

**Northern California Pain Initiative, Interim Executive Committee
Conference Call**

**January 12, 2004, 5:00-6:00 pm
Dial-in Number(s): (800) 331-7072
Participant Code: 687541**

**Summary Notes
(Corrected 2/12/04)**

Present (via phone conference): Donna Anderson, LCSW, Mary Bennett, Judy Citko, Margaret Clausen, Barry Eliot Cole, MD, Marcia Grant, PhD, Thurman Hunt, APMC, Kathryn Keller, PharmD, Bill Marcus, Beverly Nicholson, RN, CNS, Paul Riches, Lori Reisner, PharmD, May Sung, MPH
Guest: Jenesse Miller

The meeting was called to order and roll taken by Interim Executive Committee Chair, Donna Anderson.

The minutes of November 21, 2003 meeting were reviewed and approved as written.

Northern California Pain Initiative status as a non-profit organization

Kathy Keller reported on the status/ progress of NCCPI 501c3 dissolution and transfer to ACS. Before NCCPI non-profit status can be dissolved and funds transferred to a new 501c3, paperwork needed to be filed with the state, along with payment of fees to return it into regulatory compliance. During the past month, Rhonda Nichols, RN, Chairperson for NCCPI received the paperwork back with instructions to re-file with corrections. The corrections were made and paperwork was resubmitted. Rhonda is awaiting a response from the state.

Formalize and refine Interim Executive Committee membership and function

Donna Anderson opened a discussion on Executive Committee /Executive Board Membership & Function.

The need to establish an officers group within the larger executive committee to facilitate day-to-day business and decisions that do not require input by the entire Interim Board was identified. Margaret Clausen indicated that the Chair, Vice-Chair, Treasurer and Secretary, along with the administrative staff (May) would typically be identified and function in this capacity, reporting to the interim executive committee. The other interim executive committee members provide input as needed and would act as sub-committee chairs (and as sub-committee members for the present).

Identify other representation to the Executive Committee, such as, consumer, AARP, Board of Pharmacy, etc.

There was general agreement that wider participation in NCPI should be encouraged by formal invitation to stakeholders from diverse areas of interest such as the Attorneys General, Regulatory/Enforcement/DEA arena, consumer representatives, Dentists, etc. Several names were suggested to start: Penny Cowan of the Chronic Pain Association (consumer member), Joan Jerzak and James Ball from the California Medical Board Investigation Unit (regulatory), Tricia Wynne with the Attorney General's Office, etc. It was determined that a list of organizations and individuals who might have an interest in the activities of the NCPI would be accumulated by the officers group through input received over the next months. Vacancies on the Interim Executive Committee will be filled on an individual basis to maintain input from a

variety of practice areas among those who are willing to commit to the committee meetings and sub-committee service as needed.

Establish an Executive Board

There was further discussion regarding NCPI's organizational structure, including the activities of an executive board and relationship to the officers' group. Since NCPI is in its formative stages, it was decided that, for the present, the identification of the Officers Group and division of tasks will be as indicated above. This issue will be revisited as the organization progresses.

Long range planning - Letter of Inquiry to California Endowment

May reported that a Letter of Inquiry has been drafted to the California Endowment, but had not yet been submitted, awaiting budgetary figures. The estimated costs for NCPI's first year activities is estimated at \$34,800. The letter requests a grant in the amount of \$25,000 for NCPI organizational development over the next year. The remaining \$10,000 is anticipated as a rollover of funds as the NCCPI is dissolved. No committee members raised concerns about the letter.

Identify Committees and Chairs

(Individuals who would be willing to chair specific workgroups based on the priorities identified during the August 2003 stakeholders meeting)

- *Membership:*
 - Margaret Clausen agreed to chair. The group raised several issues for the committee, such as how to cultivate members, develop a brochure, Barry Cole offered mailing labels for AAPM members, need for a website/developing media relations first, charter membership, issue of dues/no dues. Donna Anderson advised that these decisions would be left for the committee to deliberate and report their recommendations back to the interim executive committee. Bill Marcus inquired about integration with the AACPI website. Mary Bennett offered to research various options, plans and will bring back models from other state initiatives. Margaret Clausen indicated that the organizational structure and communications would need to be established before seeking wider membership. Mary Bennett and Kathy Keller agreed to participate on this committee.

- Status / progress of SB151 Project
 - This project has been relegated to the *Professional Education Committee*, which will be co-chaired by Beverly Nicholson and Bill Marcus. Committee members will include volunteers Judy Citko, Barry Cole, Paul Riches, and Jenesse Miller, ACS Media Relations Manager. Jenesse expressed a desire to communicate information about SB 151 to the broader community via such devices as the ACS newsletters, such as *Advances*, the quarterly newsletter that goes to donors and FOCUS, Mission Delivery newsletter to field staff and volunteers. However, NCPI's initial goal is to ensure first that healthcare professionals be made aware of the changes and have all their questions answered. A message has already been published in the California Medical Board's newsletter, *Action Report*. Mary Bennett reported that AACPI is running a one-page summary as well. The *Professional Education Committee* will "meet" by conference phone to develop the materials and educational format, target dates, etc. for the educational teleconferences, building upon the Prescribing & Dispensing Rules in CA

developed by Bill Marcus, and collaborating with Board of Pharmacy input by Paul Riches.

- *NCPI / SCCPI Liaison*
 - Marcia Grant reports that she will be participating in SCCPI's strategic planning meeting for 2004. As the NCPI/SCCPI Liaison, she will report back at the next NCPI meeting.

Conference Call Schedule for 2004

- Donna Anderson adjourned this meeting with the reminder that conference call meetings of the Interim Executive Committee will be held on the second Monday of each month at 5:00pm – 6:00pm. The next meeting is scheduled for February 9th. The participation and dedication of all the committee members is truly appreciated.

Respectfully submitted,

Kathryn Keller, PharmD
Secretary