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Meeting Notice and Agenda

Healthcare-Associated Infections Advisory Committee
November 20, 2008 9:00 a.m. to 11:00 a.m.

Conference Call

Agenda

- 09:00 Introductions & Rules for Teleconference – Kim Delahanty, Chair
- 09:10 Meeting Issues
- Education of Infection Control Committee Chairs
 - Clean up language for SB 1058
 - Discussion of Next Steps
- 10:30 Wrap-up, Action Items, set date for next meeting
- 11:00 Adjourn

For questions about this agenda or meeting, please contact Sue Chen @ (510) 620-3434 or email infectioncontrol@cdph.ca.gov.

Conference call-in number: (816) 723-1793, participant code 7893538

The conference line will accept up to 60 calls. Please consider gathering in the same room if possible if calling from the same facility. Teleconferencing guidelines are on page 2 of this agenda. Thank you.

Guidelines for HAI Conference Call

In preparation for upcoming conference calls, a set of rules to help keep the call running smoothly has been established. Although these rules may limit the flexibility of the conversation, they should expedite the call while still giving everyone the opportunity to speak.

1. The Chair owns the floor. If the Chair intervenes during any conversation, all comments should stop. The Chair has the right to cede the floor to a presenter (Subcommittee Chairs presenting on their Subcommittees, for example).
2. When logging on the call, please do not announce yourself. Chair will ask for introductions once all callers are on the line.
3. To be entered into the queue, please state your name. Facilitator will acknowledge by name when you are entered. Facilitator will regularly announce the queue.
4. Facilitator will call on queued speakers.
5. Comments are limited to two minutes.
6. Once a speaker has finished a comment, they may not speak in response to subsequent speakers unless they are directly asked a question.
7. Please mute phones whenever possible.

Thank you in advance for your cooperation and participation