



**CCPS STEERING COMMITTEE MEETING
WEDNESDAY, NOVEMBER 13, 2013 1330-1520
NATIONAL UNIVERSITY 20 RIVER PARK EAST, Room 226**

Summary

1. Welcome and introductions

Gloria Fitzgerald welcomed all to the meeting at 1:36pm and everyone introduced themselves. Gloria introduced Ann Burgess, Administrator for ServeEdLink, and welcomed her to the meeting. Gloria thanked National University for the meeting room and hospitality.

2. Review of meeting summary and handouts.

Everyone confirmed receiving the summary and handouts prior to the meeting. The August 14th meeting summary was approved as presented.

3. Information from the San Diego Consortium

Ann Burgess addressed the committee and gave an update on the ServEdLink activities for the last few years. They have now expanded their services to Nevada and Texas. She shared some of the similarities and some of the differences for the four areas now served. There were some questions from the group regarding future plans for expansion and how everyone was covered for liability issues and background checks.

4. CCPS 2013 Operations Reports

- a. Invoice status was shared. There is only one clinical site that has not paid for the 2013 year. This will be pursued by the Council.
- b. The 2013 budget to date was discussed. We are right on budget if the outstanding invoice is paid.
- c. The Orientation Manual & Operational Manual was approved as is by consensus. There were no questions, suggestions or feedback received from committee members regarding any changes that need to be made for the coming year.

5. CCPS 2014 Operations

- a. The 2014 Calendar was approved by the committee. Everyone was asked to calendar the dates and to send a representative in their place if they can't attend a meeting.
- b. The new MOU for the CCPS program was distributed as approved at the last meeting. This is the document that will go out for signatures for the next two years (new term for contract signatures).
- c. The new fee schedule was accepted for the coming year as presented.
- d. The 2014 budget was accepted as presented.
- e. An advisory Committee for development and marketing was appointed. They will be meeting prior to the January 29th meeting and will develop a strategic plan for expansion and ways to meet the needs of the Partner/members. Those appointed and



agreeing to participate are: Stephanie Robinson, Cricket Barakzai, Brenda Starks, Gwen Ross and Lisa Gibbs. If members have any ideas or suggestions, they can contact anyone on the committee or Gloria for input.

6. Issues and concerns for CCPS

Children's' Hospital Central California shared with the committee their intent to require the schools to screen the background checks/drug screenings and sign off for clearance just as they do with immunizations, CPR, and PPD testing. This will require notification from the schools of problems and will be handled through the HR department at the Clinical site. Each school/site agreement will need to be checked to make sure the process that is required is in place in each agreement.

The committee discussed the "Best Practice" for federal background checks to be added to our standards. It was moved, seconded and passed that we include it in our Central Valley package with ADB. Gloria will notify American Data Bank of this decision and it will be effective January 1, 2014.

Our next meeting will be January 29, 2014 at National University at 1:00pm—3:30pm in Room 226.

Ann Burgess was thanked again for graciously coming to Fresno for the day to share with us the ServEdLink progress.

There being no further business, the meeting was adjourned at 3:21pm.