

<p>Work Group Name: Public Health Professional Organizations Workforce Development Workgroup</p> <p>Attendees: Casey Parnell (organizer), Jaci McReynolds, Diane Weber, Martha Smith, Linda Cooperstock, Dalen Duitsman (chair)</p>	<p>Date: 11/19/2018</p>
<p>Agenda Items:</p> <ol style="list-style-type: none"> 1. Review strategic planning session discussion 2. Updates since strategic planning session 3. Identify and define chair role 4. Review charter 5. Discuss other workforce groups around the state 6. Develop purpose statement 	
<p>Discussion:</p> <ol style="list-style-type: none"> 1. The three Goals of this group were discussed. 2. Updates since strategic planning session 3. Dalen was asked if he wanted to continue as chair 4. Charter was mentioned as something that should be addressed. 5. Discussion of workforce development took most of the meeting. Ideas emerged about collecting existing training/educational dates already in existence. Using a calendar or list; using color or columns to identify which audiences may be interested in each training, etc. It was pointed out that other groups are doing the same. There should be a way to have either large meeting of all workgroups to avoid duplication, or efficiently share notes among groups. 6. Purpose statement was deferred until next meeting. 	<p>Actions:</p> <ol style="list-style-type: none"> 1. Keep the goals as they are; they are broad enough that all activities listed in Phase II proposal will fit. 2. Dalen Duitsman volunteered to remain as chair. 3. Suggestion was made to hold very few total, in-person meetings and use a form such as this template to share information.
<p>Next steps:</p> <ol style="list-style-type: none"> 1. Casey will send Doodle poll to this group plus any new members to determine if a standard meeting time can be found for this group. 2. Purpose/ charter will be addressed at the next meeting 3. Casey will notify all work groups about the use of a meeting notes template to be shared with all members of all workgroups. 4. Next meeting time to be determined. 	