



Minutes

Member Meeting (2022/2023)

January 18, 2023 | 2:00pm | Zoom

In Attendance

Brian Zach (Kingman)	Jennifer Julian (Clarkdale)	Shane Sloma (NAU)
David Wilkinson (Colorado City)	Jerry Kaphing (Gilbert)	Stacy Olson (Salt River)
Erica Pullem (Queen Creek)	Joe McCamish (Prescott Valley)	Trudianne Bullard (Lake Havasu)
Evan Kunert (ALEAP)	Larry Jones (Page)	
Frank Amado (Tucson)	Mary Gillespie (Avondale)	
James Edelstein (Prescott Valley)	Randy Stewart (El Mirage)	
Janaya Johnson (Salt River)	Renee Klix (Queen Creek)	
Jeana Johnson (Wickenburg)	Scott Sjerven (Casa Grande)	

Call to Order

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

Approval of 11/10/22 Minutes

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

Updates to CAPA Website – What it Offers

- Update to “Help Page” with user guides uploaded and made available. Questions that have been asked by accreditation managers have been added as well.
- Mock assessments section has been added/updated with great information for both assessors as well as for those who are approaching their assessments about what they should be expected.
- Job postings have been added and you can sign up for mailing lists so that you can get notifications when jobs are posted and made available.
- Please send suggestions to the CAPA email and we will email them out for answers as well as add the answers to the website.

Conference Opportunities

- ALEAP is looking for additional sponsorships for the conference. If you are able to recruit a sponsor for the conference then your enrollment as well as one night stay will be covered.

Mock Assessments

- Evan Kunert will be doing the annual checks for each agency during the reaccreditation process.

- The concern that accreditation managers are not on the right track and want to have a check to make sure everything is looking good. Evan has started the annual checks for a couple of agencies and normally, it is just little issues or general misses that have been found. If you have not had your annual check yet, Evan will reach out to you as soon as he can but he is behind due to the number of agencies involved.
- Additionally, agencies that are several years within their reaccreditation will have only their latest full year checked for the spot check process.
- Mock assessors are made up of three accreditation managers from accredited agencies.
- The mock assessment is designed to allow agencies time to go through and see what changes are needed.
- When an agency is ready to complete their mock assessment, they will reach out to CAPA to schedule time and assessors who can be available to do the assessment.
- How far in advance should a mock assessment be scheduled?
Answer: Maybe about thirty days out but more go for 90-95% of your assessment completed, to give time for the assessors to be gathered and be ready for the assessment when you are completed.
- Resources and a reference is available on the CAPA webpage.
- Please make sure to keep good communication open between assessors and accreditation managers to make sure that everything is good to go. Assessors should work to complete everything within two to three weeks.

Open Discussion

- What do you do if you have an undated photo?
Answer: You can pull up the properties on the photo and it will show the date of the photo and you can screen shot the photo. You can also utilize an app called *DateStamper* and it can allow you to add the desired fonts, colors and area of the date to the photo.
- It is intended that CAPA will take over mock assessments in its entirety eventually. To assist with that, we would like to develop two additional chair positions, which includes a Mock Assessment Chair and a Communications Chair. These positions will be the leads for these areas. A vote for the person to fill the position will take place at the meeting in April at the conference. A vote was put forward to add these positions to CAPA by-laws by Kelly Ingram and David Wilkinson seconded. No opposition, motion passed.
- The communications program is going to be voted on January 26, 2023 and then be pushed out in the following months for official implementation. The program will have about 44 standalone standards. It will be beneficial for accreditation managers to take in consideration on who will lead the way for the communications program at their respective departments.
- There is a separate application section for communications in case someone would like to add themselves for specifically communications division outside of the general accreditation program. Individuals are permitted to apply for one or both of the positions.
- The presidential order that an accreditation task force be formed within 180 days has expired and AccredNet is going to be the point of contact between DOJ and state accreditation agencies. Kevin is a member and working to get accurate and up to date information as much as possible. With this implementation, some additional standards or

changes to current standards may occur. There will be a summit in July so please be proactive and send out any ideas for changes, improvements, etc. on any of the standards to be presented before the commission.

Future Agenda Items

- Please make sure to follow up on the website for the conference registration, and register as soon as possible so that you have your spot saved.
- Reminder that the accreditation manager training on February 15, 2023 is going to be held in Prescott Valley. It is highly recommended for everybody but especially new accreditation managers.

Adjournment

Motion to adjourn was made at 2:58pm and was passed unanimously.

Next Meeting

April 20, 2023 in person at accreditation conference.