



Meeting Minutes
INTEGRATION OF CARE COMMITTEE
Nancy Cataldi and Christopher Joseph, Co-Chairs

April 16, 2014
McSilver Institute at NYU
41 East 11th Street in Room 741
9:30 am – 12:00 pm

Members Present: Amber Casey (alt. for Graham Harriman), Nancy Cataldi, Michael Ealy, Dorothy Farley, Tracy Hatton, Zach Hennessey, Christopher Joseph, Peter Laqueur, Jun Matsuyoshi, Jan Carl Park, Andresa Person, Mary Poupon, Bobby Rallakis

Members Absent: Peter Campanelli, PsyD, Christopher Cunningham, Joan Edwards, Janet Goldberg, Deborah Greene, Sandy Guillaume, Terry Hamilton, Daphne Hazel, Julie Lehane, PhD, David Price, Gina Quattrochi, Brenda Starks-Ross, Robin Wilder, Lisa Zullig

NYC DOHMH Staff Present: Mary Kay Diakite, Nina Rothschild, DrPH, Wilbur Yen

Public Health Solutions Staff Present: Bettina Carroll, Rachel Miller

Others Present: Joan Corbisiero (by phone), Billy Fields, Mallory Lowenstein, Maxine Phillips, Ann Stanislaus

Welcome/Introductions/Moment of Silence/Review of the Meeting Packet/Review of the Minutes: The Committee Co-Chairs welcomed meeting participants. Attendees introduced themselves. Zach Hennessey led the moment of silence. Nina Rothschild reviewed the contents of the meeting packet. Jan Carl Park called meeting participants' attention to the March 19th minutes. Mr. Park invited the Planning Council's Parliamentarian, Joan Corbisiero, to address the Committee regarding the format and contents of minutes after receiving numerous comments from the grantee concerning the March 19th IOC minutes.

Ms. Corbisiero made the following points:

- Minutes are a legal document.
- They include information on who presided and who recorded and all main motions as proposed and adopted, including the name of the proposer.
- They reflect what was done, not what was said.
- E-mail corrections should not be solicited outside of the umbrella of the meeting.
- A committee member can make a motion to rewrite a sentence, paragraph, or page. If there are no objections, the change is made.
- Written reports (including PowerPoints) can be on file or attached.
- Oral reports with no documentation should be summarized.
- The assembly corrects, approves, and decides what the minutes will ultimately contain.

Zach Hennessey made a motion that the Planning Council staff rewrite the March 19th minutes according to Ms. Corbisiero's description of parliamentary procedure.

Committee members debated the motion.

Amber Casey amended the motion to include the April 2nd minutes, but Ms. Corbisiero informed her that the point is out of order.

Five IOC Committee members voted in favor of rewriting the March 19th minutes, and 6 IOC members voted in opposition. The March 19th minutes will not be rewritten.

Committee leadership asked whether there are any corrections to March 19th minutes as presented by the secretary.

Jan Park motioned to accept the March 19th minutes as written by the secretary (without track changes).

Peter Laqueur made a motion to vote immediately without discussion. Eleven Committee members voted in favor of an immediate vote, and one member voted in opposition. The motion was adopted.

Jan Park made a motion to accept the March 19th minutes as presented by the recording secretary.

Amber Casey suggested amending the minutes by striking lines 28-31 on page 3 and replacing them with the material in track change comments 11 and 12. The vote on the amendment was five in favor and five opposed. The motion was defeated.

Ms. Casey suggested striking all material in the minutes from page 3, line 15 through page 4, line 4, and simply stating that Committee members engaged in a lively discussion. The motion died.

Mr. Park motioned to accept the March 19th minutes as presented by the secretary. Ten Committee members voted in favor and two members voted in opposition. The motion was adopted, and the March 19th minutes were accepted as presented by the secretary.

Peter Laqueur motioned to request a HRSA site visit to provide technical assistance about the role of the Planning Council staff and the grantee staff. Ten Committee members voted in favor of requesting TA and one voted in opposition. The motion passed and goes to the Executive Committee.

The minutes from the April 2nd meeting of the IOC Committee were adopted as presented by the secretary.

Christopher Joseph thanked Committee members for their patience.

Public Comment: Bobby Rallakis stated that we should limit this kind of discussion and focus on the Committee's work. Nancy Cataldi reminded Committee members of the importance of being impartial and not allowing emotions to cloud judgment.

Adjournment: The meeting was adjourned.

Nina Rothschild, Recording Secretary