

CMMC ADMINISTRATION COMMITTEE

Conference Call
Wednesday, April 17th, 2013
4:00p – 5:30p

Dial: (217) 258-5599 – Access Code: 788005#

MEETING NOTES

Co-Chairs Ahmed Ahmed and John Aguirre

Members Present:

John Aguirre
Raja Mitry
Jim Gilmer
Chrystal Crawford
Ahmed Ahmed

Members Not Present

Yvette McShan

Staff Present:

Stacie Hiramoto

I. Introductions and Review of Today's Agenda

Agenda was approved by Committee.

Welcome Raja Mitry – new Administration Committee member

II. Review of Meeting Notes from the March 20th Conference Call and informal report on the Committee Convening of March 25th (during the CMMC In-person meeting lunch break)

Only Jim and Stacie were in attendance on the March 20th call; no decisions were made other than what was already on the agenda.

At the March 25th in-person meeting, John, Raja, and Jim were in

attendance. Jim volunteered to move forward with the Conflict of Interest Policy. Raja volunteered to research information regarding Conflict Resolution.

III. Assignments the Admin Committee needs to complete

A. Conflict of Interest Policy (Jim and Chrystal originally working on this)
See sample submitted by Two Feathers Tripp

Jim reviewed the Two Feathers sample and feels it better fits a traditional non-profit board rather than a coalition - the document's language has heavy administrative and contractual responsibilities which CMMC does not traditionally deal with.

Do we allow people that do not fit the criteria of the original philosophy and objectives of the CCMC to be voting members? Jim's take is that it would be a conflict of interest to allow the criteria to be compromised.

At this point, CMMC needs to address real, potential, or perceived conflicts relative to the original selection criteria.

Stacie stressed the importance of developing a stronger working relationship with the counties, and that the objective is to provide the CMMC members a more simplistic Conflict of Interest document.

Next step should be to go back to a one-page, simply-worded document that states the purpose of the Conflict of Interest Policy and builds trust among the members and public via transparency.

Action Item: Jim will send his draft language to Crystal for review.

B. Conflict Resolution Process

See two documents developed previously for the CMMC by facilitator, Betsy Kosier and additional information from Jim Gilmer

The CCMC sent the language back to this Committee to formulate a draft document.

ACTION ITEM: Raja will review the language and develop and outline for the document by the next conference call. Jim will assist with

feedback and suggests culturally-congruent language is incorporated to make it unique to the CMMC.

After the draft document is agreed upon, will be presented at the June meeting for approval.

C. Committee Attendance Policy

Members missing more than 50% of the committee meetings has been an ongoing issue and causes an unfair distribution of work as well as lengthens conference calls due to a need to debrief them on what has taken place in their absence. The Contract Monitor has been questioning Stacie about low attendance rates.

Ahmed recalled that conference call attendance language has already been drafted, so the real issue is how to enforce the policy. ACTION ITEM: Stacie will send the language to Russell for his feedback on having co-chairs follow up with absent committee members and also look at attendance records.

D. Organization of all operating policies adopted so far

Draft #2, November 2012: Items within the document need to be logically organized. John volunteered to develop an organizational method. Raja suggested using MS Word formatting features for each policy (date adopted, etc.).

III. Other Committee Business

A. Election of a representative to the Ad-Hoc Public Affairs Committee

Who from the Administration Committee would like to be on the CMMC Ad-Hoc Public Affairs Committee? How should the selection be made?

Selections are being made differently on other committees depending upon how many individuals are interested. Jim Gilmer has a default seat on the Public Affairs Committee. Raja volunteered to serve on the Public Affairs Committee. Action Item: Add Public Affairs report from Raja to future conference call agendas.

B. Leticia Alejandrez is dropping off the CMMC

We will move the next appointment, Adam Gettinger-Brizuela selected by the Ad-Hoc Nominations Committee in October 2012. (This was approved at the last Committee conference call but is being brought up again as a courtesy.)

V. Upcoming Meetings:

A. Next CMMC Administration Committee Conference Call
Wednesday, May 15th, 2013
4:00 p.m. – 5:30 p.m.

B. Next CMMC In-Person Meetings:

1. TBD After the Strategic Plan is released to the Public
(At this point, likely sometime in May?)
2. Monday, June 17th, 2013 (*potential to become a two-day meeting*)
10:00 a.m. – 4:30 p.m.
Sacramento, CA