

**SOUTHWEST REGION ACPE
LEADERSHIP COUNCIL AND ADVISORY COMMITTEE MEETING
Thursday, February 21, 2008
8:00 – 12:00 noon**

Present: Carlos Bell, chair; Jose Cedillo; Jenny Lannom; Mark Hart (serving as Secretary); Theo Stewart; Carolyn Barksdale; Steve Goss; Melissa Walker-Luckett; Lerrill White; Doug Watts; Bill Carpenter, Regional Director

Absent: Mary Stewart Hall; Leo Blanchard; Lee Ann Rathbun

I. Call to Order

The meeting was called to order by Carlos Bell at 8:10 am.

II. Welcome and Introductions

All attendees introduced themselves and a devotional was shared by Theo Stewart.

III. Regional Director's Report

There was no written report, yet, but it will be submitted later. The Regional Directors gathered in San Diego in January for their annual meeting. Current issues to discuss for the SW Region include:

- 1) Regional fees. There was a Board suggestion to consider uniformity in application of fees from one region to another. Student unit fees have had wide variation. Variation of \$100 per unit fee is noted. All regions pay for the attendance for all Leadership to regional meetings. Several regions are paying for Supervisors, Associates and Candidates to attend. The Southwest Region has not historically paid for membership to attend. Bill wants to look at that issue here because of the importance of this annual meeting.
- 2) Increase the number of Centers and SITs in the Region. The number of SIT's has exploded here in the SW Region. Pushing close to 20 SITs up to Candidacy in SWR thus far.
- 3) Regional changes: Sam Naidoo left VITAS and has gone to Columbus, GA. Deborah Whisnand is currently at BAMC and will be transferring to VITAS. VITAS is the largest hospice in San Antonio. Bruce Messinger will be joining BAMC in Fall, 2008.
- 4) The next regional meeting dates coming up are going to be tough to accommodate because of changes with the national conference times. There are only 110 days between the Richmond and Orlando meetings. REM comes to the SW Region in 2010 which is just one year out from Orlando. The Leadership Council needs to set the date for the next regional conference, probably in Fall 2009.

IV. Strategic Planning Task Force Report—Lerrill White

The following report was submitted & discussed :

Over the course of the year, we have explored and taken action to support several creative enterprises and processes.

- 1) We helped to provide funding (\$1,800) for one SIT student who had fiscal demands for family needs greater than his/her stipend in order to make his/her continued participation in the SIT process possible. This has borne very positive results and will be reflected as "tuition assistance" in the budget.
- 2) We helped to underwrite costs (\$1,800) for one SIT student's use of a Committee Coach to prepare to meet a committee for Associate Supervisor. This initiative had a positive outcome. We are considering bringing this Committee Coach (a former CPE Supervisor, now corporate consultant & therapist) who has a perfect record as a committee coach for SITs, to present to all the Region's SITs on a Regional SIT Day.
- 3) We underwrote the cost (\$1,500) of three representatives of the SW Region ACPE, Inc. to attend the Supervisory Summit, held in Madison, WI in August of this year. This event was one part of the process in the National ACPE's Strategic Plan to "Revise & Streamline the Supervisory Training Process."
- 4) We set aside some monies (>\$500) to help underwrite unanticipated or extraordinary costs incurred by those who host the Quarterly SIT Days.
- 5) We also made funds available for Seminary Representatives to travel and attend the Annual Regional Meeting, but had no takers. This outreach needs more intentionality in this and future years.
- 6) The Regions Strategic force granted \$5,000 seed money for a satellite center in Bentonville, Arkansas. Six students completed the first unit in the program, January 18, 2008, led by Bill Carpenter. St. Stephen Catholic Church in Bentonville became a satellite of Integris Baptist in Oklahoma City in October 2008. Father Mike Sinkler is the priest at Saint Stephen and a student in the program.
- 7) We approved funds for one Supervisory Candidate at the McFarland Institute in New Orleans, LA to utilize \$1,000 in travel funds to attend quarterly Regional SIT days and sub-regional meetings every other week in Houston. She will complete expense vouchers for each trip and we will encourage her to make a serious attempt to find a position in the Southwest Region when she makes Associate.
- 8) We underwrote the cost of two representatives from the SW Region ACPE, Inc. to attend the Supervisory Summit, held in Kansas City, Kansas in February 2008. The purpose of the gathering was to review the objectives and outcomes of Supervisory CPE through the lens of Adult learning theory and then apply that to supervisory curriculum, assessment and evaluation of outcomes and the certification process.

- 9) Carlos R. Bell, Regional Chair, will serve as Acting Chair of the Strategic Task Force for 2008. The Leadership Council will review the role of chair and make a permanent appointment for 2009.

With the exception of the funds for the Supervisory Summit, we are including the other 5 categories as budget items in the 2008 budget. We continue to encourage the membership to explore new ideas or suggestions that might help us live into our Strategic Plan. Two areas that need further exploration are: 1) finding ways to equalize expenses for Regional Meetings for our membership; and 2) funding for SITs to attend the Annual Regional Meeting.

Discussion: Kelton Ro-Trock, the Committee coach referred to in item #2 above could assist us further as a consultant & committee coach for other Supervisory Residents. Supervisory CPE is being supported much more broadly within the SW Region (than in other regions) and what is happening here is seen as being model in which the national office has shown much interest. We still need a clear policy regarding whether or not we will pay for seminary representatives to be in attendance at the regional conference. It has been inconsistently applied up to this point.

V. Board of Representatives Report—Jenny Lannom and Mark Hart

The Board shortened business by a day for the Fall meeting, doing much business by consensus so that we could attend the pre-conference Multi-Cultural Workshop. There was 100% of Board participation with the CPE Foundation which resulted in somewhere in the neighborhood of \$350,000. RANC can't co-op someone who is not on the Leadership Roster because of insurance purposes. It may be wise to increase Leadership to have more folks to draw from when additional committee members are needed. We need to explore the option of having seminary representatives as Leadership members. The seminary reps were contacted by the ACPE Board members with 80% to 90% success. Seminary Reps asked for more complete Final Evaluations from Supervisors because they do use them in the judicatory processes. There was an issue raised regarding some students paying both the ACPE Center and their seminary, getting hit twice for tuition. This is not practiced everywhere. The Seminary representative on the ACPE Board will be bringing this issue for further discussion with other seminary representatives in an effort to support a consistent practice of only charging the student tuition from the Center.

The Board voted to approve and fund the Accreditation Task Force Project to simplify and streamline the accreditation process. When this new project goes into effect, there will be no regional reviewers anymore. At the SW Region member meeting, Jenny will introduce a motion for the SW Region to make a significant donation to the CPE Foundation as a one-time pledge of \$5,000. REM will cost the SW Region \$15,000. Regarding memorial gifts in the event of the death of children, parents, or spouse of Supervisors, Retired Supervisors,

Clinical Members, or Candidates in SWR-ACPE, a gift in the amount of \$100.00 will be made to the organization designated by the member's family. In the event that the member's family does not make such a designation, the memorial gift shall be given to the ACPE Endowment Fund. The gift will be sent to the Regional Director so that s/he may submit it on behalf of the Region.

Carlos noted Michael's insertion regarding Memorial Gifts that needs to be in the SW Region Governance Manual. It is also time to rewrite the Governance Manual. Carlos is needing input from Leadership about changes to the manual because the revised manual will be voted on in an upcoming Advisory Committee meeting.

VI. Standing Committee Reports

A. Accreditation—Melissa Walker-Luckett

There are 34 Accredited Centers in the Region. This year, the Committee is doing one five year review and two ten year reviews. There is one Candidacy Center up for review and one Satellite in the DFW Metroplex with Huguley in Killeen. The Accreditation Committee is recommending accreditation for Supervisory CPE to be granted at Christus Spohn in Corpus, Harris Methodist in Ft. Worth, and Covenant in Lubbock. Regarding the proposal around changing the scheduling of ten-year reviews, it was decided that there would not be enough pay off in the end and so the schedule will remain as it is currently. Tom Daugherty, Karrie Oertli, David Johnson, Jap Keith, and Derrick Durston serve on the Intentional Interim Task Force. Jap and Derrick presented the proposal to the Regional Directors and it was well received. Would retired Supervisors be willing to relocate for a little longer period of time given the particular Center's needs? The Task Force and the Accreditation Commission will determine the qualifications of Interim Supervisor possibilities. Regional Directors will be asked to recommend Supervisors from their Regions to the Task Force and Commission. Preparation of the Intentional Interim to the local, administrative Center is essential. Another issue is around contract supervisors not providing an Annual Center Report and being out of compliance with Accreditation.

B. Budget and Investment—Michael Doane

The budget is listed online on the SWR website. Carlos distributed the 2007 Year End Report, the adopted budget for the year 2008 (named as "proposed 2008), and the Income and Expense flowsheet from 2006 and 2007. The Region continues to be frugal in utilization of conference calls, decreasing travel cost. Bill noted that the Strategic Planning amount-- \$16,000-- was not in the previous year's budget. We did spend most of this. Also, there was a \$7,500 expense item to include website update which has not been completed yet.

C. Certification—Kofi Adzaku

There were four appearances at this meeting. Two candidates granted, one denied and one granted for Extension.

- Jim Duke was granted an Extension of Candidacy.
- Steve Saunders was granted Candidacy.
- Pat Spelling was denied Candidacy.
- Angela Obu-Anukam was granted Candidacy.

The Certification Committee explored the use of technology in the Certification process. They are recommending that the regions commit to making an ongoing financial commitment to Supervisory Education. Many Centers are interested in doing Supervisory education but their hospitals are not willing to support it. Certification wants to encourage publication of “Best Practices” from the Supervisory Education process, ie.utilize SIT or Candidate material for publication possibly on the regional website for examples. We need an orientation process for new Certification Committee members. The Committee discussed initiating “Post Committee” conversations with the applicants who met a committee 2 weeks to 30 days previously or after 30 days for those not granted their request in order to clarify any questions from the committee or to discuss the Committee Action Report.

D. Representation and Nominations—Steve Goss

Steve distributed the proposed 2009 Leadership Roster for discussion. RANC deals with fewer Supervisors/Candidates in this region than in other regions to serve in committee positions. It is not realistic that we could add members to existing committees so that they’re covered under insurance if co-opted because we are already overtaxing those who are serving and don’t have a pool of additional folks from whom to draw.

E. Racial/Ethnic Multi-Cultural—Jose Cedillo

A written report was distributed as follows:

The REM regional committee sponsored 13 students from different centers to attend the 2008 national REM network invitational in Memphis TN. As a directive from the SWRACPE leadership council, from now on, we are going to use the reimbursement process to award the scholarships after the expenses are submitted. This is different from past years when recipients were sent checks in the amount of the scholarship prior to attending the event. The selection process was flexible about the deadlines due to the conference happening at a later date. Deadlines were extended 30 more days from their original date to account for the later day of the conference. It was the decision of the REM committee to award \$300.00-\$500.00 dollars scholarships to selected applicant according to their requested amounts based on their center’s additional sponsoring. A total of \$5000.00 has been awarded. All students awarded the scholarships are expected to attend the REM conference and submit a brief report of their experience along with the reimbursement forms to the REM chair according to SWRACPE guidelines.

The new regional REM chair Jose Cedillo will also attend the 2008 REM conference, and the Leadership Council decided to approve traveling expenses. Although it had been already discussed, the SWRACPE chair request to bring the national REM conference to the Southwest Region has been officially approved by the REM National leadership council. We will host the National REM Conference in San Antonio, TX in 2010!!!!!! The SWRACPE Leadership Council has promised its financial support to this event as well. We are already working with the SWRACPE REM Committee to form subcommittees to work with our national leadership to make this event happen. If you have suggestions about speakers or workshops please let the SWRACPE REM chair or any committee members know.

Finally, this regional REM committee would like to thank Carlos Sanchez and Sam Naidoo for their contributions, and to wish them well in their new places of ministry. We would also like to welcome our newest member Angela Obu-Anukam, our newest member.

Discussion of report: Jose will be contacting supervisors in the San Antonio area to develop a local arrangements committee for the 2010 REM conference. The REM national chair, Harry Simmons, will need to be contacted regarding the planning processes.

F. Personnel—Lerrill White (Held for Leadership Council only)

VII. National Offices

A. Standards—Leo Blanchard (absent)

No report from Standards

B. Professional Ethics—Mary Stewart (absent)

No report from Professional Ethics.

VIII. Old Business

A. National Meeting, Dallas, Fall 2007

The final financial report isn't in, yet. We maybe cleared a few thousand dollars on the event. The SW Region came out looking very well. Elizabeth Conde-Frazier could be considered in the future as a REM presenter as well.

IX. New Business

A. Regional Meeting, Corpus Christi, Spring 2008

70-80 members are registered for the conference. The Accreditation workshop will take the place of a presentation on Friday. Angela Obu-Anukam wrote a "thank you" note to the SW Region Leadership for providing airfare for her to attend the regional conference.

B. Regional History Representative

Consideration of this position was tabled until the Leadership meeting on Saturday.

C. ACPE Distinguished Service Award

Joe Gross will be honored tonight and he feels very grateful for the recognition. He is responsible for making it possible for Medicare Pass-through for Education and he wrote the original Accreditation Manual. Motion made by Mark Hart and seconded by Theo Stewart to forward Joe Gross' name for the ACPE Distinguished Service Award. Mark and Jenny will solicit feedback from the membership re. commendations of Joe to distribute at the ACPE Board meeting. Motion carried.

Jenny moved for the SW Region to contribute \$5,000 to be paid out of the 2009 Regional Budget to the ACPE Foundation, seconded by Mark Hart. Motion carried. The regional membership is to be notified of this action on Saturday morning at the business meeting.

X. Adjournment

Motion for adjournment made by Lerrill White and passed at 11:35 am.

Respectfully submitted,

Mark Hart