

Meeting Name – enter the name of the meeting here

Date – enter the meeting date here
 Time – enter the meeting time here
 Location – enter the meeting location here

Attendees – enter meeting attendees below in the appropriate box/classification. Be sure to list full name and organizational affiliation of each attendee. If no guests are in attendance, enter “none” in that box	
Facilitator	
Note taker	
Work group members	
Guests	

Minutes

Agenda item – enter the name of the agenda item here
<p><u>Discussion summary:</u></p> <p>Summarize the discussion associated with the agenda item here. It is not necessary to record word-for-word what was said by whom. The point is to capture the essence of the conversation such that someone who was not at the meeting would be able to have a general idea of the content. Note key points, topics, and questions. Mention of specific individuals is generally not necessary unless that person is making a presentation or leading discussion as part of the agenda item. Note any documents reviewed, etc. by the group during the discussion. If any acronyms are used, please make sure the full name is spelled out at least once.</p>
<p><u>Conclusions:</u></p> <p>List any decisions, conclusions, or resolutions made by the group below</p> <ul style="list-style-type: none"> ▪
<p><u>Action items:</u></p> <p>List any action items (task, activity, or action to be accomplished) that came out of the agenda item discussion. Be sure to clearly list what the item is, to whom it is assigned, and when it needs to be completed by (assuming that all these pieces of information are included in the discussion at the meeting)</p> <ul style="list-style-type: none"> ▪

If there are more agenda items than there are agenda item boxes on the template, highlight a blank agenda box (which is a Word table), copy it, and paste as many as needed below. If there are fewer agenda items than there are agenda item boxes on the template, please delete any blank boxes before submitting the minutes.

Other Information

<p><u>Resources or Handouts provided:</u></p> <p><i>List any PowerPoint presentations, handouts, or other resources distributed or reviewed by the group during the meeting. Be sure to note which agenda items the items were associated with. Submit copies of any presentations, handouts, or resources along with your minutes for complete record-keeping</i></p> <ul style="list-style-type: none">▪
<p><u>Future Agenda Items:</u></p> <p><i>List any future agenda items noted at the meeting here</i></p> <ul style="list-style-type: none">▪
<p><u>Preparation for Next Meeting:</u></p> <p><i>List any general instructions given to work group members regarding preparation for the next meeting</i></p> <ul style="list-style-type: none">▪
<p><u>Next meeting date:</u> <i>List the date and time (if known) of the next meeting</i></p>

Copy and paste any pictures of meeting products (such as brainstorming boards, fishbone diagrams, etc.) here. Be sure to include a sentence describing the picture and linking it to an agenda item.

All in for Health: Communicable Disease Work Group Meeting

May 2, 2019
10:00 am - 12:00 pm
Jackson County HHS Room 2002

Attendees	
Facilitator	Salma Nella (Josephine County Public Health)
Note taker	Elijah Coli (Jackson County Public Health)
Work group members	Gona Rhea (FQHC X), Borrelia Lyme (CCO Y), S. Phyllis Jones (community organization Z), Pert Tussis (CCO W)
Guests	none

Minutes

Work Group Norms & Rules of Engagement
<p><u>Discussion summary:</u></p> <p>Salma presented a draft rules of engagement document to the work group. Content of the document was generated from discussion at the April 21, 2019 meeting. The group reviewed the document and provided feedback. Feedback included discussion of the comprehensiveness of the proposed rules and provision of grammatical corrections.</p>
<p><u>Conclusions:</u></p> <ul style="list-style-type: none"> ▪ The work group approved the rules of engagement document as written with minor grammatical corrections.
<p><u>Action items:</u></p> <ul style="list-style-type: none"> ▪ Incorporate edits and finalize rules of engagement document – Salma Nella; target date May 8, 2019 ▪ Distribute finalized document to work group members – Elijah Coli; target date May 10, 2019

CHA Data Presentation
<p><u>Discussion summary:</u></p> <p>Elijah presented on CHA findings relevant to communicable disease. Finding presented included secondary quantitative data and primary qualitative data gathered through key stakeholder interviews and focus groups.</p>
<p><u>Conclusions:</u> none</p>
<p><u>Action items:</u> none</p>

Problem Identification Exercise
<p><u>Discussion summary:</u></p> <p>Each work group member used sticky notes to write down what they thought were the distinct communicable disease problems identified in the CHA data. The team then used Affinity Mapping to categorize common themes in the problems identified by the team (see white board image below). Following the affinity mapping exercise, Salma provided the work group with a brief overview of how analysis of the region's communicable disease problems will be continued at the next meeting by conducting root cause analysis for each of the identified problems. Work group members were asked to use time before next meeting to continue reflection on the CHA data and brainstorm causes for the identified problems.</p>
<p><u>Conclusions:</u></p> <ul style="list-style-type: none"> ▪ Communicable disease problems in the region are Sexually Transmitted Infections, Vaccination Rates/Vaccine-Preventable Diseases, Tuberculosis, and HIV.
<p><u>Action items:</u></p> <ul style="list-style-type: none"> ▪ Reflect on CHA data and brainstorm causes for the identified problems – All, by May 10 ▪ Send out link to “Root Cause Analysis” video – Elijah, by May 4 ▪ Watch “Root Cause Analysis” video – All, by May 10

Other Information

<p><u>Resources or Handouts provided:</u></p> <ul style="list-style-type: none"> ▪ Communicable Disease Workgroup Rules of Engagement Draft 050119 ▪ Communicable Disease CHA data (PowerPoint presentation)
<p><u>Future Agenda Items:</u></p> <ul style="list-style-type: none"> ▪ Root cause analysis for identified communicable disease problems
<p><u>Preparation for Next Meeting:</u></p> <ul style="list-style-type: none"> ▪ Watch the “Root Cause Analysis” video ▪ Reflect on CHA data and brainstorm causes for identified problems
<p><u>Next meeting date:</u> May 10, 2019 10am – noon</p>

White board image from Problem Identification Exercise agenda item:

