Hospitals-Protocol for Sexual Assault Medical Forensic Examinations and Planning Committee (SAFE Committee)

Meeting Minutes

Date: November 13, 2014
Time: 10:00 AM - 11:30 AM
Chairperson: Joyce Dantzler MS, MCHES
Co – Chair: Carole Ann Mays RN, MS, CEN
Members Present: Joyce Dantzler, Carole Mays, Lisae Jordan, Gail Reid, Mark Arsenault, Mary Lou Watson, Greta Cuccia, Verlin Meekins, Christine Jackson, Lt. Brian McGarry, Casey Nogle, Tiwanica Moore, and Amy Robinson
Guests Present: Subha Chandar (DHMH), Lisa Garceau (DHMH), Jody Sheely (DHMH), Katie Wunderlich (Maryland Hospital Association), Christie Megna (DHMH), and Debra Alfarone (WUSA-Channel 9)

Members Excused: Kathleen O'Brien, Eunice Esposito, and Susan Krauss

TOPIC	DISCUSSION	ACTION	PERSON/S RESPONSIBLE	OPENED	STATUS 11/13/2014
Attendance	None	Completed via sign in sheet.	Amy	11/13/2014	CLOSED

Welcome and Introductions	Chairperson opened the meeting, welcomed everyone, and initiated roundtable introductions. The importance of attendance was discussed.	Completed	Chair	11/13/2014	CLOSED
Background Legislation	Chairperson discussed legislation and convening the committee based on law Chapter 627. Meeting protocol establishes that only members can participate in the discussions during these proceedings. However, the Open Meetings Act allows non-members to be present at meetings as observers only. http://www.oag.state.md.us/Opengov/Openmeetings/index.htm http://www.oag.state.md.us/Opengov/Openmeetings/AppD.pdf	Completed	Chair	11/13/2014	CLOSED
Packet Review/Committee Ground Rules	Comprehensive review of the issues requires respect and consideration for different viewpoints. While this is an open meeting, please be discreet in discussing specifics outside of SAFE Committee meetings.	Completed	Chair	11/13/2014	CLOSED
Meeting Dates Confirmation	Round table meeting room set up is preferred rather than classroom style for the next meetings to enhance discussions.	Completed	Members	11/13/2014	CLOSED

	Committee vote on future meeting dates as outlined in the document contained in the meeting packet (see meeting date attachment): 2nd Thursdays - 6 votes; 3rd Tuesdays – 2 votes; No preference – 2 votes Meetings will be held the 2nd Thursday of each month with the exception of the December 16th meeting date, which is the 3rd Tuesday of the month.				
Meeting Call-In Option	Members would like a call-in option. Question was raised about whether or not a designee is allowed to attend when the appointed member cannot be present. Kim Bennardi from the Governor's Appointments Office at DHMH was contacted and confirmed that designees are not allowed. Observers attending, either with no affiliation or representing an organization, may not enter into discussions unless expressly invited to do so. Chair proposed having a 2 call-in limit with a caveat for bad weather. Weather closing decisions will be based on the status of weather-related closings for Howard County Public Schools as Howard County is where meetings are held. Call-in option or	Tabled Members will be notified via email if a SAFE meeting is cancelled.	Members	11/13/2014	OPEN

	rescheduling may be implemented depending on how much of the State is impacted. Committee voted on the call-in option. 10 voting members were present, and 8 voted to limit the call-in option to 2 calls per person. Other suggestions included, calling in to listen only and use of video conferencing technology. Member requested to solicit the opinion of the absent members on this topic before making a final decision. This was agreed and the final vote will be announced at the next meeting.	Staff will explore video conferencing potential.	Carole		
Meeting Location	No one opposed the current location for future meetings. Dates will be submitted for room confirmation.	Completed	Members Amy	11/13/2014	CLOSED
SAFE Committee Deliverables	Reviewed subcommittee document. Four sub committees suggested. Subcommittee attendance will not factor into the required attendance percentage for members. Attendance requirements will be left up to the discretion of the subcommittee chair.	Completed	Members	11/13/2014	CLOSED
Sub-Committee Representatives	Each subcommittee needs to develop a timeline/work plan and report back to the SAFE Committee. Members volunteered and were nominated for sub committees. Subcommittee Membership:	Tabled	Members	11/13/2014	OPEN

	Victim Care - Co-Chairs: Verlin Meekins and Christine Jackson Members: Mary Lou Watson, Greta Cuccia, Eunice Esposito, Gail Reid, and Joyce Dantzler Law Enforcement/EMS - Chair: Casey Nogle Members: Mark Arsenault, Brian McGarry, Greta Cuccia, Gail Reid, Mary Lou Watson, Carole Mays Reimbursements - Nominated Chair: Kathleen O'Brien Members: Lisae Jordan, Christine Jackson, and Joyce Dantzler Public Input - Nominated chair: Susan Krauss Members: Lisae Jordan, Verlin Meekins, Carole Mays Chair nominations for the absent members to be confirmed. Each subcommittee meeting will be attended by at least one of the Chairs and/or SAFE Committee Staff Members. Draft work plans are due next meeting (12/16/14).		Carole Chairs/Staff Subcommittee Members	

New Business	Members raised questions about what issues the subcommittees will address. Comments included concerns about costs being imposed on rape victims, referral protocols, under/uninsured victims, state law counseling requirement, misinformation about when police need to be called, and how pediatric cases differ from adult cases.		Members	11/13/2014	OPEN
	Copy of the regulations on reimbursement will be e-mailed to members.		Joyce/ Tiwanica		
	Outlook calendar invites will be sent out.				
	Members are eligible for meeting travel reimbursement. Expense report forms will be provided at the next meeting.		Amy Tiwanica		
	Meeting adjourned at 11:34 a.m.				