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| **Action Item** | **Plan (what, who, when?)** |
| 1. Update committee charter
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| 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
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| 1. Prepare/submit Annual Report by October CLHO
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| 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