

# Standards Committee



Claire Sinay, Vice Chair

Tuesday, January 29, 2008  
9:00 am to 11:00 am  
Public Health  
4041 North Central Avenue, Phoenix  
14<sup>th</sup> Floor, Cholla Room

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## Meeting Minutes

**Committee Members**    *AT: Attended*    *AB: Absent*    *EX: Excused*    *ALT: Alternate Present*

AT	Bradley Allen	EX	Claire Sinay	AT	Dr. Colin Sheffield	AT	Debby Elliott <i>alt: Phillip Seeger</i>
AT	Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT	Larry Stähli	EX	Randall Furrow		

### Guests

Bonnie Heare	Dallas Wilenius	Christine Hicks	Robert Bartlett Sr.
Liz Cranmer	Diana Alverez	Helen Sleseman	Steven Robenault

### Administrative Agent Staff

Lezli Stone                      Carlyle Fleming

Support Staff: John Sapero

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## Welcome, introductions and declarations of any conflicts-of-interest

John Sapero discussed that Claire Sinay was not able to attend the meeting and asked Debby Elliott to Chair the meeting in her place. Debby Elliott called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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## Determination of quorum

Quorum was established with five of seven members in attendance at 9:10 am.

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## Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the January 15, 2008 meeting. Deborah Frusciano noted that LeeAnn Holzmeister's name was spelled wrong, but she would need to email the correct spelling to Planning Council Support. No other corrections were made.

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## Committee Chair update

Debbie Elliott related that she had not been able to attend the previous meeting, and asked Colin Sheffield to provide an update. Colin discussed that the committee had completed draft standards of care for pediatric nutritional therapy and would review them again at this meeting.

MEETING MINUTES *continued*

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**Administrative Agent update**

Lezli Stone of Quality Management reported the following:

- There is a Part A Provider meeting on Thursday, January 31
- The Part A Grant award notification should occur sometime within the next 30 days
- Jen Hawkins has joined the Administrative Agent's office as a Program Supervisor

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**Standards of Care**

Debbie Elliott discussed that the committee needed to review the draft standards of care for Pediatric Nutritional Therapy that were developed at the last meeting, and also begin drafting standards for the Food Box/Home-delivered meals service category. As there were food box providers present at this meeting, the committee would begin developing the Food Box/Home-delivered meals standards of care.

Carlyle Fleming provided a draft document to help begin and guide discussion. Carlyle reviewed the document, and then the committee developed an initial draft.

The committee finished the draft document and agreed to solicit input. The document would be reviewed again at the next Standards Committee meeting.

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**Discussion of agenda items for the next meeting**

In addition to the recurring agenda items, the committee determined the following:

**Agenda Items**

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Continued development of standards of care for Food Boxes/Home-delivered Meals

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Review draft Pediatric Nutritional Therapy standards of care

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**Action Items to be completed by the next meeting**

Task	Assigned To
Format Food Boxes/Home-delivered Meals SOC for better clarity	Lezli Stone, Carlyle Fleming

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**Current events summaries**

Debby Elliott discussed that Aunt Rita's Foundation will hold their SAVOR Life event on March 15, 2008.

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**Call to the public**

Bonnie Heare thanked the committee for inviting the food box providers to the meeting.

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**Adjourn**

The meeting adjourned at approximately 10:53 am.