

## **CECA MEETING MINUTES**

### **July 17, 2014**

**Members present:** Lisa Anderson-Shaw, Sally Bean, Ken Berkowitz, Courtney Bruce, Joe Carrese, Art Derse, Stuart Finder, Ann Heesters, Martha Jurchak, Hannah Lipman, Kathy Powderly, Wayne Shelton, Stuart Sprague, Anita Tarzian, Lucia Wocial (chair)

**Others present:** Anne Cordes (Executive Director ASBH)

**Members absent:** Armand Antommara, Brian Childs, Aviva Katz, Terry Rosell, Malcolm Shaner, Jeffrey Spike,

The meeting was called to order at 11:05 am EDT.

### **MINUTES**

June minutes, approved with no corrections.

#### **Updating the ASBH Education Guide**

Stuart Finder provided an update. We had an 11% response rate to survey (See attachment with details). There is interest in a revised guide. People are using it as intended. There is strong support for moving forward with making recommendations about how to address input from surveys. The subgroup will meet and make a recommendation(S?) to CECA about what to do and what will be needed to accomplish the recommended strategies. CECA will in turn make recommendations to the ASBH board.

**Code of Ethics Manuscript:** A draft was sent out with the agenda packet. The goal of the manuscript would be three-fold.

1. Publish code as a manuscript (in appendix with approval)
2. Describe the process how we came up with it
3. Further information about interpretation

If people have comments, they can get them to Lucia and Anita by August 15.

Specifically note yellow highlighting (

- page 9, be general less specific, there may be conflicts that are complicated but need to be addressed on an individual level,
- bottom of page 12 to 13, identifying underlying values of HCEC,
- page 18, HIPAA disclosure.

Please get comments to Anita or Lucia using track changes on or before August 10, 2014.

**Code of Ethics Slides:** These were sent out just prior to call. Please get comments to Courtney, Lucia, Anita or Kathy on or before August 20, 2014. We are on track to have something to share at the ASBH annual meeting and will discuss what that might look like on the next call.

**Annual Meeting:**

Currently there are no plans to have a CECA meeting beyond the time of the scheduled meeting. CECA members will be receiving a Doodle Poll from ASBH to identify potential times to hold a CECA meeting in San Diego. Please complete the poll ASAP. The goal is to identify a time for the meeting prior to the next CECA call so that members may plan accordingly. CECA members who are ending their term are all welcome to attend the meeting, but their availability will not drive the time set for the meeting.

### **CECA Membership**

On or before July 31, members currently serving on CECA are asked to notify Lucia if they are interested in signing on for another term or if they need to leave their term of appointment early. CECA and the ASBH board will continue to utilize a transparent and open process for adding members to CECA and promote diversity of CECA. CECA members are welcome and encouraged to identify individuals who would be interested and qualified to serve on CECA. Send names to Lucia who will pass them on to the board.

### **Next Meeting:**

Content for the next meeting will include recommendation(s) from the education guide sub-group, updates on the Code Manuscript and Code slides.

### **QATF**

Anticipate that Joe Finns and Eric Kodish will present something at the ASBH meeting. There will not be interviews this year but work is progressing.

### **ADJOURNMENT**

The meeting adjourned at 11:42 ET.

**The next meeting will be held via teleconference on August 21, 2014 11 am – noon EDT.**