

**Association for Clinical Pastoral Education (Eastern Region)**  
**Administrative Board Meeting**  
**Healthcare Chaplaincy, Inc., New York City**  
**March 26, 1999**

Present: Jack Gleason, Ann Devine, John Bucchino, Jim Jeffrey, Martin Montonye, Myron Ebersole, Ken Burnette, Celsa Ayala-Coloma, Cornel Rempel, Denise Haines, Al Lumpkin, Paul Steinke, John Swift, Robin Franklin and Greg Stoddard (present by conference call)

The meeting began at 10 a.m. with Paula Teague presiding.

**OPENING**

Paula opened with an invitation to reflect on a meditation she uses with her students.

**MINUTES**

M/S/C that the minutes from the fall 1998 meeting are accepted as presented.

**AGENDA**

Paula asked if there were any items that needed to be added to the revised agenda. There were none.

**REPORT FROM EAST BY NORTHEAST TASK FORCE**

1. Joint Conference with Northeast Region
  - a. John Bucchino made a report. John Pearson from the Northeast Region will be helping him coordinate the conference. He noted the memo that was sent out to get help for the different committees. Those committees are program, workshops, registration, banquet/entertainment, worship, introductions and group formation, opening reception and program evaluation. He noted that the worship committee has agreed to be in charge of worship at the conference. The members of that committee are Peg Edgerly, Carl Towley, Martha Thiel and Robin Franklin.
  - b. John also noted that Duane Parker has come up with some themes for the conference. Those themes are "Spirituality at the Bedside" based on the work done by the Harvard Spirituality Institute, "Healing and Humor" and "Age Diversity". Tyler Dudley wants to do a presentation on spirituality for the caregiver.

- c. The suggested program format included having a major presenter and then offer a series of workshops. There will also be someone from the Strategic Planning Committee to talk about future plans for ACPE. This will take about 90 minutes.
2. Joint Newsletter
  - a. Denise Haines reported that the newsletter would be coming out in the next two to three weeks. It will be the first one with the new name. She shared her concern that there were no contributions from the Northeast even after she solicited for some.
  - b. Jim Jeffrey noted that there is some interest in setting up a joint website. He said that the cost for set up would be \$500. The Eastern and Northeastern Regions would split the cost. The site would be affective in listing satellite centers and other uses.
3. Peer Group Support Groups---Survey Report
  - a. Jim Jeffrey reported on some highlights from the survey. The Rochester/Buffalo area is starved for input from other areas in the region. In this regard, there was some wonder if the region would be willing to fund some cross-fertilization. There was also a challenge from supervisors involved in CPSP regarding how peer groups are used.
  - b. M/S/C that the region coordinate formation of peer groups offer assistance to supervisors to participate in peer groups and that this is given to the Eastern Strategic Planning Committee.
4. Joint Meetings of Executive Committee/Administrative Board  
Paula announced that there would be a joint executive committee meeting with the Northeast Region at the fall conference in Pawling. The meeting is to continue the work of the East by Northeast Task Force and support ongoing joint projects such as SOS, NEST, the Newsletter, 2003 planning conference for ACPE, the web page, etc.
5. National Conference  
The Administrative Board is open to exploring the possibility of the East and Northeast regions hosting the National ACPE conference in 2003.

## **BUDGET MATTERS**

1. John Swift reported that Lambirdes is doing the audit. It should be completed by March 31. We have a total of \$87,000. The Region has \$11,000 in checking, \$43,000 in a money market account and \$33,000 in certificates of deposit.

2. Regional Participation in the International Congress in Accra, Ghana
  - a. John DeVelder requested \$2,200 to subsidize travel expenses to the conference. He suggested that \$1,000 be provided for Serge Castigliano and Richard Liew. These supervisors have been active in the International network. He also suggested subsidizing two students at \$500 each. He recommended Father Baaju Izuchi as one of the students. Some discussion occurred in terms of how students are selected, the amount the region would provide, looking at how the region would benefit from funding this and making the group going to the conference more diverse.
  - b. John Swift suggested that we approve \$4,000 towards this purpose and leave the selection up to John DeVelder and that a solicitation be put in the newsletter.
  - c. M/S/C that the region provides \$4,000 towards the International Conference in Accra, Ghana to be divided at \$1,000 each between two students and two supervisors. Further that diversity be considered in the selection process, funding be budgeted every year and have it as a part of the region's strategic planning.
  - d. Paula will make sure that John DeVelder gets the information.

#### **PROCESS FOR SELECTING REGIONAL DIRECTOR**

1. Al Lumpkin reported that Cindy Strickland, Carl Yusavitz and he re-wrote the job description for the Regional Director. Some discussion ensued about removing the financial responsibilities for the region from the job description. There was also discussion about the financial compensation that the Regional Director will receive. It was suggested that the Regional Director receive a \$15,000 stipend.
2. Paula reported that Peg Edgerly has agreed to chair the search committee. Carl Yusavitz, Cindy Strickland, Ann Devine and Robin Franklin also have agreed to serve on the committee.
3. M/S/C that Paula be empowered to buy the administrative board to pick a fifth member.

#### **REPORT FROM ACPE BOARD**

No new business.

## **CERTIFICATION ISSUES**

1. Paul Steinke reported that 13 people met the committee in the fall. There were three for readiness, six for candidacy, three for extensions (two candidates and one associate) and one consultation with a supervisory candidate. There are 15 supervisory candidates in this region.
2. There are eight teams of readers reading all the time and those teams have been responsible in getting reports on the papers back to candidates in a timely fashion. Any delay regarding papers has come from the national office. Four people had papers passed in 1998 and two people's papers are pending.
3. He also reported information regarding certification as a supervisor. Beginning with supervisory, the process still takes about five years to complete. Some good news regarding the certification process include that everyone who received certification as an associate, made full, the reading process has improved and candidates' being able to talk to the reading team is helpful. Some problems include SITs going on forever, dirth of education theory and a lack of didactics on supervision at regional meetings. Some candidates start submitting videotapes and audiotapes demonstrating how they do pastoral care and a mentor from the "C" committee for the candidate.
4. Paul raised concern that the region's concerns regarding Mary Jean Metzger's committee process was not sent directly to the certification committee. It was also noted that the current Appeals Manual outlines the new process for appeals.
5. M/S/C that the region approach the board representative to make recommendations to the board about two issues. The first issue would be that a person cannot be stripped of credentials in one appearance and that the national commission cannot reverse a regional decision.

## **ACCREDITATION**

1. The committee met in the fall. Calvary Hospital was reviewed and granted continued accreditation with no notations. Episcopal Health Services was reviewed and recommended for full accreditation with two notations. Some clarity about CPSP was gained during this process. Hartford Hospital was reviewed and granted continued accreditation with one notation. The York Health System added supervisory CPE and was approved.
2. Bellevue Hospital Center and Gettysburg Lutheran Village's programs will be closing.

3. Roosevelt St. Luke Hospital's, Nassau County in Long Island, and UMDNJ's programs are being recommended for closing.
4. Certification coming up for re-accreditation and review.

### **PROPOSAL FOR MINORITY SUPERVISORY CPE SCHOLARSHIPS**

John Swift reported that a suggestion was made to the Strategic Planning Committee.

### **REVIEW THE REGIONAL GOVERNANCE**

1. Cornel reported that he went through the governance to correct errors and delete redundancies as needed.
2. Concern was raised that there has not been a RANC representative for some time. It was suggested that the chair of the nominating committee also serve as the RANC representative. Al Lumpkin suggested that this person be given a term limit of two years and not be re-elected. It was also suggested that our governance reflect the same. Cornel will work on the language.

### **NOMINATIONS FOR SUPERVISOR EMERITUS**

1. Martin Cernak, a supervisor originally from the Northeast Region, requested that the Eastern Region grant him the title Supervisor Emeritus. Denise raised some concern that the significance of the title would become meaningless. She understood that it is granted to supervisors who have given distinguished service to the region. Jim Jeffrey noted that the title is not granted on the latter basis.
2. M/S/C that the region grant the title emeritus to Martin Cernak, Mike Ebersole, Ken Burnette and Don Young.

### **HISTORY NETWORK TO WORK WITH MIKE EBERSOLE**

1. Mike Ebersole presented a proposal for formally documenting the history of the Eastern Region. For the year 2000 those costs included:
  - \$20 towards creating a Book of Remembrance of Deceased Supervisors
  - \$1,500 towards writing and publishing the History of the Eastern Region
  - \$600 towards shipping and entry of Eastern Region records in Pitts Library at the Candler School of Theology
  - \$80 towards expenses for the task force representative.

2. M/S/C that the region give \$2,500 towards the above listed efforts.

### **NOMINATING COMMITTEE**

1. Celsa Ayala-Coloma reported that she would be calling a meeting of this committee during the national conference in Albuquerque. Denise Haines' position as Board Representative will be open and five people's terms are up for the National Certification Commission in 1999.
2. A question was raised about the term length of the Peer Review Committee. It was suggested that they be asked to continue.

### **STRATEGIC PLANNING COMMITTEE**

1. Ken Burnette reported that the next meeting of the Strategic Planning Committee will be on April 13, 1999. He wondered with the committee if Martin Montonye should be a member of the region's Strategic Planning Committee in light of his involvement with the national committee. Cornel raised concern that the Strategic Planning Committee for the Eastern Region not get confused with agenda for the national committee. Ann Devine asked whether a clinical member should be on the committee. Ken described the meeting as energetic.
2. Martin Montonye reported on the Strategic Planning Committee from the national perspective. The committee met on January 25, 1999. The Regional Directors drafted a report and looked at the strengths and barriers of the organization. A plan was put together and sent to all ACPE members. This information will be collated and looked at in Albuquerque. During the national conference a decision will be made concerning how the information will be used.
3. Martin also raised concerns that the information gathered might not contain enough demographical information about the membership. He suggested that we get electronically more up to date.

### **OTHER REPORTS**

1. Professional Ethics commission (PEC)
  - a. Jack Gleason reported that there are related but distinct ACPE processes: one for certification appeals and one for ethics complaints. The PEC deals only with the latter of the two. He is available to present didactics on the PEC process.
  - b. He noted that there are three people who are being trained to serve on complaint review and hearing appeals. They are Kathleen Ogden-Davis, Celsa Ayala-Coloma and Glen Asquith.

- c. One complaint is being processed currently in the Eastern Region.
2. Clinical Members
  - a. Ann Devine reported that clinical members will be getting together during the national meeting. They will be writing for the newsletter and want to include the history of clinical members to Mike's history of the region.
3. RANC
  - a. Some discussion took place about nominating someone to represent the Eastern Region as the RANC representative. There has not been one because of discussions with the Northeast about coming together. There was a suggestion that this person be the chair of the nominating committee.
4. M/S/C that Celsa Ayala-Coloma serve as the RANC representative and agreed to change governance to reflect that the nominating committee chair will be RANC representative.

## **ANNOUNCEMENTS**

- A thank you note was sent from Barbara Derrickson for the flowers sent to her from the region.
- Stu Plummer is working on the issue regarding Medicare reimbursement.
- Al Lumpkin clarified that there is no certification stipulation regarding national sending out certificates. Each center is free to award certificates.
- Denise will be putting the job description for the regional director in the newsletter and Peg's name as the chair for the search committee.

Meeting was adjourned at 2:30.