



**November 10, 2009  
 Standards & Quality Committee**

<b>Present:</b> Laverne Bell Kirt Sumpter Sue Osborne Teresa Broxton Betty Coley Dena Whipper	<b>Guests:</b> Jeff King Leah Coughlin	<b>HPCNEF Staff:</b> Dawn Pietrewicz Joyce Case
	<b>Discussion</b>	<b>Action</b>
<b>Welcome &amp; Introductions</b>	Welcome & introductions were made.	
<b>Review Code of Conduct</b>	The committee was advised to act according to the PCHAP Code of Conduct.	
<b>Review of Minutes</b>	Members reviewed the minutes from October '09 meeting.	<b>Minutes were approved.</b>
<b>Prevention/Patient Care Booklet Project Update</b>	The professionally typeset draft of the Patient Care booklet was reviewed with the following results: <ul style="list-style-type: none"> <li>• Cover Design change was approved.</li> <li>• Back Cover format and art work were chosen.</li> <li>• Background color of cover was chosen.</li> <li>• Interior photos of people will be replaced with photos that convey a visual message. The alternate back cover photos will be used and additional photos will be chosen.</li> <li>• Further review of the book will take place by email prior to the January meeting.</li> </ul>	
<b>Discuss Positive Champions Conference</b>	<ul style="list-style-type: none"> <li>• Dawn Pietrewicz advised the group that they were able to lock in the February 9<sup>th</sup> date as requested.</li> <li>• The committee decided the event should take place from 4 to 6 pm.</li> <li>• The expected turn out is between 50 and 75</li> <li>• Dawn Pietrewicz will contact Gilead about, the budget, permissibility of other participants and if the funds can be routed thru a third party.</li> </ul>	
<b>Next Meeting Date</b>	<ul style="list-style-type: none"> <li>• The committee will communicate during December as needed</li> <li>• The next physical meeting will be Jan 12<sup>th</sup> at 1:30 PM at VCHD.</li> </ul>	
<b>Adjournment</b>	Meeting adjourned at 2:40 pm.	