

# Newborn Screening Advisory Committee

Wednesday, August 31, 2022  
2:00 pm - 4:00 pm



# Role Call / Introductions

1. Name
2. Organization
3. Role
4. Physical Description

# Agenda

2:00p - 2:10p

**Welcome & Roll Call**

- **Voting & Non-Voting Members**
- 

2:10p - 2:50p

**Review Proposed NBS Advisory Committee Bylaws**

- **Review elements of bylaws and discuss potential changes**
  - **Vote to adopt**
- 

2:50p - 3:25p

**Review Proposed Condition Selection Criteria**

- **Review proposed criteria and discuss potential changes**
  - **Vote to adopt**
- 

3:25p - 3:45p

**Introduction of Nomination Process**

- **Overview of procedures**
  - **Vote to adopt**
- 

3:45 - 3:50p

**Newborn Screening Advisory Committee Next Steps**

- **Schedule next meeting**
  - **Disseminate final Bylaws, Selection Criteria, and Nomination Process Procedures**
  - **Choose Chair & Vice Chair (if appropriate)**
  - **Review nomination packet for Krabbe**
- 

3:50 - 4:00p

**Public Comment Period & Wrap Up**

- **Public comment**

# Public Comment Period (5 minutes)

- Put comments in chat
- Moderator will read aloud
- 2 minute max per comment
- Unaddressed comments will be addressed via email
- Will accept public comment via email
  - [krystal@yarrowcommunity.org](mailto:krystal@yarrowcommunity.org)

# Ground Rules

- Mute
- Video
- Questions in the chat
- Clarifying questions
- Avoid interrupting
- Avoid acronyms
- Use specific examples
- Focus on the collective interests and goals
- Additional meetings or communications may be scheduled
- Next steps assigned to ensure accountability
- Facilitators may call on attendees for input
- Safe space

# Voting

- Only voting members approve Bylaws, Selection Criteria, and Nomination Process Procedures
- Quorum = simple majority

# Committee Bylaws Review

- Review
- Vote

# Condition Selection Criteria Review

- Review
- Vote



# Nomination Process Procedures

Activity	Timeline	Next Steps
1. Nomination packet is sent to NBS Program joint email: <a href="mailto:HHSNewbornAdvisoryCommittee@mt.gov">HHSNewbornAdvisoryCommittee@mt.gov</a>	48 hours	Notify the sender that the packet was received.
2. Mackenzie, Angela, (and potentially Chair and Vice Chair) decide if the nomination packet is complete. Additional information may be requested.	2 weeks	Notify the sender that the packet was complete / incomplete.
3. Send completed nomination packet to full Advisory Committee for review.	1 month prior to meeting where it will be reviewed*	Put the nominated condition on the next available meeting agenda.
4. Designated person (or Chair) leads the Advisory Committee through the nomination packet during the meeting. Additional information will be presented from SME and Family Story as appropriate.	X number of meetings*	Vote on the nominated condition in a Committee meeting once the process is complete.
5. Hold vote for nominated condition at Committee Meeting	1 week	Send report to DPHHS Director for review

\*Depends on the number of conditions that are already in the queue to be reviewed.

[Vote](#)

# Chair and Vice-Chair Selection

Chair Roles	Vice Chair Roles
Serves no more than one consecutive term as either Chair or Vice-Chair	Serves no more than one consecutive term as either Chair or Vice-Chair
Presides over each Committee meeting (roll call, call to vote, move through agenda, call meeting to end)	Serves in the Chair's temporary absence
Participates in agenda planning and preparation (familiar with agenda & roles before AC meetings)	Serves in the Chair's temporary absence
Ensures Committee adheres to its responsibilities	Serves in the Chair's temporary absence
Calls for the establishment of subcommittees	Serves in the Chair's temporary absence
<b>Est. Time Commitment:</b> Attend 1 internal planning meeting per quarter, review meeting materials, review applications, presiding over twice yearly meetings	<b>Est. Time Commitment:</b> Review meeting materials, review applications, twice yearly meetings, presiding as necessary

# Chair and Vice-Chair Selection

## Selection Options:

- Is anyone interested in filling these positions?
  - If not, the committee can choose to:
    - Nominate people informally (at this time, verbal / written nomination)
    - Nominate people formally (at a later date, with a nomination form)

# Next Meeting

- Committee required to meet twice each year
- Suggested next meeting dates:
  - October or November 2022 - Introduce Krabbe (pursuant HB 423)
  - December 2022 - Vote
- Doodle Poll to follow

Questions?



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# Follow-Up

- Follow-up email will be sent soon
  - Meeting Minutes
  - Recording
  - Presentation Slides
  - Finalized Bylaws, Selection Criteria, and Nomination Process Procedures

# Thanks & Next Steps

- Next Meetings
  - Fall 2022 - Krabbe Introduction & Review
  - December 2022 - Krabbe Discussion & Vote (anticipated)
- Choose Chair & Vice Chair - if not completed today
- Nomination Packet & Procedure will be posted on the [public website](#)
- DPHHS internal team will fill out the nomination packet for Krabbe
- Committee reviews nomination packet for Krabbe

Please email if you have any questions, comments, or need anything