



The Patient's Advisory & Advocacy Group

Board Member Meeting Minutes

Thursday, October 28, 2004

11:00 a.m. – 3:00 p.m.

Aegis Corporate Office

Recorded By: Georgia Raines

PARTICIPATING MEMBERS:

Stephen Day.....Simi Valley
Bill Lidikay Pomona
Russell Indanza.....Santa Barbara
Rueben Ornelas.....Bakersfield
Georgia Raines.....Bakersfield

Maryann SandovalStockton
Fred PinedaEl Monte
Delores LopezWest L. A.
Ann Johnson.....West L. A.
Norma Gonzalez.....Oxnard

INVITEES:

Udi Barkai..... President and CEO
Loanne Rudinger.....Logistics

The First Meeting of P.A.A.G Board Members

The following matters were discussed and concluded:

1. **Introduction:** The P.A.A.G. Board Members and Aegis Staff Members were introduced.

Probationary Period for New Board Members: The board discussed Steve Day's proposal for establishing a 180-day probationary period for all new PAAG board members, and the new requirement that prospective board members participate in local K2R support groups.

The board unanimously approved the proposal, and added that upon the 30, 90, 180-day of membership, the President and an additional board member would review the probationary board member.

2. **Appointment of PAAG Officers:** Nominations were taken, and seconded for the following positions:

<u>Chairperson:</u>	Stephen Day
<u>Vice-Chairperson:</u>	Bill Lidikay
<u>Secretary:</u>	Georgia Raines
<u>Treasurer:</u>	Russell Indanza

Each of the above persons was elected by a unanimously vote.

3. **Term of Officers:** The board approved a term of two (2) years for each of the above-mentioned officers. Upon completion of their terms, the board members will elect successors, either the same officers or newly elected ones, for additional two-year terms.



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4. **P.A.A.G. Meeting Schedule:** The board has discussed and agreed that board meetings would be held on a quarterly basis. It was also agreed that the board meetings would take place in the corporate office, as well as occasionally at the clinics. Hopefully, this will increase the involvement of the clinics in PAAG-related activities.
5. **P.A.A.G. Regions:** The forum agreed to create local PAAG regions, and assign specific members to oversee the following regions:
 - a. **Regions 1 & 2** will be overseen by Ruben Ornelas, Georgia Raines, and MaryAnn Sandoval, and include the clinics of Marysville, Roseville, Stockton, Modesto, Chico, Delano, Bakersfield, and Fresno.
 - b. **Region 3** will be overseen by Russell Indanza, and include the clinics of Atascadero, Santa Maria, and Santa Barbara.
 - c. **Region Four** will be overseen by Stephen Day and Norma Gonzalez, and include the clinics of Santa Paula, Simi Valley, and Oxnard.
 - d. **Region Five** will be overseen by Ann Johnson, Delores Lopez and Rob Shapiro, and include the clinics of Inglewood, Wilmington, and W. Los Angeles
 - e. **Region 6** will be overseen by Bill Lidikay and Fred Pineda, and include the clinics of El Monte, Hesperia, Pomona, W.Covina, Pasadena, and Ontario.
6. **Responsibilities of Local P.A.A.G. Members:** The board discussed and concluded that the Local P.A.A.G. members would have the following responsibilities:
 - a. Establish Keys To Recovery support groups at the clinics. Facilitate K2R meetings. Ensure that all necessary supplies are available at all times. (i.e. sign-in sheets, posters, brochures, etc.)
 - b. Recruit potential P.A.A.G. members with the approval of clinic managers. The priority will be given to exemplary patients, and recovered patients who have completed their MMT treatment successfully.
 - c. Plan regional P.A.A.G. Meetings and Outreach Efforts in collaboration with clinic managers.
 - d. Support clinic managers, Counselors, staff and the local P.A.A.G. members of each of the Aegis Clinics.



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7. **P.A.A.G. Policies, Procedures and Protocols (P,P&P's):** The board discussed and agreed upon to make the following changes to the PAAG P,P&P's:
 - a. A "Form Letter" informing all existing and new P.A.A.G. board members that any violation of the P.A.A.G. Code of Ethics will be cause for dismissal.
 - b. All meeting materials pertaining to P.A.A.G. and/or K.2.R. meetings will be returned to their respective Clinic Manager at the end of each meeting.
 - c. The proposed & approved probationary period for new board members will be added to the P.A.A.G. P,P&P's.
 - d. The election of P.A.A.G. officers and the provisions regarding their terms.

8. **Update given by Loanne:**
 - a. K.2.R tokens would be done in 1-2 weeks.
 - b. Completed Hygiene packages were shown to all in attendance
 - c. Business Cards would be done in 1-2 weeks

9. **Other Business:**
 - a. Materials distributed.
 - b. **Next Meeting to be held Wednesday, January 19, 2005**

10. **Meeting Adjournment:**

Respectfully submitted,

Steve Day, Chairperson