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:

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<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>FOLLOW-UP</th>
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| 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.  
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>| Objective of Meeting | To complete readiness assessment for strategic plan, Plan to Plan documents, and identify needs for planning process. | |
| Readiness | The readiness assessment tool was utilized by the | |</p>
<table>
<thead>
<tr>
<th>Assessment</th>
<th>committee to begin the planning process. See the attached document containing the outcomes of the assessment.</th>
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<tbody>
<tr>
<td>Plan to Plan Document</td>
<td>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.</td>
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<td>Strategic Planning Needs</td>
<td>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.</td>
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<tr>
<td>Next Webinar</td>
<td>December 8, 2011 1:00 PM – 2:30 PM in the Basement Conference Room</td>
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<td>Committee members should review the “Assessing the Current Situation” section of the Strategic Planning Workbook prior to the webinar.</td>
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<td>Next Meeting and Assignments</td>
<td>January 23, 2012 9:00 AM – 3:00 PM in the Executive Conference Room</td>
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<td>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.</td>
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**Meeting adjourned at 1:45 PM EST**

*Time for this and future strategic planning committee meetings should be coded to the employee’s administrative cost center.*