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Notes from July 13, 2020 NC CPSS Expert Commission

Attending: Brandon, Tara, Cherene, Bernice, Wes, Lyn, Karen, Kemi, Rosemary, Joseph, Jennifer, and Greg

Absent: Trasha

| Topic | Notes | Deliverables & next steps | Who & when |
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| Welcome and agenda | Facilitator: Karen Kranbuehl Note taker: Greg Rice | | |
| Submission of the Expert Commission's Certification Oversight Board Recommendation | <p>Dwayne had not submitted any meeting notes for review from June 29, 2020.</p> <p>Karen gave a recap of the documents delivered via email to Dr. Laws on July 1, 2020. Documents included: 1) Membership list, 2) Justification for a Certification Oversight Board, 3) Proposed Statute, 4) Conceptual model diagram and 5) Training and Trainer Policies. Links were included for Google drive supporting documents.</p> <p>Brandon reported that Dr. Laws was incredibly appreciative of all the hard work that went into the recommendations, and she is making it one of her priorities to review all of the recommendations. She wants us to hold off posting the package online until she reviews it with the Division Director and Deputy Secretary Kingsley and then have a chance to reconvene with us for a discussion.</p> <p>There was a discussion regarding when and how to post the recommendations, balancing sensitivity to the process with the principles of transparency.</p> <p>The group wants to invite Dr. Laws to talk with us next Monday if</p> | Karen offered to record some notes for Dwayne. | Karen will enter notes this week. |

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| | possible. Brandon said he would reach out to her, and Karen offered to send her an email on the context of our discussion today. | <p>Invitation to Dr. Laws to join us in our meeting next Monday.</p> <p>Email Dr. Laws with a context of today's discussions.</p> | <p>Brandon will invite Dr. Laws to the meeting.</p> <p>Karen will send an email to Dr. Laws.</p> |
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| Develop details of the selection process for the initial Oversight Board | It was decided to keep this topic on the agenda for our next meeting, July 20, 2020. | No deliverables needed now | TBD |

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| How to support and move the Oversight Board recommendations forward | <p>1. Cherene wanted to know what our group needs in terms of education resources and knowledge in order to advocate for our recommendations. It is important to know the difference between advocacy and lobbying. Two individuals, Nolan and Mark, were suggested that they may be able to provide the commission with some knowledge about lobbying and advocacy. There is a need for knowledge about state employee restrictions with advocacy and lobbying.</p> | Reach out to Nolan and Mark for training on advocacy and lobbying. | Tara |

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| | 2. Rosemary and Lyn offered to do | | |

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| | research to find what is available online in terms of general knowledge on Lobbying and Advocacy | Results of information research | Rosemary and Lyn, 7-20-20 |
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| Role and relationships between NCCPSS Work Group and the Expert Commission | Clarification was provided by Tara on the roles of the two groups. The Expert Commission is about plans for the future and what it should be like. The Work Group deals with what is happening now and how they can help with changes and revisions. The Commission has a future from now until we get the Board in place. The group hopes that Dr. Laws will assist in clarifying the future roles of the two groups when she joins us next. | Clarification from Dr. Laws | Next Monday's meeting, 7-20-20 |
| Commission's work group #2 drafted a code of ethics for trainers | There was a misunderstanding concerning the source of a draft code of ethics for trainers/course owners. Bernice reported she made a draft for work group #2 to review, and that it originated from some suggestions in previous meetings. Karen noted the need for clear communications to improve the work within the commission and its work groups. She asked if it would help to have a side-by-side list of the responsibilities of the CPSS WG and the Expert Commission. | Karen suggested she and Tara could create this list and put in Google docs. | 7-20-20 meeting |
| Next Meeting | Date: July 20, 2020 @ 3 PM | Create agenda | Facilitator: Rosemary, Lyn as backup Notes: Karen |
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