****

**AGENDA**

|  |  |
| --- | --- |
| **Group** |  |
| **FACILITATOR** |  |
| **Date**  |  |
| **Location** |  |
| **Time** |  |
| **NHC Attendees** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Agenda Item** | **decisions made** | **action items** |
| 9:00 AM(5 min) | **Standing Item: Begin and Define Scope of Today’s Meeting*** Any requested additions or deletions from the agenda?
 |  |  |
| 9:05 AM(5 min) | **Standing Item: Acton Item Recap*** Review in Teams
 |  |  |
| 9:10 AM(10 min) | **NEW:**  |  |  |
| 9:20 AM(10 min) | **NEW:**  |  |  |
| 9:30 AM (10 min) | **Check In:**  |  |  |
| 9:40 AM (10 min) | **Check In:**  |  |  |
| 9:50 AM (10 min) | **Check In:**  |  |  |
| 10:00 AM | **Adjournment** |  |

**AGENDA**

|  |  |
| --- | --- |
| **Group** | **P-5 Leadership Team Meeting** |
| **FACILITATOR** | **Alexis Vannerson** |
| **Date**  | **Wednesday, October 23rd, 2019** |
| **Location** | **Nightingale Conference Room** |
| **Time** | **9:00 AM to 10:00 AM** |
| **NHC Attendees** | **Dr. Jon, Alynn, Kary, Alexis**  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Agenda Item** | **decisions made** | **action items** |
| 9:00 AM(5 min) | **Standing Item: Begin and Define Scope of Today’s Meeting*** Any requested additions or deletions from the agenda?
 | Added: Marketing MaterialsAdded: Hillsboro Early Learning Fair | None |
| 9:05 AM(5 min) | **Standing Item: Acton Item Recap*** Review in Teams
 | None | None |
| 9:10 AM(5 min) | **NEW: Review of P-5 Meetings*** Who is invited to each meeting?
* Who is attending each meeting?
 | The Monthly Clinical Team Meeting will be pared down to only include Kathy, a Dentist, and Rachel | Alynn with reach out to Kathy to inform her of the decision to pare down the attendees at the Monthly Clinical Team Meeting |
| 9:15 AM(10 min) | **NEW: P-5 Path Budget Planning for 2020*** Brainstorming for P-5 related expenditures in 2020
 | None | Alexis to schedule a P-5 Budget Planning Meeting with AlynnKary to send Alexis and Alynn “P-5 Budget Wish List” |
| 9:25 AM(10 min) | **Check In: Wrapping up the Grant** * Review Timeline between now and March
* **Review each item and where we are in making progress on completion**
* Working on: Integrated 9-month Group WCC Visit
	+ One patient scheduled for visit on 10/21
	+ Trying again on Monday 12/09
* Working on: Integrated 15-month Group WCC Visit
	+ Scheduled for 11/11
	+ MES Team is working on outreaching and scheduling patients now
 | The 2nd attempt at the 9-month Integrated Group WCC will be held on Monday, December 9th from approximately 3:00 PM to 4:30 PM | Alexis will print the full P-5 Intake packet for all ages in preparation for Monday’s interdisciplinary team review meeting of the paperwork |
| 9:35 AM(5 min) | **Check In: Coordinator** * Update on applicants for Pediatric PC
 | None | None |
| 9:40 AM(5 min) | **Check In: P-5 ROI*** Next steps
 | Remove line on ROI that says, “This section must be completely filled out or this form may be returned to you,” because it doesn’t make sense or add value to the form | Alexis to make final edits on the formAlexis to send to Shae/Laura asking for assistance with Spanish translation |
| 9:45 AM(5 min) | **Check In: P-5 Best Practices*** Prep for meeting on 11/01/19
 | None | None |
| 9:50 AM(10 min) | **Check In: P-5 Toolkit*** Review proposed timeline
 | None | None |
|  | **ADD: Marketing Materials** | None | Alexis and Alynn to meet with Penny to discuss P-5 Marketing Materials |
|  | **ADD: Hillsboro Early Learning Fair** | The decision was made that the P-5 Leadership does not have bandwidth for this now in the absence of a P-5 Path Coordinator | Alexis will send this information to Penny and Dr. Lusk to see if someone else in the organization may be interested in attending |
| 10:00 AM | **Adjournment*** Next Meeting: 10/30/19 from 9-10 AM in Nightingale Conference Room
 | **Thank you!** |