



PCCEP Steering Committee Meeting Minutes

February 12, 2019, 5:30 - 7:00p

PCCEP Office - 525 NE Oregon St. Suite 250, Portland OR 97232

SUBCOMMITTEE MEMBERS PRESENT

Lakayana Drury, LaKeesha Dumas, Andrew Kalloch, Michelle Lang

PCCEP MEMBERS PRESENT

Sharon Gary-Smith, Sam Sachs, Patrick Nolen

MINUTES

Meeting Logistics 5:30 – 6:00p	<ul style="list-style-type: none">• Opening Remarks• The PCCEP February 26 meeting will be held at Taborspace – Dining Room from 5:30 – 8:30p• The PCCEP March 26 meeting will be held at The Tiffany Center from 5:30 – 8:30p• Looking for a North Portland location for April
Bylaw Amendment Proposal re Alternates 6:00 – 6:15p	<ul style="list-style-type: none">• Alternates section of the Bylaws to be revise• Diverse and balance representations on PCCEP is important• Discussion of drawbacks and challenges, e.g. HIPAA concern with asking members/applicants about mental illness, availability, etc.• Patrick to submit final version of amendment for full PCCEP vote at February meeting
Stipend Concern 6:15 – 6:30p	<ul style="list-style-type: none">• A letter of expectations for Stipends is needed with a set date on receiving the Stipends• Stipend (and similar logistic) issues to be sent to the Co-chairs for solutions and clarifications
Update on Alternates / Retreat 6:30 – 6:45p	<ul style="list-style-type: none">• PCCEP retreat has been scheduled. Invitations with date, time, and location sent separately to PCCEP members• Alternate Application submissions due March 5 – get the word out
Form of PCCEP Recommendations and Quarterly Report 6:45 – 7:00p	<ul style="list-style-type: none">• Subcommittees to form recommendations• How recommendations can be formed document has been created for committee members to use