MINUTES for Board Meeting
January 17, 2024

Meeting: 01/17/2024 7:30 – 9:30 am Mountain Time

Location: Zoom Meeting
https://zoom.us/j/8256677745
Meeting ID: 825 667 7745

ATTENDEES

Presiding Officer:

☒ Korey Hampton – **Chair**

Board Member Attendees:

☒ Rohan Shahani – **Vice Chair**	☒ Leslie Sohl – **Member**	☒ Jason Ong – **Member**
☒ Michael Smith – **Secretary**	☒ Kennerly de Forest - **Member**	☒ Billy Simpson – **Member**
☒ Erik Marter – **Treasurer**	☒ Connor James – **Member**	

Quorum?

☒ Yes   ☐ No

Guests:

Heather Brooks	John Voegtlin	Alicia Clint
Melissa Webb		Lori Stover

Meeting called to order at 7:34 am Mountain Time by Korey Hampton.

Welcome Guests & Housekeeping | (Korey)

Approval of Agenda | 7:34a – 7:41a (Korey)

Motion:	Review and approve the meeting agenda
Made by:	Rohan
Seconded by:	Mike
Discussion:	Add discussion about membership renewal process after switch to new Novi.
	Q2's were reviewed by the Finance Committee. Add Q2 Financials to the agenda, if time allows.
Vote:	In Favor – All
	Opposed – None
	Abstaining – None
Motion Carries:	☒ Yes ☐ No

Approval of Minutes from 12/20/2023 & 12/22/2023 | 7:41 – 7:52a (Korey)

Motion:	Approve the minutes from the Regular Board Meeting on December 20, 2023
Made by:	Mike
Seconded by:	Connor
Discussion:	
Vote:	In Favor – All Opposed – None Abstaining – Kennerly
Motion Carries:	☒ Yes ☐ No

Motion:	Approve the minutes from the Special Board Meeting on December 22, 2023
Made by:	Billy
Seconded by:	Kennerly
Discussion:	
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	☒ Yes ☐ No

Vendor Accreditation Program | 7:52 – 8:52a (Heather & Rohan)

- Program Review & Approval
  - The ACC reviewed and approved a package of documents regarding the new Vendor Accreditation Program. The package was forwarded to the Board last week for review.
  - The package included Accreditation Procedures Manual, Vendor Accreditation Application Manual, Vendor Reaccreditation Manual, Vendor Application Intake Form, Training Syllabus for Vendor Auditor, Vendor Accreditation Fees, Application Forms, Auditor Report Forms for each Service Area, Accreditation Evaluation, and proposed revisions to existing PVM policies.
  - Items outstanding
    - Vendor Agreement. The agreement has been reviewed by our legal counsel, insurance agent, and several other attorneys. Mike will share with the IRMC to determine what is the best approach to take.
    - Review and approval of fees
    - Vendor Auditor Model. Staff and the EC met and staff are reaching out to our payroll company, workers comp provider, and consultants to determine how to move forward.
    - Vendor Auditor Pay Rates. The current docs allow auditors to add hours with no metrics to allow/control this. This needs to be addressed at a future meeting for fiscal reasons.
    - IRMC Review

- Next Steps
  - Staff requested that the Board approve VAP documents so that they can move forward with Vendor Auditor Training. Before moving forward with the program, staff would like a formal motion from the Board acknowledging that members have received the package, reviewed the program materials, had an opportunity to ask and have their questions answered, and that the policy and documents are approved.
  - Beta testing was done with Operation Accreditation. Processes will be put in place to receive feedback and respond as we roll out the new program.
  - Rohan will be sending out a Doodle poll to schedule a special meeting of Board and Staff to receive feedback and to make decisions about moving forward. Several meetings may be required to answer all questions.
  - Rohan, Mike, and Heather are working on a Vendor Accreditation Program Governance Policy (VAPGP) to be approved by the Board in an upcoming meeting.
  - The Insurance and Risk Management Committee (IRMC) will be meeting Friday, January 26, 2024. Before the meeting, Mike (liaison) requested BoD Members to submit questions to direct their program review.
- Outstanding big-picture questions
  - Program Workgroup and Vendor Liaison – what groups or individuals will fill these roles before the approval of the Program Workgroup
  - Requirement for and purpose of site audits
    - What can be done virtually? What needs to be done on-site by a vendor auditor?
      - For example, in what cases can design be done virtually?
    - What are the obligations of the Vendor Auditor during virtual review and on-site review?
    - IRMC – What are ACCT's exposures if some types of reviews are done virtually?
  - Procedures point to QCP. What is the status of new QCPs?
  - Program benefits – will accredited vendors with one service area receive the same benefits as full-service vendors?

Motion:	To accept the Vendor Accreditation Package and to authorize staff to begin developing and promoting Vendor Auditor Training, to enroll Vendor Auditors, and to deliver Vendor training at a date to be determined by Staff.
Made by:	Mike
Seconded by:	Erik
Discussion:	
Vote:	In Favor – Kennerly, Jason, Rohan, Erik, Michael, Billy, Connor, Leslie, Korey Opposed – None Abstaining – None
Motion Carries:	☒ Yes ☐ No

ANSI ASD Discussion | 8:52 – 9:08a (Connor & Leslie)

- Consensus Group (CG) Membership
  - An appeal was filed by a former member of the CG who was removed from the CG. The decision to remove was based on a vote of the CG. ACCT, as the ASD, needs to respond to the appeal by January 29, 2024. Based on our procedures, the appeal was filed late.
  - Options were discussed for moving forward.

Motion:	ACCT, as the ASD, will respond to the request for the appeal advising that the request for appeal is denied because the appeal was filed late. It will further advise that, as the ASD, we are open to informal dialogue within a time frame to be set in the response.
Made by:	Leslie
Seconded by:	Mike
Discussion:	
Vote:	In Favor – Kennerly, Michael, Jason, Billy, Erik, Rohan, Connor, Leslie Opposed – None Abstaining – Korey
Motion Carries:	☒ Yes ☐ No

Hot Topics Blocks at the Conference | 9:08 – 9:16a (Melissa)

- Two blocks have been reserved at the conference for hot topics. We need to identify topics and presenters. Ideas were discussed.
  - Session blocks: Saturday 10:30a - 11:30a, 3:45p - 4:45p
  - Ideas need to be sent to Melissa by Friday

Affinity Group Application | 8:55 – 9:22a (Korey)

Motion:	Approve the application for a new affinity group for Queer Advocacy and Support
Made by:	Rohan
Seconded by:	Erik
Discussion:	How much staff effort and ACCT resources are consumed by affinity groups? Do we provide new affinity groups with documents about guidelines and resources?
Vote:	In Favor – Rohan, Kennerly, Jason, Mike, Billy, Erik, Connor, Leslie, Korey Opposed – None Abstaining – None
Motion Carries:	☒ Yes ☐ No

Proposed Update to Definition of Individual Member | 9:00 – 9:24a (John)

- This is a follow-up to previous discussions regarding John's request for clarity on the definition of an individual member. The Membership Committee has made a recommendation.

Motion:	Approve changes to the definition of individual member as provided by Staff.
Made by:	Kennerly
Seconded by:	Leslie
Discussion:	John researched when the exclusion was added. It looks like the wording was changed in 2019 during editing. There was no motion.
Vote:	In Favor – Kennerly, Jason, Erik, Mike, Billy, Rohan, Connor, Leslie, Korey Opposed – None Abstaining – None
Motion Carries:	☒ Yes ☐ No

Chair Update | 9:10 – 9:20a (Korey)

- A meeting of the Accredited Vendors and Operators will be called to to solicit feedback from stakeholders regarding the topics below. Time will also be set aside during Korey's regularly posted office hours to discuss.
  - DBA Update
  - Bylaws Update

State of the Association and AGM Plan | 9:20 – 9:32a (Korey)

▪ March 13, 2024, at 10 am, will be the debut of the State of the Association. This is what we have traditionally delivered at the AGM. It will be delivered virtually to include all of our members.
▪ Committee updates will be included
▪ Updates will be provided at the opening ceremonies, but in a new format

Parking Lot Items

▪ Q2 Financials

Meeting Closing | 9:32a (Korey)

Motion:	To adjourn the meeting.
Made by:	Billy
Seconded by:	Connor
Discussion:	
Vote:	In Favor – All
	Opposed – None
	Abstaining – None
Motion Carries:	☒ Yes ☐ No

Meeting adjourned at 9:33 am Mountain Time.