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MARYLAND PAIN INITIATIVE
Quarterly Meeting
April 22, 2004
10:00 am to 2:00 pm

Present: Carol Billett, Micke Brown, Kathryn Herbert, Catherine Jackson, Gail Katz, Shannon Leidig, Mary Lynn McPherson, Bonita Pennino, Will Rowe, John Schildt, Kathy Smolinski, Mary Vargas.

Participants by Conference Call: Lennie Duensing and Tamara Anderson.

Absent Board Members: Cherie Baker, Mary Baluss, Tom Carroll, Karen Kaiser, Timothy Keay, Mary Ann Schildt, K. Alice Young.

Meeting called to order by Gail Katz at 10:10 am. Welcome and introductions were made

Executive Board Report:

Gail stated that the Strategic Planning was sent via email for everyone's review. The following items were highlighted during the verbal report.

Revised Strategic Plan Overview:

Key points to are to:

- Revisit and consider revision of the mission statement; recommendations will follow as the next agenda item.
- Recommit and redefine the priorities/goals of MPI.
- Redefine how MPI accomplishes its work:
 - Clarification and re-commitment of board responsibilities
 - Committee restructure and new leadership assignments
 - Quarterly Meetings – the most successful initiatives meet quarterly.
 - Meetings were changed to daytime four-hour blocks to accommodate pain patients and participant productivity.
 - Continuing Education sessions will be built into future meeting times.

Kathy Smolinski suggested that along with the advance email of the agenda to include a message to invite members to attend even when they may only be able to attend a portion of the meetings. Additionally include a suggestion for members to review the agenda order upon receipt and communicate a request to change when an item will be discussed to the MPI coordinator, for example, when there is strong personal interest in a topic and only a part of the meeting can be attended.

ACTION: A motion for approval was requested for the Strategic Planning Document and February Minutes. Cathy Jackson motioned for approval of both documents with no recommended corrections. Lynn McPherson seconded the motion. All approved.

Mission Statement Revision:

The workgroup was unable to complete its assignment within the designated timeframe due to communication difficulties. Gail initiated the first re-draft and presented it each participant. There was much discussion regarding the Mission Statement. A comparison of website version and new draft was completed. A new version was created. See attachment.

ACTION: Members will review and forward all suggestions to Gail Katz by July 1, 2004. This will be an agenda item for vote at the July Meeting.

1 **Treasurer's Report:**
2

3 Mary Vargas presented a review of the current financial condition and plans for creating a yearly budget. A
4 recommendation from Mary was made for MPI to apply for a credit card along with the new checking
5 account to help with application of services such as conference call options. Cathy Jackson moved to
6 support Mary's recommendation. Lynn McPherson seconded the motion. All present were in favor.
7

8 **ACTION: Mary Vargas will open a checking account and obtain a credit card Signature authority**
9 **will reside with the Treasurer and Chair of MPI.**

10
11 **COMMITTEE REPORTS**
12

13 **Public Awareness Committee: Mary Vargas and Shannon Leidig**

14 Mary Vargas distributed the committee report titled, "Response to President Katz's Charge to Committee"
15 which outlined committee proposals for FY 2004-2005. Proposed programs, as below were discussed:
16

- 17 • Proposed Program #1 Public Listenings
18 • Proposed Program #2 Power over Pain Retreat
19 • Proposed Program #3 Power Partners
20 • Proposed Program #4 P.A.L. (Pain Alliance Lifts)
21 • Proposed Program #5 Testimonial dinner and exhibit
22

23 Cathy Jackson commended Mary and Shannon for a phenomenal job with this report. "All ideas are
24 wonderful, yet need to be narrowed". Gail recommended that MPI should include the SACPM with
25 Michael Gloth with this effort, especially the Public Listenings, as they are truly the "voice of the people"
26 speaking.
27

28 **ACTION: From the list of proposed programs, it was determined that Programs #1 and #5 were**
29 **designated as the high priority activities for the next 2 years: the Public Listenings and one event,**
30 **either the Retreat or Testimonial dinner.**
31

32 MPI members were official invited and strongly urged to attend the next Public Gathering, which will be
33 held Saturday, June 26, 2004 from 3:00 pm to 5:00 pm at City Park in Hagerstown, Maryland.
34

35 **ACTION: Shannon will send information via email to Board Members, which can then be posted on**
36 **the web site.**
37

38 There was a renewed discussion regarding whether or not to have a Provider List regarding pain
39 management providers in the state, which could be distributed electronically. Gail commented that
40 deciding what criteria should be considered and how to maintain the listing were issues to consider. A work
41 group should be developed to work on this task.
42

43 **ACTION: Chair Katz, Karen, and Shannon will work on the Ad Hoc Committee.**
44

45 **Public Policy/Advocacy Committee: Cathy Jackson**

46 Cathy reported that the policy committee held a conference call within the past week. At that call the
47 committee selected a new chair. Cathy volunteered to step down as committee chair as she was concerned
48 that she would not have the proper time to lead this committee due to work related changes. Lynn
49 McPherson has been selected as the new chair of this Committee.
50

51 A verbal committee report included that this committee is basically working on three issues:
52

- 53 • Goal #1: Collaborative Practice: Tom Carroll and Lynn McPherson

- 1 o Focus is to establish a collaborative practice model between physicians and pharmacists,
2 to allow them to work closer together as pain management providers.
3
- 4 • Goal #2: Modified Federation Model Guidelines: Mary Baluss
 - 5 o Influence state adoption of the revised guidelines with collaborative support by the board
6 of medicine, nursing and pharmacy.
 - 7 o Continue to identify and create drafts for MPI Position Papers as needed.
8
- 9 • Goal #3: State Advisory Council (SACPM):
 - 10 o Monitor, support and actively attend the Advisory Council meetings.
11

12 Much discussion evolved around the last meeting and the final report to the governor, which is due
13 September 2004. The next meeting is next week, April 27th and an all day planning meeting is scheduled
14 for Tuesday, May 11. Cathy Jackson strongly urged that MPI must be well represented “we must fill the
15 room”.

16
17 **ACTION: Micke will create a status report of the past three public listening events held in**
18 **Washington County. Mary and Shannon will edit. Final draft will be forwarded to Gail and Lynn to**
19 **bring to SACPM. Copies will be provided for Michael Gloth and SACPM member.**
20

21 **ACTION: MPI members are invited encouraged to attend and contribute to the SACPM**
22 **planning meeting on Tuesday, May 11, 10:00 am.**
23

24 **Capacity Development: Will Rowe**

25 A verbal report was provided. This committee identifies the following priorities:
26

- 27 1. Maximize funding sources: to sustain a part or full-time coordinator position and support key MPI
28 activities, as recommended by the public awareness and policy committees.
29
- 30 2. Expand Membership: Minimal activity has been done towards this priority. MPI needs to become
31 more stable before new members are invited to join. New members need to have ways to contribute.
32 Power Over Pain Activities will help to achieve this growth; Cathy Jackson suggested spending money
33 to update the brochure. It would be a great way to advertise MPI/APF and to let people know we exist.
34
- 35 3. Expand/improve web site: Yvette and Carol have new website design and features for MPI
36 members to review. New ideas and suggestions are requested from all. A suggestion by Micke and
37 Gail was made about enhancing the search options so Marylanders could look for local resources by
38 zip code (CancerCare has model). Local resources will be identified as public listening events are held
39 and recommendations provided by community leaders. Provider list may be more user-friendly with
40 this option.
41

42 **ACTION: Yvette will investigate the idea of creating the resource search option by zip code.**

43 **ACTION: Tamara Anderson and the MPI executive committee will meet on May 4th to**
44 **continue grant searches and applications. Quality Health Grant response to MPI application**
45 **is expected shortly. (see grant agenda items)**
46

47
48
49 **CONFERENCE CALL SERVICES**
50

51 See Attachment. Micke Brown researched various conference call options. Thanks Micke for all
52 of your hard work. It was agreed to go with ReadyConference and to set up four accounts.
53

1 **ACTION: Micke will set up accounts with ReadyConference as soon as checking account and credit**
2 **card arrangements are completed.**
3

4 **GRANT ISSUES:**

5 Tamara joined the meeting via conference call to update MPI regarding the status of the grants.
6

- 7 • *Quality Health Grant* Delmarva Foundation
 - 8 ○ Headquarters in Maryland and they work to improve health quality.
 - 9 ○ Should hear in May regarding this grant.
- 10
- 11 • *ACS Grant*
 - 12 ○ This annual grant from 2003 of \$5000.00 and has not been allocated for use. Status report is
 - 13 due to ACS before 2004 grant can be requested and released. Expect another \$5000.00,
 - 14 however not sure this dollar amount is a guarantee due to ACS restructuring.
- 15

16 **ACTION: Utilize the Grant tracking forms, which APF also uses to track the cycle of the**
17 **grants.**
18

- 19 • **POWER OVER PAIN Application:**
 - 20 ○ This is a grassroots public awareness campaign as a collaborative project of APF and
 - 21 AACPI.
 - 22 ○ There are currently three POP states, Florida, Louisiana, and Massachusetts, funded by a
 - 23 pass through grant from APF. Florida was the first state and created the original model
 - 24 from the Stop Pain Now project of APF. The Gainesville (North Florida Chapter) of the
 - 25 American Society for Pain Management Nursing and Florida Pain Initiative began this
 - 26 work.
 - 27 ○ Three more states have the chance of being selected as POP states this next year. This
 - 28 grant would total \$ 10,000 and could support the ideas listed by the Public Awareness
 - 29 Committee. The Request For Proposal (RFP) was provided as a handout for member
 - 30 review.
- 31

32 **ACTION: MPI will apply for POP status. The Public Listening events will be the core**
33 **activity for this application. Gail will approach Michael Gloth about interest in SACPM**
34 **partnership with this strategy.**
35

36 **ACTION: Bonita will write the letter requesting the Governor's Proclamation for**
37 **September 2004 as Pain Awareness Month.**
38

39 **ACTION: As POP Coordinator for APF, Micke will not be able to assist with the application**
40 **process, due to conflict of interest. Gail, Mary, Tamara, and Shannon will work as an Ad**
41 **Hoc group to work on the POP grant application by conference call, utilizing the ACS**
42 **ReadyConference access generously offered by Gail.**
43

44 **MISCELLANEOUS ISSUES:**
45

- 46 1. AACPI General Meeting, June 17-19
 - 47 ○ Discussion about importance of MPI representation at annual conference occurred. Last year
 - 48 there was no official MPI representative except Micke, how was attending as a consultant for
 - 49 AACPI.
 - 50
 - 51 ○ Proposal of offering an MPI scholarship with approximate cost of \$ 800.00 for one person to
 - 52 attend was made. If more than one person wants to go, the money would be evenly
 - 53 distributed.
 - 54

- 1 ○ Kathy Smolinski suggested setting aside \$1,000.00 in scholarship money for members to
2 attend the various conferences. If the money is not utilized, it would then roll over and be
3 used for another conference.
4
- 5 ○ The following members expressed interest in attending for 2004: Shannon Leidig, Kathy
6 Smolinski and Carol Billet.
7
- 8 ○ Other MPI members will be attending representing other organizations: Gail Katz will be
9 representing ACS; Cathy Jackson will represent Purdue Pharma; Will Rowe, Lennie
10 Duensing, Micke Brown, Yvette Colon, and Carol Harper will be representing APF.
11

12 **ACTION: Executive Committee will meet and decide on selection process and allocation of MPI**
13 **conference scholarship fund. Micke will craft proposal with options for consideration.**
14

15 **Adjournment**

16 Recognizing no further business, the meeting adjourned at 2:00 PM EST.
17

18 Recorded by: S. Leidig: 04/22/04

19 Reviewed by: M. Brown and GAB Katz: 05/06/04

20 Approved by MPI Board:

21 Supporting documents: See Draft of Revised Mission Statement, Public Awareness Committee Report,
22 Conference Call Report, Power Over Pain Request For Proposal.
23
24