|  |  |
| --- | --- |
| **Action Item** | **Plan (what, who, when?)** |
| 1. Update committee charter |  |
| 1. Recruit new members  * Diverse representation | Take to CLHO re small and medium |
| 1. Onboarding for new members  * Understanding all pieces/issues & how they connect * Understanding topic areas * Overview of local public health | New Member Packet:  Charter, annual report, link to webpage, relationship between CLHO & LHD, CLHO process, how to participate, relationship between Healthy Structure and CLHO, CLHO Diagram/org chart, voting process. Karen Woods will draft a one-page welcome with links |
| 1. Meeting Management  * Posting materials on webpage * GoTo Meeting, phone, in-person * Minutes distribution * Administrative support * Agenda & meeting distribution * Standing items – triennial review QI, workforce dev, OCL report re other committees? | Pat and Pam will post materials |
| 1. Standards Review Process | Triennial Review QI is first step |
| 1. Program element & funding formula review process  * Review PE when reviewing funding formula * Evaluate of funding provided vs. work required * Understanding funding formula and changes * Understanding the topic areas * Timing for submission of proposal * PHD role & QI language * Describe the LHD perspective | Update the template and include the PE.  Add to April agenda. |
| 1. Principles & LHD/OHD roles in setting funding formula | Watch the funding principles workgroup. Wait for outcome of that group. |
| 1. Schedule Fall Retreat |  |
| 1. Prepare/submit Annual Report by October CLHO |  |
| 1. Webmaster for committee page | Erin has volunteered. Pat, Erin and Pam will work out a plan going forward. |
| 1. Performance metrics – tracking statewide | Potential long term objective |
| 1. Workforce development competencies | Receive committee reports |

Monitor:

* Principles & LHD roles in setting funding formula
* Workforce Development
* Triennial Review QI