



MOSAIC  
**Client Advisory Committee**  
Meeting: June 28, 2010

**Minutes**

Present: Paulami Das, Iraj Khabazian, Patricia Barwell, Paola Quiros, John Dubé

Regrets: Antonio Villegas, Tom Chan, Vitoria Correia

**1. Welcome and Introductions**

Iraj called the meeting to order

Welcome to Paola Quiros.

Although Tom Chan sent his regrets, we welcome him as a new member to the committee.

**2. Agenda approved of June 28, 2010** as amended

Additions: 4b – Evidence Type  
4c – Time Line

**3. Minutes approved of May 31, 2010** as amended. Minutes to include modified time lines in the Planning Activities table to expand time to discuss the meaning of each standard and review the evidence of conforming.

In this discussion, John noted that the minutes of the Advisory Committee have been posted on the website. Discussion occurred about committee members' last name being noted in the minutes. It was decided that this would remain.

In addition, members supported the idea of their photos and a brief bio be posted as well in the Client Advisory Committee section. All members are to forward this information to John.

**4. Business Arising from Previous Meeting**

**a) CARF Standard K**

Committee discussed standard K.1

- i. Recommendation: to meet K.1.a (2) change Policy SC – 1: Services to Clients C.3 add: Client Rights and Responsibilities.

- ii. Recommendation: to meet K.1.a (2) SC – 1: Services to Clients C.4 revise to read: “Clients will sign the following documents no later than the third session, which will be placed in their file:”
- iii. Recommendation: to meet K.1.a (3) at the next scheduled department CLAMs, John will provide this standard to staff to determine how this element of the standard is being met and to obtain evidence as to how.
- iv. Recommendation: to meet K.2.c MOSAIC can include Policy PRIN – 4: Code of Conduct and Client Rights and Responsibilities as further evidence of meeting the standard.
- v. Recommendation: to meet K.1 Standard at the next Staff Survey include a question asking staff if they receive training in understanding policies and procedures and how to apply them. This will provide further evidence that client rights are being discussed with clients – if staff know – clients will be informed.

## **5. New Business**

- a) Meeting Date for next meeting changed from July 26<sup>th</sup> to July 19<sup>th</sup>. John will notify those members that are absent.

## **6. Meeting Adjourned – 6:55pm**

### **Next Meeting**

July 19, 2010 at 5:30 to 7pm  
1720 Grant Street  
Community Room – Main Floor

Schedule:

August 23, 2010  
September 27, 2010  
October 25, 2010  
November 22, 2010  
December