



Governor's Organ Donation Advisory Committee Minutes

March 8, 2017



Note taker(s): Shanna Heard
Attendees: Phil Duncan, Joan Keiser, Peter Nicasastro, Heidi Kranz-McCulland, Jan Finn, Michala Stoker, Virginia Beatty and Debra Simaitis
Guest(s): Kim Harbur, Janice Rehak, Kevin Lee, Valerie Volkart, Shanna Heard, Sandy Hentges, Leanne Peace, Jim Pruitt and Steve Cramer
Called by: Deb Simaitis, Chair
Called to order at: 9:31 am

Welcome, Introductions, Agenda Approval and Minute Approval

Agenda amended to add by-law amendment to new business, dynamic message boards to unfinished business and GODAC tablecloth after Joan Keiser's report on the brochure. Agenda approved as amended. Minutes for December 1, 2016 approved.

Action Items:	Person Responsible:	Deadline
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Reporting of Officers/Committees

Chair Report

- Appointment Update – Ms. Simaitis read T'Shon Young's resignation letter. The original letter was given to Ms. Beatty with the committee recommendation to route for the acceptance of her resignation.
- Keep Hope Alive – Ms. Simaitis hasn't heard back from Donate Life America or the National Association of EMT's. Ms. Simaitis visited with the Acting State Fire Marshall, Greg Carrell who stated that as long as he is in that position he will promote Keep Hope Alive. Ms. Beatty stated that several pre- and post-test were completed in January without registration information. The Information Technology Services Division investigated and determined that someone had found a way to bypass that step and has added registration information on each page so identifying information can be captured. Without the January registration information individuals will not be receiving credit
- Google Site Updates – Ms. Simaitis stated that the Google Site I needs to be updated. She asked that Michala Stoker be added. Ms. Beatty stated that she would also remove T'Shon Young. Archiving older items on the Google Site was also discussed.
- Dashboard Update – Mr. Nicasastro stated that:
 - ✓ The contribution rate dropped since December from 5.94% to 5.43%
 - ✓ The senator and representative listings has been updated
 - ✓ There are currently 2,756,915 Missourians as consent registrations
 - ✓ There is not enough information for social media stats to set a goal at this time
 - ✓ The group is currently short of the goal for enrollment events. The only event that GODAC has had in conjunction with the partners is the state fair. Upcoming events are Rotunda Day and Donor Family Recognition Day
 - ✓ There has been no unscheduled downtime to report for the Donor Registry System
- Quarterly Revenues and Trends – Mr. Nicasastro reported:
 - ✓ The beginning balance was \$735,043.93 and the ending balance as of February 28, 2017 was \$737,868.99
 - ✓ There are currently 2.55 years of expenses in reserve. The fund is in a comfortable range of spending versus reserves.

Secretarial Report

- FY17 Finance Update – The budget report is as of January 31st because the February expenses will not be reconciled until the end of March. The income is at about 54% of the estimate. Ms. Beatty stated that the Organ Donor Program Fund was placed on a list to unclaimed property money about three years ago. Ms. Simaitis stated that they have not given up the idea of revising statute 194.299

that states “grants can go to certified organ and tissue procurement organizations.”

- Mid-Year Budget Adjustments – Mid-year budget adjustments were reviewed. Revenues were not adjusted. The network allocation was increased and there were multiple little increases based on actual costs and expected expenditures for the remainder of the fiscal year. Highlighted was the change to the Donor Family Recognition Program line item. Originally only one letter of agreement of \$500 was allocated instead of three, therefore, the line item was adjusted from \$500 so \$1,500. The committee agreed to proceed with the way the budget had has been adjusted.
- Confidentiality Agreements – Ms. Beatty reported that all 2017 statements are on file.
- Ms. Simaitis and Ms. Beatty stated that everyone has finished most of the online training and the Department is in the process of updating the training.

GODAC Brochure Subcommittee Update

- Ms. Beatty announced that the brochure was not approved as submitted because there was concern it would be perceived as lobbying and did not contain enough information about organ, eye and tissue donation education. Ms. Simaitis stated that she discussed the brochure with Steve Cramer. He suggested re-grouping and focusing less on GODAC as a committee and more on education through partnerships and then resubmitting the brochure.

GODAC Tablecloth - Ms. Valerie Volkart reported:

- Management believes it is okay to use the fund to purchase a tablecloth or vinyl banner
- Donate Life America’s brand usage policy indicates all promotional items decorated with the registered logos, state versions and any other composite of the logo, must be purchased through Donate Life America’s licensed vendors
- Only one of the two available vendors has tablecloths and vinyl banners available for purchase
- Three tablecloth designs are available:
 - ✓ White with Donate Life and Done Vida logos – 8’ = \$205 / 6’ = \$185
 - ✓ Lime green with Donate Life logo – 8’ = \$142 / 6’ = \$132
 - ✓ Light blue with Donate Life logo – 8’ = \$142 / 6’ = \$132
- Two banner designs (attaches to front of table) are available
 - ✓ Two different graphic designs with “Organ, eye and tissue donors are Life donors. What can you make possible?” on them along with the Donate Life logo; 8’ = \$168 / 6’ = \$129
- If the committee goes with a tablecloth, Ms. Volkart recommends the eight foot, and if the committee goes with a banner, Ms. Volkart recommends the six foot size. Ms. Keiser was in agreement with the eight foot tablecloth as was Ms. Kranz-McCulland
- Ms. Volkart will send photos of the design options so the committee can make a choice
- Questions arose regarding who can use the banner and how it would be obtained. Ms. Beatty suggested that the program set up some guidelines

Action Items:	Person Responsible:	Deadline
Check on restrictions for sub-recipients of grants for the different agencies	Virginia Beatty	No deadlines set.
Send pictures of tablecloth and banner options to committee members	Valerie Volkart	
Decide on design and tablecloth or banner preferred	Committee Members	
Establish tablecloth or banner checkout guidelines	Program staff	

New Business

By-Laws Change

Mr. Nicastro indicated that the by-laws state that elected officials shall serve no more than two terms but Ms. Beatty has served several terms. After discussion it was decided that Ms. Beatty was not in an elected position so the by-laws were being followed. Ms. Simaitis stated that the issue could be discussed further at the next meeting when the committee reviews the by-laws.

Action Items:	Person Responsible:	Deadline
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Unfinished Business

High School Education Project Update - Ms. Beatty, Ms. Simaitis reported:

- The final Health Occupations Students of America (HOSA) conference call had taken place and everything was ready
- Approximately 75 students wanted to participate in the focus groups.
- Roughly 1,200 students are expected at the conference being held in Rolla, Mo. on March 27-28
- Ms. Simaitis attended a public hearing with the education department where she talked about the high school project and met Dr. Vandeven, the commissioner of education

Sunset Clause Repeal – Income Tax Checkoff

Ms. Simaitis stated that Rep. Love is the house bill sponsor and Sen. Kraus is senate bill sponsor. Both bills have the same language as last year's bills and have passed unanimously out of their committees.

Capitol Day 2017 @ the Rotunda and Donor Family Recognition Program (4.11.17) - Ms. Simaitis and Ms. Volkart thanked everyone for being part of the planning teams and that everyone is working hard to put together a special event for the donor families. They, as well as Ms. Stoker, reported:

- The globe space is reserved and Mr. Phil Duncan is aware of where to park
- Mr. Nicaastro will provide district maps
- Mid-America Transplant will bring the Donate Life cookies
- Ms. Beatty will bring the banner and bottled water
- Including tissue donor families this year
- Invitation letters were sent to donor families at the end of February by Mid-America Transplant, Midwest Transplant Network and Saving Sight
- The RSVP date on the letter is March 24th
- A follow-up letter will be sent to those who RSVP'd the last week of March. The letter includes the event schedule, directions, and information about parking, security, hotel and suggested activities
- Event schedule
 - ✓ 9:30 – meet at the Rotunda
 - ✓ 10:00 – Introduction to the House by Rep. Love
 - ✓ 11:00 – Donor Family Recognition Program includes a
 - Welcome
 - Guest Speakers : Rep. Vescovo and Peter Nicaastro
 - Family Recognition (certificate presented)
 - Closing
- March 16th is the next Donor Family Recognition planning meeting to finalize details and report on the number RSVPs received to date
- Kelley Rogers of Rep. Love's office has made an appointment to have a picture of the donor families and all other participants on the grand staircase at 9:45 a.m.
- When Rep. Love introduces the families to the house at 10:00, he will also read a resolution stating that April is Organ Donation Month in Missouri
- Team Missouri breakfast plans for the General Assembly presented. Invitations will be handed out by Ms. Simaitis on March 13 or March 15

Proclamation

Ms. Simaitis stated she is in receipt of the proclamation declaring April as Donate Life Month and includes organ, tissue and eye donation. Copies will be available at Capitol Days and a scanned copy emailed to the group. Ms. Rogers emailed a few people about a photo opportunity with the Governor and a response is pending. The original proclamation will be given to the Department.

Dynamic Message Boards

Ms. Simaitis stated that Rep. Love's office had sent a few letters to the Department of Transportation with no response. Mr. Nicaastro stated that there have been no conversations with DHSS on why the project has been rejected. He also stated that he would like to try to go through the process again. Ms. Simaitis concurred. The committee agreed to try the process again.

Annual Report

Ms. Beatty reported the annual report was printed in color because the difference in cost was minimal this year. Copies have been mailed to all public libraries and license offices in the state.

MO Employees Charitable Campaign

Ms. Volkart reported the application for the 2017 and 2018 campaigns was submitted and approved. A new application will need to be submitted in 2019 for the 2019 and 2020 campaigns.

2017 Missouri State Fair Donor Family Float

Mr. Duncan stated that he has a tractor secured to pull a trailer but is having issues getting everyone rounded up in different areas. He requested help getting the details handled. The state fair is August 10-20th. Ms. Simaitis suggested placing this item on the agenda for the next meeting after they have a chance to talk to donor families at Capitol Days.

Action Items:	Person Responsible:	Deadline
Add Missouri State Fair Donor Family Float to the next meeting agenda	Virginia Beatty	By next meeting

Partner Updates

Midwest Transplant Network Update (MTN)

Heidi Kranz-McCulland announced a Legacy Walk on April 1 in Kansas City; 500 registered planning to walk that day. Multiple ceremonies planned for April and will be listed on the agency website.

Saving Sight/Team Missouri Update

Michala Stoker stated that the Team Missouri Facebook numbers are low and expect that to increase in March. Ms. Stoker then went over the social media dashboard handout.

Mid-America Transplant Update

Kevin Lee stated that Sarah Danner fills the position vacated by T'Shon Young beginning March 20. She comes from Memorial Hospital in Springfield, Illinois. A Celebrate Life walk on April 29th is schedule in St. Louis. The foundations' family house is expecting their 100th guest in June or July. The agency lost the Maplewood contract to re-bid; Mr. Lee noted Mid-America Transplant will be modeling their outreach based on MTN's successful model.

Missouri Kidney Program

Leanne Peace stated that March is Kidney Awareness Month and tomorrow is World Kidney Day. Missouri Kidney Program now has a Facebook page. She reported they continue to provide education classes. A Kidney Walk is planned for April 8th in Columbia, Mo.

Gift of Life Update

Kim Harbur stated that their annual fundraiser, Go, See, Do is April 8th. On Friday Ms. Harbur will attend the Region 8 meeting as a UNOS board member. On April 22nd she attends the Pediatric Transplant committee meeting. Gift of Life is on track to complete about 700 classroom presentations reaching about 30,000 individuals, is updating the website for transplant mentors, has hired a part-time interim director and narrowed the search to three finalists for the full-time executive director position.

Department of Elementary and Secondary Education

No report.

Action Items:	Person Responsible:	Deadline
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Next Meeting

Agenda/Logistics

The next meeting will be the annual face-to-face meeting. Add Missouri State Fair Donor Family Float to the agenda.

Action Items:	Person Responsible:	Deadline
Send out poll to determine the next meeting date/time	Virginia Beatty	ASAP

Adjourn

Meeting Adjourned at 11:25 am. Chair, Deb Simaitis

Approved: June 29, 2017