

# RJO Committee Minutes

---

Thursday, April 20, 2023, at 3:00-3:50 p.m.

Zoom

Link: <https://ucihealth.zoom.us/j/94156926084?pwd=NkhFK25rd29ad2txK2J2UklvcGxZdz09&from=addon>

Meeting ID: 941 5692 6084 Passcode: 141347

**Bolded names were in attendance.**

## Invited Attendees

- **Zuzana Bic**
- **Andrew Noymer**
- **Jefferson Chen**
- Kyle Paredes
- Susanne Phillips
- Sam Schriener
- **Jay Shah**
- Eric Wilson
- Robert F. Phalen
- Tiffany Nielsen
- Jean Gehricke
- **Christine Cadiz**
- **Sonali Iyer**
- Emilie Chow
- Nicole Martinez
- Elyse Schoenwald
- **Aalap Shah**
- Anh Nguyen
- **Maria Barsky**
- **Hari Keshava**

## Items

### I. Chair Comments/ Introductions

Dr. Bic introduced the committee, letting everyone know that this was the first committee meeting. Each attendee was provided time to introduce themselves.

Dr. Bic noted that a survey will be sent out to everyone who showed initial interest in joining the committee to see if they are still interested in joining. The survey will ask for name, department, and email to make sure there will be equal representation in the committee. The survey will also ask about nomination/self-nomination for chair and vice chair with adding a few words why the person would like to have this position or why to nominate the person for that position.

A second survey will be sent out once committee members are confirmed to vote for Chair and Vice Chair of the committee.

Before voting on the charter the final version with a survey will be sent for any comments. Then the charter will be voted on

II. Discussion

A. Committee Charter Development

1. The draft of the charter was reviewed by the attendees and the following comments were made:

- a) Committee Purpose & Responsibilities

- (1) Everyone agreed that it was well written and thought out

- b) Membership Structure

- (1) There was discussion regarding establishing quorum for meetings and the percentage of members to pass a motion.

Tentative wording was mentioned as:

“A quorum shall be xxxx members, with at least one representative from each school/program of the COHS where xxxx could be 50% + 1 of the committee.”

- (2) There was also discussion on whether to include an Ex Officio member and where they would come from, (ie EC or OVCHA)

- c) Governing Structure

- (1) Everyone agreed that two-year terms would be sufficient and that the charter should be re-examined every two years

B. Chair/Vice Chair Nominations

1. Nominations would be done through the second survey sent out once there has been confirmation of current committee members via the first survey.

**Upcoming Meeting**

To be scheduled as needed.