



**Strategic Planning Team Meeting Minutes
 March 13, 2012**

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Peggy Tiller, Director of Nursing

TOPIC	DISCUSSION	FOLLOW-UP
	Meeting called to order at 9:05 AM EST Meeting Topic: SWOT Analysis Review, 3/15 Webinar Preview	
Meeting Minutes	Minutes were reviewed. Motion to accept minutes with correction of next meeting date (should be March 13) was made by Pam Godby. Second made by Tracy Aaron. All approved. Motion carried.	
SWOT Analysis	SWOT analysis broad categories were sent out to all employees to be ranked in order of importance. This survey will be open in Survey Monkey until Friday, March 16. The link to the survey is http://www.surveymonkey.com/s/RGZ5LDN . Survey has received 133 responses to date. Committee began comparison of identified strengths to identified opportunities. See attached notes.	After the survey closes, the committee will review the results and steer the planning process in the appropriate direction.
3/15 Webinar Preview	Discussed examples of completed Strategic Plans from other agencies to use as template for the LCDHD plan.	Committee members should look at the strategic plan examples that Erin Louis sent

		prior to the next meeting (April 16).
Next Webinar	March 15, 2012 1:00 PM – 2:30 PM in the Basement Conference Room	This is the final webinar of this series. The strategic planning process will continue for the LCDHD.
Next Meeting and Assignments	April 16, 2012 at 9 AM – 12 PM in the basement conference room	
	<p align="center">Meeting adjourned at 11:15 PM EST</p> <p><i>*Time for this and future strategic planning committee meetings should be coded to the employee's administrative cost center.</i></p>	

