

## Membership Meeting of the NJ Statewide Network for Cultural Competence

March 19, 2013

Central Jersey Family Health Consortium

North Brunswick, N.J.

### **Attendance:**

Rebecca Benjamin (Division on Aging and Community Services/ Department of Human Services), Helen Dao (DAO Consulting), Pamela Gaston (Commission for the Blind and Visually Impaired/ Department of Human Services), Bill Gaventa (The Boggs Center/UMDNJ-RWJ Medical School), Janet Gwiazda (Department of Human Services), Nick Montalto (Diversity Dynamics, LLC), Yvette Murry (YRM Consulting Group, LLC), Sophia Rossovsky (Diversity Experts, Inc.), Natalie Silva (Central Jersey Family Health Consortium/Early Intervention System), Zenaida Steinhauer (Department of Health), Jagdish Vasudev (United Way of Central Jersey).

Four other members called or emailed to be excused.

### **Introductions:**

The meeting started at 1:15 p.m. Members introduced themselves briefly after the 12:30 p.m. networking session.

### **Discussion:**

There was a continuation of the discussion on the make-up of the Network in preparation for the relocation of Bill Gaventa, de facto Chair of the NJSNCC, in July. Bill distributed copies of a draft of the NJSNCC's revised Mission and Vision statement, with the proposed Organizational Structure and By-Laws.

It was announced at the meeting that Stephen Smith, the Co-chair, was leaving the Department of Human Services at the end of the month to relocate to another State and would not be able to attend this meeting.

Zenaida addressed the Department of Health's concern regarding the Network's formation as a non-profit organization, and how this would impact her own attendance. Attendance by other State employees was also brought up at the last meeting should this happen. Zenaida informed the group that her attendance in any activity outside her official State duties needs to be approved by her Ethics Liaison Officer through the completion of a form. She also stated that on advisement from her Ethics Officer, should the nature of the group change or the private members of the group more formally organize, she must complete a more extensive Outside Activity Form. Participation may be prohibited by the Conflicts Law, other State or Federal law or regulation, or the code of ethics adopted by the Department of Health unless approved by the Ethics Officer. She further explained that Ethics Law also prohibits her from using her official title for the purpose of fundraising for, or promotion of, a private organization. Similar issues may be experienced by other State employees who are Network members.

It was decided that the Network should remain a network and not form a non-profit organization because of the challenges and difficulties it may present to State employed members. The Network would continue its growth through shared responsibilities and revolving leadership.

It was also decided that it was necessary to have a more organized structure. Discussions on the formation of a Coordinating Council were held. This was later changed to name the Council the Leadership Team. Bill Gaventa called a vote to adopt the establishment of a Leadership Team. A general consensus vote was obtained. The Team will be comprised of the following officers :

A Chair, a Vice-Chair, a Past Chair, a Secretary, a Treasurer, a Website Coordinator, a Listserv Coordinator, and other project chairs as determined and appointed by the Leadership Team to assist the NJSNCC in its projects and activities. Terms of offices for each of the officers was discussed. Except for the Website Coordinator and the Listserv Coordinator, who would both hold permanent duties, the other officers would be nominated by the general membership. Nomination forms will be sent out to the members. It was agreed that there would be a Nomination Committee who would set up procedures, be impartial, and review the nominations from the membership. The Nomination Committee will be comprised of: Bill Gaventa, Jagdish Vasudev, Yvette Murry and Zenaida Steinhauer. Both Jag and Yvette declined to include their names in the nominations because of previous commitments to their own organizations. Team Members will be encouraged to nominate themselves for positions they are interested in, or nominate a person who they think would best fit the position. Nominations will be discussed at the next meeting in May.

Nick Montalto moved to discuss the By-laws at another meeting.

It was decided that the surplus funds obtained from the 2<sup>nd</sup> Annual Conference would be transferred to another non-profit from United Way. Yvette Murry and Bill Gaventa volunteered to ask potential not-for-profit agencies to see if they would hold the monies for the Network.

Helen Dao volunteered to host the next meeting on May 21, 2013, at the DAO Consulting agency in Jersey City. She will address the issue of parking prior to the meeting, and parking instructions will be sent out.

The meeting ended at 3:00 p.m.

Submitted by:

Zenaida Steinhauer

