

**STATE OF CONNECTICUT
State Innovation Model
Consumer Advisory Board
Planning Sub-Committee**

**Meeting Summary
November 1, 2016**

Meeting held via webinar.

Members Present: Alice Ferguson; Theanvy Kuoch; Fernando Morales; Arlene Murphy

Members Absent: Jeffrey G. Beadle; Patricia Checko; Michaela Fissel; Kevin Galvin; Stephen Karp; Nanfi Lubogo

Other Participants: Deanna Chaparro; Christine Nguyen-Matos

1. Call to Order

Arlene Murphy called the meeting to order at 1:05 p.m.

2. Public Comment

There was no public comment.

3. Approve Meeting Summary

Motion: to approve the summary of the October 4, 2016 Planning Committee meeting – Alice Ferguson; seconded by Theanvy Kuoch.

There was no discussion.

Vote: all in favor.

4. Review Scoring Instructions and Selection Process for New CAB Member Applications

The deadline to apply is November 10th. Only two applications had been received to date. Members received a notice requesting they share the application with others. Ms. Murphy suggested they select three members and four alternates but was open to other suggestions. The plan is to send the applicants with the highest scores to the Steering Committee. Ms. Ferguson expressed concern about the fifth bullet under Priorities/Criteria about describing an experience in which applicants advocated for themselves or others. She said some may not be able to answer that question. The committee decided to eliminate that bullet.

Ms. Murphy said they would send the applications with the instructions for the November 16th meeting and noted there may be paper applications received. She asked members to help with outreach.

5. Review Draft Announcement for Consumer Representatives to Quality Council

Ms. Ferguson suggested including language regarding preferred skill set as she was concerned new members would experience shock over the level of knowledge required to serve on the Council. Ms. Murphy said the solicitation would be posted after November 16 with applications being considered in December.

6. What Priorities for New CAB Member Orientation should be discussed at November 16th CAB Meeting?

The committee discussed what the Planning Committee should start working on for orientation. Among the things mentioned:

- What are the key things members should know in order for them to feel comfortable participating
- Looking at the application for a potential starting point
- CAB member responsibilities, such as making meetings
- Encouraging CAB members to engage new members and share experiences

Ms. Murphy said the CAB will be informed that the Planning Committee is starting the process, including the things they are looking to include. Members will be asked to provide feedback.

7. Next Steps and Other Business

Ms. Murphy said other meeting items include the consumer engagement update with discussion of the successful young adult forum and to review the work ahead. Ms. Ferguson said that Kevin Galvin would likely chime in that all CAB members should make an effort to participate in these events.

Ms. Murphy said the use of webinar technology was helpful and they accomplished a lot in a short period of time.

The meeting adjourned at 1:55 p.m.