



**Strategic Planning Team Meeting Minutes
 November 7, 2012**

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Leah Jasper, Director of Administrative Services

TOPIC	DISCUSSION	FOLLOW-UP
	Meeting called to order at 1:06 PM EST Meeting Topic: Finish compiling Strategic Initiatives and Objectives	
Meeting Minutes	Minutes were reviewed. Motion to accept minutes made by Pam Godby. Second made by Stuart Spillman. All approved. Motion carried.	
Review suggested Strategic Initiatives	The committee continued looking at each strategic initiative and identifying goals for each. (See attached "Strategic Initiatives Chart.")	
Next Meeting and Assignments	Vote via doodle poll.	Please indicate via the doodle poll your preference for next meeting date.
	Meeting adjourned at 2:30 PM EST <i>*Time for this and future strategic planning committee meetings should be coded to the employee's administrative cost center.</i>	

LCDHD Strategic Plan

Strategic Initiative 1:

Develop, maintain and enhance collaboration with partners, stakeholders and the community to identify and respond to health problems and threats.

Goals	Objectives	Action Steps
Develop, maintain and enhance relationship with BOH.	Provide access to current orientation material within a month of appointment.	
	Maintain regular communication with the Boards of Health.	
	Conduct an annual survey with the Board of Health (re: relationship with director, agency enhancement, etc).	
Maintain and enhance collaboration with community partners.	Continuously develop relationships by networking with community stakeholders.	
	Maintain relationships through community and coalition meetings promoting public health.	
	Outreach and educate potential community resources.	
Conduct and disseminate assessments.	Conduct community public health assessments.	
	Disseminate results of assessments through various media.	

LCDHD Strategic Plan

Strategic Initiative 2:

Build and maintain a competent LHD public health workforce.

Goals	Objectives	Action Steps
Recruit.	Recruit qualified individuals.	
Train.	Continually provide LHD specific and job specific training.	
Retain.	Promote employment benefits and positive work environment.	
Evaluate.	Evaluate performance and employee satisfaction annually.	

Strategic Initiative 3:

Continually develop stakeholder awareness/support of health initiatives and issues.

Goals	Objectives	Action Steps
Gain support from Board of Health for health initiatives	Educate BOH members	
	Advise BOH Members	
Gain support for health initiatives from community	Educate Community stakeholders	
	Advise Community stakeholders	
Gain support for health initiatives from staff	Educate staff	

LCDHD Strategic Plan

Strategic Initiative 4:

Identify and respond to current public health threats and prevent emerging public health threats.

Goals	Objectives	Action Steps
Prevent recurring or emerging PH issues	Use <i>evidence</i> based practices to prevent recurring or emerging PH issues	
Identify current & emerging PH issues	Continuous surveillance to identify current & emerging PH issues	
Respond to current & emerging PH issues	Execute response plans to respond to current & emerging PH issues	

Strategic Initiative 5:

Improve the health status of the community through provision of, or assurance through linkages to needed public health services.

Goals	Objectives	Action Steps
Identify needed PH services.	Conduct statistical Analysis of community health status	
	Conduct Community Assessment of community health status	
Identify and implement strategies to improve access to health services.	Increase participation in HD programs	
	Assure access through linkages to other health providers	

LCDHD Strategic Plan

Strategic Initiative 6:

LCDHD will continuously evaluate and improve programs and services to ensure internal and external excellence.

Goals	Objectives	Action Steps
Establish optimal standards for LCDHD.	Develop QI/QA reviews for all programs.	
Maintain optimal standards for LCDHD.	Maintain QI/QA reviews for all programs.	
	Conduct QI/QA reviews _____ (quarterly, etc).	
Utilize feedback from QI/QA reviews to improve LCDHD programs.	Develop improvement plans.	
	Communicate feedback.	

Strategic Initiative 7:

LCDHD will continuously seek to acquire new funds and utilize existing funds to be proactive and innovative in improving the communities' health.

Goals	Objectives	Action Steps
Actively seek and secure new funding sources.	Continually monitor grant websites.	
	Educate legislators to promote public health funding.	
	Educate public to promote public health funding.	
Seek creative new ways to utilize existing funds.	Bi-annual staff brainstorming.	
	Peer health department review and networking.	