
MEMORANDUM

Date: May 23, 2016
To: HAI Advisory Committee Voting and Liaison Members
From: Jeff Silvers, MD, Chair, HAI Advisory Committee, and Lynn Janssen, Chief, HAI Program, California Department of Public Health
Subject: HAI Advisory Committee Meeting Facilitation Process

To enhance HAI Advisory Committee communication, ensure time for discussion, and provide better time management, we are suggesting the following processes for facilitating Committee meetings. These will take effect beginning with our next meeting scheduled on August 11, 2016.

1. We will continue to conduct meetings by following Robert's Rules of Order.
2. Committee members need to be respectful of other Committee members and Department staff. Negative comments and voiced opinions about how other members vote are unacceptable.
3. New motions should be written, submitted to the Chair to be transcribed, and then shown on the projection screen before the motion is seconded.
4. The agenda will be ordered as follows:
 - a. Introduction/Bagley Keene
 - b. Public story
 - c. CDPH / HAI Program updates
 - d. Unfinished business (i.e., topics not completed at the prior meeting)
 - e. Subcommittee reports
 - f. New business
5. The public story is an agenda item and needs to be posted 10 days in advance of the meeting.
 - a. A call for a public story will be sent to all Committee members 30 days prior to the quarterly meeting.
 - b. The person presenting the story needs to be identified on the agenda. A substitute cannot be inserted if the person identified on the agenda is unavailable.
 - c. The Committee chair will speak with the presenter in advance of the meeting to verify that the story is HAI-related.
 - d. The public story will be limited to 10 minutes.
6. Subcommittee presentations will be streamlined to provide the information upon which the full Committee needs to act.
 - a. Subcommittees may present a maximum of five slides, plus additional slides for each motion.
 - b. No more than one motion should be written on each slide.
 - c. Subcommittee leads should plan for presentations that last no longer than 10 minutes to update the Committee on their activities and findings.
 - d. We will plan an additional 10 minutes to discuss each motion.
 - e. All subcommittee presentations and any supporting documentation must be submitted to Jorge.Palacios@cdph.ca.gov 7 days before the meeting to be included in the packet. Failure to submit a presentation one week in advance will result in the subcommittee report being deferred to the subsequent meeting.

Thank you for your service on the Committee and your commitment to preventing HAI. We look forward to continuing to work with you.