

Newborn Screening Emergency Regulations Advisory Group Meeting
Tuesday, April 5, 2005
1:30 – 3:30 PM
VDH 10th Floor Conference Room

MINUTES

Present	Wanda Andrews, Lynette Bartlett, Joanne Boise, Nancy Bullock, Nancy Ford, Sharon Williams
Absent	Jean Radcliffe-Shipman, Susan Tlusty
Recorder	Nancy Ford

Agenda	Name	Notes / Plan
<p>1. Welcome</p> <p>A. Approved of 3/30/05 Minutes (emailed 3/31/05)</p> <p>B. Review of Agenda (emailed 3/31/05)</p>	Nancy F.	<p>A. Approved with the two corrections. Plan:</p> <ul style="list-style-type: none"> • Nancy F. will send revised minutes. <p>B. Added Item 2D.</p>
<p>2. Standing Items: Updates</p> <p>A. Stakeholders List (emailed 3/31/05)</p> <p>B. Emerg Reg Timeline</p> <p>C. Implementation Work Group</p> <p>D. Preparation for July Board of Health meeting.</p>	<p>A. Nancy F.</p> <p>B. Susan</p> <p>C. Sharon, Willie</p> <p>D. Nancy F.</p>	<p>C. Revised. Plan:</p> <ul style="list-style-type: none"> • Nancy F. will send revised stakeholders list. <p>D. Not reviewed.</p> <p>E. Lynette has started working on Parent Fact Sheets and Sharon has started working on Prof. Fact Sheets.</p> <p>F. Presented synopsis of 4/4/05 meeting. Dr. Suttle will decide who will present at July BOH mtg. Further discussion placed on hold until next meeting.</p> <ul style="list-style-type: none"> • <i>Note: Subsequent to meeting, Dr. Suttle informed Joanne that he would conduct the July BOH presentation.</i>
<p>3. BOH Presentation Timeline: Update & Enter Dates.</p> <ul style="list-style-type: none"> • Complete Emerg. Regs text draft by_____. • Send Emerg. Regs text draft to interested parties for review by _____. • Modify Emerg Regs based on interested parties review by_____. • Submit Emerg Regs text to VDH Mgt for review by _____. • Modify Emerg Regs text based on VDH Mgt review by _____. • Prepare “polished presentation” for BOH presentation by _____. • Develop and/or revise Guidance Documents that will be referenced in 	Nancy F.	<p>Not reviewed during meeting. However, Nancy F. and Nancy B. developed time line after meeting. </p> <p>Plan:</p> <ul style="list-style-type: none"> • Nancy F. will send Emergency Regulations Work Group Time Line..

<p>the Emerg Regs text by _____.</p>		
<p>4. Principles: Review and Update A. Must be within our authority. B. Include what is to be enforceable. C. Do not include what should be in a guidance document. D. Need to strike a balance between being too general (e.g., current regulations and being too specific (e.g. text draft 1). E. Use VDH regulations as guide, and use other state regulations for wording.</p>	<p>Joanne</p>	<p>No revisions made.</p>
<p>5. Emerg Regs Draft 1 A. Text: Complete Review of Draft 1. B. Outline: Update & Make Assignments C. Testing Laboratory Section(s): Review changes.</p>	<p>A. Nancy F. B. Nancy F. C. Willie</p>	<p>A. Completed review of sections 2, 3, 4, 5, 6, 7, 8 (through F.) Plan: • Work Group will complete review of all sections during next meeting. B. Revised. Plan: • Nancy F. will send revised Emerg Regs Outline. C. Held over to next meeting.</p>
<p>6. Guidance Documents A. Definition <i>(See definition, emailed 3/31/05)</i> B. Newborn Screening Fact Booklet C. Protocols: What are needed? <i>(See Hearing Adm. Code and Protocols, emailed 3/31/05.)</i> D. VDH-DCLS JOPs: What changes are needed?</p>	<p>A. Susan B. Lynette C. Nancy F. D. Joanne</p>	<p>A. Held over to next meeting. B. Held over to next meeting. C. Held over to next meeting. • <i>Note: Prior to meeting, Sharon and Lynette completed their review of Hearing Protocols and developed the following recommendations: (1) modify VNSS Fact Book with essentials, due to time limits, (2) change title to "VNSS Guidance Document, " and (3) after Emerg Regs are completed, consider modifying VNSS Guidance Doc. to protocol format.</i> D. Held over to next meeting.</p>
<p>7. Future Meetings A. Monday, April 18, 1:30 – 3:30 7th Fl. Conf. Rm. (Family Health Services) B. Thursday, April 28, 1:30 – 3:30 8th Fl. Conf. Rm. (Child & Adolescent Health) C. Need to schedule meetings on 1. May 2 or 3. 2. June 6 or June 7.</p>	<p>Nancy F.</p>	<p>Next Meeting: • Date: Tuesday, April 12 • Time: 1:30 – 3:30 • Location: 5th Floor Conf. Rm. (Environmental Health)</p>