



Minutes

Member Meeting (2022/2023)

November 10, 2022 | 2:00pm | Google Meets

In Attendance

Brian Zach (Kingman)	Joseph McCamish (YCSO)
Cassie Johnson (Scottsdale)	Kimbrilee Schmitz (Casa Grande)
Erica Pullem (Queen Creek)	Mary Gillespie (Avondale)
Evan Kunert (Kingman)	Randy Stewart (El Mirage)
Janaya Johnson (Salt River)	Scott Sjerven (Casa Grande)
Jeana Johnson (Wickenburg)	Shane Sloma (NAU)
Jennifer Julian (Clarkdale)	Stacy Olson (Salt River)
Jerry Kaphing (Gilbert)	Trudianne Bullard (Lake Havasu City)

Call to Order

Meeting called to order at 02:03pm. Board members Stacy Olson and Jeana Johnson are present.

Approval of 08/10/22 Minutes

Minutes presented and approved with no vote. No changes brought forth by membership.

Updates to CAPA Website – What it Offers

- Update to the Help pages offer information on initial accreditation and the reaccreditation process as well as general documents that might be beneficial.
- There is a section on mock assessments on the process for both agencies going through mock assessment as well as though who would like to volunteer for mock assessments.
- There is now a job-posting page for accreditation managers or accreditation based jobs. You can advise your agencies they can email CAPA to have jobs posted, regardless of title. Of course, you can keep an eye out for new opportunities.

Moving Into Reaccreditation – What to Expect

- You will be getting annual checks on certain chapters to assure that your proofs are appropriate and you are on track for the following years. Make sure to keep up on your proofs throughout the year, as it can be an overload if you attempt to collect all proofs at the end of the year.
- Be aware of when your reaccreditation year starts and ends to assure you have proofs within that period.
- Within PowerDMS, it is highly recommended to group proofs for each year together as much as possible. Utilize one pdf when possible and then highlight the proofs appropriately. This becomes critical for larger chapters as the proofs can become overwhelming especially when collecting four (4) years' worth.

Setting Your Accreditation Up For Success

- Jeana developed an excel file that lists each standard individually. It is designed to allow you to break your list down, print it, and offer it to different areas of your agency so they know what is needed and when. The list will be listed under the “Help” page on the website.
- Reach out to other agencies to figure out how they handle their physical as well as digital files for their accreditation. Often you can get ideas from somebody else that is more efficient or helpful while collecting your proofs.

Mock Assessments – CAPA’s Involvement & How to Help

- CAPA is need of individuals who are interested in being a mock assessor. We would prefer accreditation managers who have already been through their initial accreditation but there is not a restriction at this time.
- Anybody interested in being a mock assessor can reach out to CAPA to be added to the list. There is not an expectation that you will have to participate for each one but instead offer to help when you are available. More assessors we have, the better it will be.
- Instructions for mock assessments is on the website and available to view.

Open Discussion

- No matters brought forth for open discussion.

Conference & Future Agenda Items

- Conference is scheduled for April 2023 so please keep an eye out for registration. Please give suggestions on ideas for topics to be presented so that it can be forwarded to the conference committee to discuss and arrange.

Announcements

The quarterly meetings will be shifting slightly to allow the spring quarterly meeting to be in person at the annual conference. Once the shift occurs then the coalition will hold a meeting annually at the meeting henceforth.

Adjournment

Motion to adjourn was made at 2:47pm and was passed unanimously.

Next Meeting

January 18, 2023 at 02:00pm via Virtual Meeting