



**Strategic Planning Team Meeting Minutes  
 December 1, 2011**

**MEMBERS PRESENT:**

- Randy Gooch, Director of Administrative Services
- Shawn Crabtree, Executive Director
- Stuart Spillman, Environmental Health Director
- Peggy Tiller, Director of Nursing
- Tracy Aaron, Health Education Director
- Pamela Godby, Human Resources Manager
- Jasie Logsdon, Senior Epidemiologist and Preparedness Program Director
- Janae Tucker, LHN Specialist
- Amy Tomlinson, Public Health Services Coordinator

**MEMBERS ABSENT:**

TOPIC	DISCUSSION	FOLLOW-UP
	<p align="center"><b>Meeting called to order at 9:05 AM EST            This is the first meeting of the Strategic Planning committee which was formed by Shawn Crabtree, Executive Director.</b></p> <p align="center">Membership includes:            Randy Gooch, Director of Administrative Services            Shawn Crabtree, Executive Director            Stuart Spillman, Environmental Health Director            Peggy Tiller, Director of Nursing            Tracy Aaron, Health Education Director            Pamela Godby, Human Resources Manager            Jasie Logsdon, Senior Epidemiologist and Preparedness Program Director            Janae Tucker, LHN Specialist            Amy Tomlinson, Public Health Services Coordinator</p>	
<b>Objective of Meeting</b>	To complete readiness assessment for strategic plan, Plan to Plan documents, and identify needs for planning process.	
<b>Readiness</b>	The readiness assessment tool was utilized by the	

<b>Assessment</b>	committee to begin the planning process. See the attached document containing the outcomes of the assessment.	
<b>Plan to Plan Document</b>	The Plan to Plan Document was used to provide an overview for the planning committee. An anticipated timeline for completion of draft document was also established. It is the goal of the committee to have a draft plan by January 2013 with a goal of adoption of the plan by July 1, 2013. See the attached completed document.	
<b>Strategic Planning Needs</b>	Committee discussed data and items needed to conduct the strategic planning process. These items are identified in the attached document with suggested locations of each type of data and contact person for each. See attached.	
<b>Next Webinar</b>	December 8, 2011 1:00 PM – 2:30 PM in the Basement Conference Room	Committee members should review the “Assessing the Current Situation” section of the Strategic Planning Workbook prior to the webinar.
<b>Next Meeting and Assignments</b>	January 23, 2012 9:00 AM – 3:00 PM in the Executive Conference Room	Committee members should give thought to needed revisions to the mission and vision statements and also the creation of a values statement. Come to meeting prepared to discuss.
	<b>Meeting adjourned at 1:45 PM EST</b>  <i>*Time for this and future strategic planning committee meetings should be coded to the employee’s administrative cost center.</i>	