**Meeting background:** The Community Advisory Council is tasked with creating a Community Health Assessment, to help us understand the needs in the community, and a Community Health Improvement Plan, which outlines ways we can meet those needs. The CAC’s main role is to be a link between the community and the CCO, but we can define how we want our meetings to look and what our goals are as a committee. These discussions are designed to help us create the best meetings for this group.

**Meeting purpose:** To confirm the charter, review the mission and vision statements, and finalize the CHA survey and forum questions, and identify key forum locations and strategies.

**Attendees:   
\*Note:** Agenda Items are: Information/Consultation (I), Decision Needed (D), Action (A), Presentation (P).

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| --- | --- | --- | --- |
| **Time / Duration** | **Agenda Item (I, D, A, P)** | **Detail** | **Responsible Party** |
| **5:30pm** | **Welcome** | Icebreaker | **Ginny Rake** |
| **5:40pm** | **Updates and Announcements** | 1. Innovator Agent update 2. Board update | **Joell Archibald**  **Ginny Rake** |
| **6:00pm** | **Forum questions and survey question review** |  | **Emily Johnson** |
| **6:20 pm** | **Mission and vision development** |  | **Emily Johnson** |
| **7:15pm** | **Charter confirmation** |  | **Emily Johnson** |
| **7:20** | **Agenda planning and icebreaker volunteer** |  | **Ginny Rake** |
| **7:25pm** | **Questions and Comments** |  | **Ginny Rake** |
| **7:30pm** | **Adjourn** |  | **Ginny Rake** |