

NJSNCC Quarterly Membership Meeting  
Central Jersey Family Health Consortium  
June 18, 2014

**Minutes:**

**Attendance:**

Autin, Diana – SPAN  
Dacres, ShelleyAnn – The Boggs Center  
Hannon, Michael – Greater Expectations Teaching & Advocacy Center (GETAC)  
Linzey, Shakira - NJ Early Intervention System/CJFHC  
Like, Robert- Center for Healthy Families & Cultural Diversity, Rutgers- RWJ Medical School  
Montalto, Nick – Diversity Dynamics, LLC  
Rodriguez, Stephanie - Amerigroup  
Rossovsky, Sophia – City Access N.Y. (CANY)  
Scotto-Rosato, Nancy – DOH/Birth Defects & Autism Registry  
Sheard, Sandra – N.J. Inclusive Child /Care Team  
Steinhauer, Zenaida – DOH/Birth Defects & Autism Registry

**Introductions & Acknowledgements:**

Attendees briefly introduced themselves. We are thankful to CJFHC for the use of their conference room, snacks and beverages provided.

**Accomplishments:**

Bob reviewed some of the positive developments since the last Quarterly meeting including: 1) launch of the new Facebook page with more than 100 Likes and the regular posting of helpful resources by Diana, Nick, and Bob; 2) the posting by SPAN of the Eventbrite registration, sponsor, and exhibitor website for our Network conference on September 12, 2014; 3) the signing of the contract for the conference between SPAN and the Crowne Plaza Hotel in Monroe Township; 4) further development of the conference agenda with nearly all speakers and workshops confirmed; and 5) the identification of a number of conference sponsors and an exhibitor.

**Report from SPAN on Conference Logistics:**

Diana reported that the conference registration site is up and running. Invitations to the conference were sent to various agencies as part of their event outreach. A number of participants have already registered (24 as of the date of the meeting). She will update the Leadership Team/Planning Committee on a periodic basis as to the number of registrants.

SPAN has signed the hotel contract for the conference venue. The first down payment is due after July 1, and final payment is not expected until 2 weeks before the conference date. SPAN will be handling registrations at the conference, name tags, conference brochures and other materials. Zenaida, Nick & Bob will send her the rest of the information needed for the program agenda and brochure.

### **Report on Sponsorships and Exhibitors:**

Stephanie Rodriguez confirmed that Amerigroup is providing a Silver Level sponsorship. Diana reported that PerformCare has agreed to provide a Bronze Level Sponsorship and is an exhibitor. Bob mentioned that Korn/Ferry International may also be making a donation. He is continuing to follow up on this. Nick offered to approach two other Managed Care companies for sponsorships. Sponsors will have recognition in the Conference Program and signage in the Reception area. The group decided that solicitation for these levels should be done on a personal basis, and to answer any questions coming from potential sponsors. Yvette has advised us with regrets that she is unable to lead the Sponsorship campaign at the present time due to personal reasons. Bob and Nick emphasized the importance of identifying someone to lead this activity in order to help meet our conference budgetary needs and targets. ShellyAnn volunteered her assistance and will respond to inquiries from potential sponsors that others reach out to. She agreed to have her name and email address replace Yvette's information on the Eventbrite website for conference sponsors.

### **Conference Agenda/ Speakers/Moderators:**

Bob reviewed the Agenda for the Conference. Dr. Raggia will be the keynote speaker. Diana will reach out to Dr. Raggia for a final title and educational objectives. The Plenary Panel discussion currently consists of Nick Montalto, Mercedes Rosa, & Deepa Srinivasavaradan. Nick will discuss the demographics of immigrant health in N.J. Sophia suggested including demographics from N.Y. and other contiguous states. Diana stated that Mercedes can talk about her work at SPAN relating to improving medical homes for immigrant families with children with special health care needs, focusing on the Latino perspective; Deepa can talk about her work around screening families with autism spectrum disorder and developmental disabilities, and her own experience as an immigrant parent. Michael Hannon is new to the Network and will become an Assistant Professor of Counseling, Montclair State University (effective September 2014). He is Co-Founder of the Greater Expectations Teaching & Advocacy Center for Childhood Disabilities, Inc. (GETAC). Michael spoke about his research into the experiences of fathers of color with children with autism as well as his own personal experience as a father of a child with autism and offered to serve as a member of the panel. There was consensus that this would be a very important and valuable contribution to the conference. Bob offered to moderate this session.

Nick reported that he has rounded out the panel on immigrant seniors for the afternoon session of Track D2 workshop, which will now have the tentative title: **Neighbors and Strangers: Rising to the Challenge of Serving Immigrant Populations**. The presenters for the current workshop will be: Christian Gonzalez-Rivera from the Center for an Urban Future in New York, Evelyn Laureano from the Neighborhood Self-help by Older Persons Project in the Bronx, and Mohini Mishra from Selfhelp Community Services, Inc., from Brooklyn. Proposed learning objectives for this session were also presented. Nick will moderate this session and will also follow up with both Dale Ofei-Ayisi and Aruna Rao regarding their workshop to ensure that these two workshops complement and synergize with each other.

There are several speakers who have already submitted their presentation proposals: Diana Autin from SPAN, & Amy Norton from Children's Specialized Hospital. We have not yet received the proposal from

Gerry Costa. Nancy will follow up on this. Zenaida, Bob and Nick have received 2 proposals from Lourdes Tango. Bob reported that he would like to add a 5<sup>th</sup> track focusing on Innovative Cultural Competency/Diversity Training Programs. Ms. Tango's two proposals on Unconscious Bias and Micro-Inequities would be a good fit, as well as potentially another workshop on developing cross-cultural awareness. He may also be receiving another workshop proposal from Korn/Ferry International although this is not yet confirmed. Bob stated a 5<sup>th</sup> track would also help alleviate the volume at each session if we were to have more than 125 participants.

Zenaida will send out Proposal templates to Sophia who will present on Best Practices in Working with Interpreters (Track A – afternoon session) and to Helen Dao (Becoming a Culturally Competent Medical Home). She will also send out a note to the speakers for permission to post their presentations on the NJSNCC website, copyright it with date before posting, ask presenters to bring copies of their presentation materials, and a list of useful resources to share with participants. All workshop proposals are due on: **June 30, 2014**. Zenaida is also collecting presenter bios and abstract information that are needed for the conference program that will be developed by SPAN.

There will be a need to identify moderators for the other workshop presentations. Bob has a moderator's guide that he will share with the moderators once they are identified.

Bob, Nick & Zenaida will finalize the Conference Agenda and send this information to SPAN by August 1. Additional conference planning calls will be scheduled as needed over the summer.

Nancy discussed what she found out about continuing education units. It seems that for social work CEUs, a school of social work such as Rutgers needs to be a sponsor or co-sponsor and if we go through the NJ chapter of the NASW, it requires at least 90 days for the application submission and there are fees. Dr. Hannen will look to see if it is easier through Montclair State University since we have a few speakers from Montclair. Nancy also reached out to an NJDOH contact for nursing CEUs. She will need to follow up with the individual in July since that is when the individual will be available for discussion. Additional potential organizations that offer continuing education credits may also be approached.

#### **Conference Evaluations:**

Everyone agreed that hard copy of evaluations will be given out at the Conference. Past experience has shown that participants fill these out more often than if they were to do an on-line evaluation after the conference. However, there will also be an on-line evaluation available for those who did not complete the hard copy. SPAN will develop the evaluation form which will then be reviewed by the Leadership Team.

#### **Membership & Recruitment:**

Stephanie reported on the work of this workgroup. They will send out applications to the listserv prior to the conference. Stephanie will also put out copies of this application on NJSNCC's table at the Conference along with a handout highlighting the Network's achievements in an effort to recruit new members. Stephanie also suggested that we update the list of "participating agencies" on our website so

it accurately reflects the current membership of the Network. There seems to be a lack of participation, and not many members were actively working with her.

As a general observation, there seems to be lack of participation. Bob mentioned that some members in the Leadership Team took new positions or transferred to new jobs, and could no longer meet the demands of their current positions at the NJSNCC. However, they were still willing to be active members. Nick reported that the Strategic Communications & Marketing group initially started out with 20 members who expressed interest in the group, but at the conference call there were only 7. He mentioned that the Network had no by-laws, which could be a factor in the 'looseness' of the group. He proposed the following:

- that we formalize a Leadership Council instead of a Leadership Team, which will broaden the size of the LT
- have quarterly network meetings with an educational theme (someone from the Network to plan the quarterly council meetings)
- increase the number of the Leadership Council from 6 to 15 (short of a governing board)
- Council will meet 8 times per year (separate out council meetings from quarterly meetings)

Diana suggested that we need to conduct our business on a regular basis (meetings, etc.), formalize our operations, including becoming a little more structured, more appealing, but not to the extent of developing by-laws ; the Network should sponsor webinars, have a 'presence' in the State. Bob emphasized the need for more Network members to become engaged and actively involved as a "community of practice" which was one of the key outcomes from the strategic planning process we all engaged in (see previous minutes). Developing standard operating procedures rather than formal bylaws will be an important task for the Leadership Team to complete over the coming year.

It was agreed that the Network needs to do outreach. Therefore one of the over-all goals of the conference will be to recruit more people to participate in the activities of the Network.

#### **Nominations:**

Zenaida reported that she did not receive any additional nominations for the Leadership Team. The due date for submission was June 16. It was suggested that another round of nomination ballots be sent out. This will be discussed at the next Quarterly meeting.

The next Quarterly meeting is scheduled for **October 7, 2014**, at the **SPAN** office in Newark. The meeting adjourned at 3:45 p.m.