**TO:  CLHO Board & CLHO Committee Chairs and Members**

**FR:  Morgan Cowling, CLHO Executive Director**

**RE:  Committee Transition Timeline & Plan for Review**

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**October 19th Meeting**

* **Adopt Committee Transition Timeline & Plan**
* **Ask CLHO Healthy Structure to come up with a couple of important “best practices” for CLHO Committees to try and adopt including:** 
  + **Charter/ Workplan Template (template updated from 2013 committee transition) that includes annual review of PE, Funding formula and performance measures**
  + **Communications guidance (updated from 2001 committee guidance)**
* **Begin recruitment for new committees**

**November**

* **CLHO Chair and Executive Director work with state partners to identify the right people to participate in the new committees & Support Structures for Committees**
* **Identify transition training/ orientation plan**

**December 21st Meeting -**

* **Appoint new slates of State & Local Committee Members**
* **Approve CLHO Committee Charter Template**
* **Review & Adopt Communications Plan for Committees**

**January 1, 2018 - Launch date for new CLHO Committees**

**January / February -**

* **new committees begin reviewing and adopting Committee Charters**