

PH-Doc Enhancement Committee Minutes Process

The responsibility for minute taking at the PH-Doc Enhancement Committee meetings is rotated through PHDoc Agencies. The assigned agency schedule is listed on the MnCCC website, see form “Enhancement Committee Meeting & Minutes Schedule”. The process will be as follows:

1. Assigned agency representative will be responsible for taking minutes during the Enhancement Committee meeting.
2. The template to use for the Agenda/Minutes will be sent to the assigned agency by the Monday before the meeting.
3. We do suggest taking minutes in person.
4. If the assigned agency is not participating in the meeting, either in person or by webinar, please attempt to swap with another agency. Notify the co-chairs as soon as possible of the change or if a replacement was not found, so a replacement can be found.
5. Please complete the meeting minutes within one week of the meeting, and email them to the co-chairs of the Enhancement Committee for review.

Minute takers job is completed, thanks you for your help.

Co-Chairs -

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