

**SAMPLE AGENDA FOR WEEKLY 2-HOUR STAFF MEETING: Date: XXX**

| Time   | Agenda Item & Goal   | <p align="center"><b>Agenda Items</b></p> <p><i>Please designate each item as one of the following:</i></p> <p>1) Big picture update/what's next;<br/>                 2) Group input needed;<br/>                 3) Decision to be made by team;<br/> <u>Note: for agenda items designated as #2 or #3, project lead should present recommendations to team, if possible.</u></p> | Lead           | Decision Made / Follow-up Needed  |
|--------|--|---|----------------|---|
| 10 min | <b>Updates on meetings attended and admin items</b>  | a) (Update) Share key info from DPH Executive Work Group meeting.   | All            |   |
| 30 min | <b>Community Prevention and Population Health Task Force (TF)</b><br><u>Overall Goal for Topic:</u> <ul style="list-style-type: none"> <li>To provide high quality support to the Task Force to help it reach its goals.</li> </ul>                  | a) (Group decision) What preparation is needed for the next quarterly meeting of the TF?<br>b) (Group input) Update on additions to TF website.   | Staff person X | a) Staff X, Y, and Z will do the following prep....<br>b) Staff person X will upload additional documents to the website        |
| 15 min | <b>Community Health Improvement Plan revision</b><br><u>Overall Goal for Topic:</u> <ul style="list-style-type: none"> <li>To revise the CHIP by x date, based on lessons learned from the first two years of implementation.</li> </ul>             | a) (Group input) Review timeline for revising the CHIP – is it realistic? Any steps missing?  | Staff person Y | a) Staff person X to update the project timeline to reflect discussion on next steps.   |
| 25 min | <b>Annual CHIP Progress Report</b><br><u>Overall Goal for Topic:</u> <ul style="list-style-type: none"> <li>To complete an annual progress report by x date so we can identify where we're on target and any help that DPH programs need.</li> </ul> | a) (Group decision) Review and select 3 potential formats for the CHIP progress report.   | Staff person Z | a) We selected option #1 for the report format.<br>b) Staff person Z will finalize the report and send to [x] for final review. |

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|----------------------|--|--|-----------------------|--|
| <p><b>15 min</b></p> | <p><b>Internal DPH Collaboration Training</b><br/> <u>Overall Goal for Topic:</u><br/> <ul style="list-style-type: none"> <li>To organize a 12-month training program with our internal partner, Office of Organizational Development &amp; Training.</li> </ul> </p>    | <p>a) (Group input) What prep steps are needed to launch contract with the collaboration consultant?</p> | <p>Staff person X</p> | <p>a) Staff person Y will develop an annotated agenda for meeting with collaboration consultant</p>  |
| <p><b>20 min</b></p> | <p><b>Standing Item: Strategic Plan for DPH</b><br/> <u>Overall Goal for Topic:</u><br/> <ul style="list-style-type: none"> <li>To develop a new Strategic Plan for DPH by x date that identifies changes/improvements/innovations for DPH to carry out.</li> </ul> </p> | <p>a) (Group input): Critique the draft proposed process for developing DPH’s new strategic plan.</p>    | <p>Staff person Y</p> | <p>a) Staff person Y will revise the proposed process per team input<br/> b) Staff person X will create a handout for the Executive Team on the proposed process</p> |
| <p><b>5 min</b></p>  | <p><b>New Item: Request from x Community Partner for a Letter of Support</b><br/> <u>Overall Goal for Topic</u><br/> <ul style="list-style-type: none"> <li>Produce a letter of support within one week per community partner’s request</li> </ul> </p>                  | <p>a) (Update) Letter of support written for x community organization that is applying for a grant.</p>  | <p>Staff person X</p> | <p>a) Staff person X wrote a letter of support, in consultation with two other DPH programs.</p>   |