



**CCPS STEERING COMMITTEE MEETING  
WEDNESDAY, AUGUST 14, 2013 1330-1510  
NATIONAL UNIVERSITY 20 RIVER PARK EASTT, Room 226  
Summary**

**1. Welcome and introductions**

Gloria Fitzgerald welcomed all to the meeting at 1:36pm and everyone introduced themselves. Lynne Ashbeck was away at a meeting in Sacramento. A thank you was extended to National University for the meeting room accommodations and the refreshments.

**2. Review of meeting summary and handouts**

The May 22, 2013 minutes were emailed to the members with other attachments for review prior to the meeting. All present received their packets. It was moved and seconded to accept the minutes as reviewed.

**3. Technology committee report (April 19, 2013 meeting)**

Carla Milton, Committee Chair, (Community Medical Centers) gave the report to the steering committee. (Attached) Carla gave the purpose of the committee with the background discussed. The committee identified what is working well, identified opportunities for improvement future steps to be taken.

**4. CCPS Operations Report**

- a. The 2013 invoice status was shared. All but one partner has paid for the year. They are committed to paying and staying a part of the program.
- b. The 2013 Budget year to date summary was discussed. The budget is on target with the exception of the outstanding fee still not collected.
- c. Sharon gave a report and a demonstration of the updates added to our system.
- d. The annual online survey was discussed. There have been several items added to the survey and it is now available for completing for all our participants. Everyone was encouraged to complete the survey so it can be summarized and shared for the next meeting.
- e. Review of the Orientation Manual was requested of the group for approval at the next meeting. Online address was given for the Orientation and Operations Manuals
- f. Review of the Operations Manual was also requested for approval at the next meeting. Everyone was encouraged to read and send any changes or additions or corrections to Gloria.

**5. 2014 Operations Issues for discussion/action**

The CCPS Program MOU was distributed for review and approval. Gloria thanked the task force that reviewed it and submitted the copy for approval at the meeting. The changes were discussed with a clarification that the MOU term will be for two years only. It was moved and seconded to accept the new MOU as presented.

**6. The 2014 Budget and Participant fee schedule**

These documents were presented and discussed. Carolyn Drake (Fresno City College) requested it be put in the record that Fresno City is the largest school and pays the largest fees for participation in the CCPS Program. The committee acknowledged the fact and then was requested to review and be ready to vote to approve the fee schedule and the budget at the next meeting.

**7. The 2014 Meeting Schedule**

The 2014 schedule of dates was presented. Dates were chosen carefully; however, if there are any changes that need to be made or additions made, please notify Gloria prior to our next meeting. The calendar will be up for approval at the November meeting.

**8. American Data Bank**

The ADB sent two handouts for our committee to review. One was the Best Practice review for Criminal Background checks. There is one hospital in our group that requires the Federal Criminal History record. The pricing list was also attached and the cost for this additional check is \$10.00. The question asked is if all the clinical sites want this addition added to our current package. Everyone was asked to consider it for the next meeting and we can decide to make it automatic in our package.

Our next meeting is Wednesday, November 13<sup>th</sup>. 1:30- 3:30 pm at National University Room 226.

There being no further business, the meeting was adjourned at 3:10pm.