carefully review these applications and complete the attached Scoring Grid **before** the November 16<sup>th</sup> meeting.
2. If you cannot attend meeting in person we ask that you send your completed score sheet to Deanna no later than 10 a.m. the day of the meeting. There will be no call- in capability for this meeting.
3. The day of the meeting, CAB will vote to go into Executive Session to discuss and consider applications as a personnel matter. We will, of course, honor any applicants request to discuss their application in public.
4. During Executive Session, applications will be discussed **before** we turn in our score sheets to Deanna to tally the total scores. This will give us the opportunity to consider our scores based upon discussion. It will also lengthen Executive Session by about 20 minutes. Once scores are tallied, candidates will be recommended based on the highest total scores.
5. CAB will come out of Executive Session. A motion to recommend new CAB members and alternates will be considered. The results will be reported to Steering Committee.

Priorities/Criteria for New CAB Members

It is important that scoring of application be based upon the following priorities and criteria for new CAB Members discussed at our October 11<sup>th</sup> meeting. These include:

- Consumers and Advocates who are experienced in dealing with health conditions such as heart disease, diabetes, asthma, arthritis, mental illness, or drug and alcohol abuse.
- Consumers and Advocates from diverse racial, ethnic and community backgrounds.

- Candidates who are comfortable sharing views; have good problem-solving skills and be willing to work with others.
- It is important to note whether an applicant has a possible conflict of interest. By conflict of interest we mean that the applicant, their employer, or immediate family members could possibly benefit from the outcome of the CAB decision process, financially or otherwise.
- Please seriously consider response to second question on the application that asks “Describe an experience in which you advocated for yourself, a family member, or a community member for improved healthcare.”
- Please also consider that serving as a CAB Member provides an opportunity to learn about healthcare in Connecticut, to advocate for change, and to be the voice of the consumer.

Thank you for participating in this important process. If you have any questions, please feel free to contact us. Looking forward to seeing you on November 16th.