

NCC Policy, Procedures and Operations Subcommittee
Meeting Notes: Wednesday, May 18, 2011

Attendees: Frieda Brown, Lisa Hoffman, Robyn Keske, Albert Ramirez, Arlene Sparks, Antonio Tovar

Agenda

- I. Roll call
- II. April NCC Business Meeting follow-up
- III. PPO document updates
- IV. Next steps

Discussion and Decisions

I. Roll call: Completed

II. April NCC Business Meeting follow-up: We do not have the minutes from the morning PPO Subcommittee meeting or the afternoon session for reference. As soon as they are available, they will be distributed.

III. PPO document updates: Robyn listed the items identified during the PPO face-to-face and full member meetings at the NCC Business Meeting to be addressed by the PPO Subcommittee, in the absence of minutes from morning PPO subcommittee meeting and afternoon session (note: when the minutes are available, this list may be revised):

1. Propose a 2 year term for membership service
2. Propose change from 1 member and alternate to 1 or 2 members since alternate does not truly define the role of the second representative
3. Members attend 2 in person meetings per year and 75% of calls
4. Add a Preamble to PPO Guidelines to include purpose of the document
5. Develop language for who should serve as NCC Representatives
6. Create new role – NCC Affiliate
7. Include guidance for member conduct
8. Develop grievance policy

The group discussed each item on the list.

1. Propose a 2 year term for membership service: This recommendation is already included in the PPO document.
2. Propose change from 1 member and alternate to 1 or 2 members since alternate does not truly define the role of the second representative: We agreed that this would be an improvement and will be included in the proposed changes for vote at Annual Meeting.
3. Members attend 2 in person meetings per year and 75% of calls: We agreed to develop language to reflect this change with Albert to draft for next call.

4. Add a Preamble to PPO Guidelines to include purpose of the document: This will be helpful to frame the PPO guidance document and Robyn will draft for review on the next call.
5. Develop language to guide PRCs in appointing NCC Representatives: The PPO subcommittee suggested that the Leadership Team provide input on this language. Antonio will follow-up with the Leadership Team to work on this.
6. Create new role – NCC Affiliate: All agreed that we should move forward with this change. Robyn will contact Tim who had agreed to draft a description of this new role in April.
7. Include guidance for member conduct: We discussed a new name for “code of conduct” and will review notes from the April meeting to determine Margarita’s suggestion. The guidance will focus on the positive aspects of member interaction and Antonio will draft for review.
8. Develop grievance policy: This policy will provide detailed assistance for any NCC member to raise an issue or grievance. Antonio will ask Sharrice if the PRC Program Office can provide any examples.

IV. Next steps: We reviewed assigned action items (see below). We also discussed that our goal is to propose the changes to the PPO guidelines that provide the appropriate guidance for the operations of the NCC but that the PPO guidelines should not be picked apart repeatedly.

Action Items

Draft language: Members attend 2 in person meetings per year and 75% of calls – Albert

Draft language: Preamble for PPO Guidelines – Robyn

Engage Leadership Team for input on guidance for PRCs in appointing NCC members - Antonio

Draft language: NCC Affiliate role – Tim

Draft language: Member conduct guidance – Antonio

Develop Grievance Policy - Antonio

Next call: June 15, 2011 at 4:00 (EDT)