



MINUTES Consensus Group Meeting

Meeting Logistics:

Zoom Meeting: Link provided in invitation

Date / Time: May 01, 2024, 12:00p -1:30p MST

Preparation / To Dos:

Review Meeting Agenda and DRAFT minutes

Membership Ballot status/review

Review Procedures Revisions and Communicate with Secretariat

MEMBERS ROSTER (checked boxes represent members in attendance):

<input checked="" type="checkbox"/> John Lazarus, Vendor (Chair)	<input type="checkbox"/> Mitchell McWilliams, User
<input checked="" type="checkbox"/> Pete Sawyer Vendor (Vice-Chair)	<input type="checkbox"/> Shawn Moriarty, User
<input checked="" type="checkbox"/> Keith Jacobs, Vendor	<input type="checkbox"/> Mike Lane, General
<input checked="" type="checkbox"/> Etienne Leblanc, Vendor	<input type="checkbox"/> Christopher Oliver - General
<input checked="" type="checkbox"/> Rob Manson - Vendor	<input checked="" type="checkbox"/> Randy Wall, General
<input checked="" type="checkbox"/> Paul Chapman, User	<input type="checkbox"/> VACANT, General
<input checked="" type="checkbox"/> Lynda Kelly, User	<input type="checkbox"/> VACANT, General
<input checked="" type="checkbox"/> Loui McCurley, User	

joined at ~12:20pm

Support Staff and Scheduled Guest:

<input checked="" type="checkbox"/> John Voegtlin Secretary	<input checked="" type="checkbox"/> Leslie Sohl - Secretariat / BOD
<input checked="" type="checkbox"/> Michael Smith BOD Liaison	<input checked="" type="checkbox"/> Alicia Bourke - Secretariat / BOD
<input checked="" type="checkbox"/> Korey Hampton - Secretariat / BOD	<input checked="" type="checkbox"/> Melissa Webb - Executive Director

Scheduled Observers:

Before we begin, I would like to welcome our observers. They have, each, confirmed that they have read and understand and will comply with the ACCT Code of Conduct for such observers. By way of reminder, we ask this of our observers:

- 1) Unless prior arrangements have been made, observers will listen only and must not create or allow any distractions or interruptions of the meeting, including comments to the Members or otherwise, and background or other noises through their telephones or computers. We request they turn their telephones/computers to "mute" if they are able to do so.*
- 2) Voice recordings of the actual proceeding are not allowed.*
- 3) An observer who wishes to comment on the proceedings after the meeting may do so by completing the Observer Form on the ACCT Website or by contacting the Secretary to the Consensus Group at John@ACCTinfo.org or 303.827.2432.*

Thank you in advance for your cooperation.

Meeting Called to Order: 12:14pm

Quorum Present: Y

- 1) Review and Approve Agenda of today's meeting

Motion: To accept the Agenda as presented.
MADE by: Keith Jacobs 2nd: Rob Manson

Discussion: Meeting Management Tasks: Chat Time Management:
Screen Share: John V Opposed: Abstain:

2) Approval of Minutes

Motion: To accept the 04-03-2024 minutes as presented.
MADE by: Keith Jacobs 2nd: Paul Chapman

Discussion:
Opposed: Abstain:

3) Administrative Update:

4) Secretariat update: Update from the ASD Representative

- a) Request for Budgeting information for the 2024-2025 budget year.
- b) 5 yr Reaffirmation of the current standards?

From Mike Smith: Not necessarily a reaffirmation, but an extension

Options under periodic maintenance include submitting a new PINS and we'd like to finish the Accredited Procedures revision before filling out the form to seek the extension

5) New communication about standards received through Standards Management email.

- a) None

6) Membership:

- a) Review current status of open positions in the General Interest Category.
- b) Results of the ballot to add Audrey Hicks in one open position in the General Category (closing May 1st.)
 - i) Still not received responses from Randy and Etienne (<https://form.jotform.com/240936485420155>)

All votes received so far have been affirmative

- c) Discussion of Sean Fisher's request for continued membership on the Consensus Group as the PRCA representative and the process for processing his request.

email was shared with Sean's request and affirmation of understanding

Randy Wall asked if we have a Probationary Period policy

Mike responds that there isn't anything specific in the procedures, but with the previous rules stated removing members for breaking those rules wouldn't be unprecedented and suggests restating

those rules when necessary.

Keith states that he didn't experience the disruption that caused his removal, but didn't find Sean especially disruptive in his experiences and asks if we have asked ANSI about the continued need for a PRCA representative and if we are deciding between Sean or Steve Gustafson or if there's other options on the table.

Mike states that we haven't specifically asked ANSI if we do or do not need to have that PRCA representative at this time.

Mike presents the option of reinstatement using the current application on file and that if we did not go that route, we would *perhaps need* to publicly announce and pursue other possible PRCA options.

Sean's appeal was denied for late submission, but had informal discussions where Sean asked if he could be reinstated if met the requirements for professionalism and decorum.

Paul asked if Sean accepted responsibility for his behavior and acknowledged that he did not understand or read those rules.

Leslie states that they asked if Sean accepted responsibilities for the outburst, and asked it several ways and that he did, but did not ask specifically about the procedures. They did restate the professional rules discussed in our October meeting and asked for a written confirmation that he would be willing and able to follow those.

Keith states that he did participate in a non-disruptive manner, when asked, in a group task force working on the Accredited Procedures

Randy worries about the time we've spent on this so far, and whether we would have to police his behavior going forward.

Loui reiterates concerns about willful disobedience and needing to manage future outbursts and disruptions.

Lynda asks if there's value in reinstating Sean beyond his PRCA membership.

Keith states that Steve Gustafson may be the only other option and may be more disruptive

Motion: To reinstate Sean Fisher as a member in the General Interest category

MADE by: Randy Wall 2nd: Keith Jacobs

**Discussion: will put to a ballot,
procedural question asked about abstentions affecting outcome - simple majority is
needed**

Opposed: Abstain:

- d) Discussion of Steve Gustafson's request to have his interest category changed to "flexible" "I hereby make my current application on file, flexible to include me in the General Interest or other category".

Steve was asked to both reapply, if he wants to change his interest category AND get a

statement from PRCA that he's applying to be that representative, since the PRCA public website still lists Sean in the role.

Keith asserts that his knowledge of Steve would corroborate him not being a current Vendor

e) 2-year reaffirmation of the CG Leadership.

Last reaffirmed on May 04 2022

Motion: To create a ballot to affirm current leadership of the Consensus Group, John Lazarus as Chair, and Pete Sawyer as Vice-Chair
Made by: Paul Chapman 2nd: Rob Manson

Discussion:
Opposed: Abstain:

OLD BUSINESS

7) Member Education: Postponed.

8) Updates on the Boards Accredited Procedures Task Force progress.

Board-created Accredited Procedures Task Force was created to address the recommendations of the ANSI audits and bring them more into alignment with the ANSI Essential Requirements.

Much of it is terminology alignment.

Included members from BOD, Staff, and Consensus Group

Had 16 meetings

Draft was presented to Board of Directors

BOD was asked to present a letter ballot to the Consensus Group for the approval of this draft to then be submitted to ANSI

Ballot would have attached redline and clean version of the draft.

Ballot would be issued at such time that it would not close until after the CG's scheduled June meeting.

Intention of the ASD/Secretariat is to have this approved before the June deadline for an extension request.

Keith asks for confirmation of the timeline of Ballot close date and Review period

Mike states that the exact timeline isn't determined yet.

Keith asks if these changes are substantive and would trigger a longer process from ANSI

Mike states that the original ideas may have been so, but the current proposed draft is probably not, but it's ANSI's decision.

Keith asks if any of the changes are in conflict with what's on file with ANSI, and would trigger a PINS process

Mike states that any background information would be appreciated and that comments will be accepted.

Loui asks for timing that allows for dialogue between a collaborative review session and the ballot closing date.

Loui asks if there's any restriction to sharing the document before the ballot

Mike says he will ask the BOD

John Lazarus and Keith asked about notice or restriction in notice about the ballot

Mike restates that he isn't sure about the timing of the ballot or notice

Keith asks about reaffirming the standards, and why this Accredited Procedures revision is attached to our Extension or Reaffirmation

Mike clarifies that a reaffirmation is a statement that our Standards are good at this time and do not need to be updated, and the ASD would much rather file an extension (one year) and create a new PINS before that extension expires.

John L clarifies that the Board will be issuing a ballot to approve the revision and forward that, if it passes, on to ANSI.

Mike confirms.

9) **NEW BUSINESS**

NEXT MEETING

1. Next scheduled meeting: June 5, 2024, 12:00pm to 1:30 Mountain

<i>ACTION ITEMS</i>		
<i>Who</i>	<i>What</i>	<i>When</i>

Motion: To Adjourn.
 MADE by: Keith Jacobs

Meeting Adjourned: 1:13pm