

IACET Council Teleconference

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December 12, 2016

3 pm EDT

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AGENDA

Call to Order

Roll Call

Review and Approval of Minutes – November 9, 2016

ICSD Chair Update

Review of Participation and Attendance Policy

Review Category 9 Comments

Review Category 10 Comments

Schedule January Meeting(s)

Adjourn

Attendees: Stuart Karasik, Denise Haas, Carol Martsof, Tara Orlowski, Natalie Schwab, Sumi Sankaran-Deal, Lonny Wright (arrived 3:51 pm EST), Vicki Moeller, Barb Riley (observer/non-voting)

Absent: Jacqueline Bessette (with notice); Michelle Kruse (with notice/submitted responses); Nancy Riebling (with notice/submitted responses); Lynne Ivey (with notice); Linda Yesh-McMaster (with notice)

Staff: Tracey Naughton;); Joe McClary (with notice)

MINUTES

Review and Approval of Minutes

Motion: Barb Riley moved to approve the November 9, 2016, minutes

Seconded by: Vicki Moeller

Motion passed: 8-0-0

ICSD Chair Update

Update on status of timeline for completion of the 2018 Standard:

Prior to January's meeting, staff will send the proposed 2018 Standard working document with the verbiage as accepted for Categories (and Elements) 1 – 10. The Council will meet in January to review and discuss the final "draft" document to be presented at the March 10 meeting to the Board of Directors. Also during January's meeting, the Council will identify sub-committees to work on the revisions to the Application and Glossary.

Barb Riley and Tracey Naughton will review the IACET Policies and Procedures approved at the September 2016 Board meeting to ensure alliance with the Standard. Vicki Moeller and Natalie Schwab will review the commentary.

ACTION ITEMS for January Meeting:

1. A review of the revised 2016 IACET P&Ps will be conducted to ensure alliance with the Standard.
2. The status of attendance at 2016 Council meetings will be distributed and discussed at the January meeting.
3. Staff will send a version of the 2018 Standard to Council members will all approved changes accepted before January's meeting.

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Review of Participation and Attendance Policy

Staff will send the Council meeting attendance status to all members of the Council for review and disposition based on the Council policies and procedures.

Review Category 9 Comments

Motion: Sumi Sankaran-Deal moved to keep Element 9.1 the same with no changes.

Seconded by: Natalie Schwab

Motion passed: 8-0-0

Motion: Tara Orlowski moved to approve Element 9.2 by deleting the first sentence, retaining the second sentence as is, and retaining the list of SIX requirements as is.

Seconded by: Sumi Sankaran-Deal

Motion passed: 8-0-0

Motion: Lonny Wright moved to approve a new 9.2 Element with the following verbiage and move the original 9.2 to become the new 9.3: "The Provider shall document successful completion of the established criteria either through a certificate of completion or a training transcript."

Seconded by: Sumi Sankaran-Deal

Motion passed: 8-0-0

Motion: Stuart Karasik moved to approve a new 9.4 Element with the following verbiage and move the original 9.4 to Category 6: "The Provider shall have a formal record retention policy and rationale for retention period" with the caveat that the new 9.4 may also be moved to Category 6 where other policies are addressed.

Seconded by: Tara Orlowski

Motion passed: 8-0-0

Review Category 10 Comments (TABLED until December 19, 2016 at 3:00 pm EST)

Next Meeting – December 20, 3:00 pm EST **Everyone should review and submit comments for 10 before the next meeting.**

The meeting was adjourned at 4:18 pm.