

IMPLEMENTATION COMMITTEE MEETING

PRESENT: Michelle DellaVentura, Shari Allen, Jennifer Guarasci, Mary Malbon, Denise Pilot, Sonny Lipova, Andria Willick, Sandy Leemet

DATE: September 13, 2011

WELCOME Sandy welcomed everyone and thanked them for attending. Sandy explained that Maureen was unable to attend today's meeting and that I was just filling in as Acting Chair.

INTRODUCTION OF MEMBERS AND REPRESENTATION Sandy reviewed representation and noted that members were absent from Madison, Taylor and Catherine. Sandy also indicated that we have not been successful in finding a family representative to sit on this committee and encouraged members to talk to families to see if they can find someone who may be interested. Family members do not have to commit to every meeting.

OUTLINE OF THE COMMITTEE AND EXPECTATIONS

Sandy indicated that recommendations had come forth from the previous members of the Implementation Committee that the expectations were too difficult to meet each month. We have changed the frequency of meetings to once every 2 months and we have changed what is required to report for each meeting.

Sandy reviewed the attached letter outlining expectations.

TERMS OF REFERENCE

Sandy reviewed the Terms of Reference attached. Sandy asked all committee members if they felt the information was clear and if they had any questions or concerns. There were none tabled.

DISCUSSION OF ISSUES/CONCERNS

None tabled

NEXT MEETING DATES:

November 8, 2011 2:30

January 10, 2012 2:30

March 6, 2012 2:30

May 8, 2012 2:30

MEETING ADJOURNED AT 2:45 PM