Workgroup Name: Public Health Professional Organizations Communications Workgroup Attendees: Michelle Morris (Chair), Nancy Beyer, Audrey Gough, Michelle Baumhoer, Jaci McReynolds	5/22/19 Meeting Summary

Agenda Items:
1. Membership
2. Meeting schedule
3. Charter
4. Goals: establish next steps and assign duties

Discussion:	Actions:
1. Chair Michelle Morris welcomed new members Megan Hopkins (DHSS) and Michelle Baumhoer (Missouri Council for Public Health Nursing). 2. The workgroup will meet regularly the fourth Wednesday of every other month. The time will be verified and shared out. 3. The Charter was reviewed. 4. Building on the goals listed in the Charter, the group discussed how to develop an information distribution system. They identified primary types of information that might be shared and discussed the process for how it might be shared. 5. The group discussed the types of information that might be gathered from P/O memberships and the process for requesting information from the P/O.	1. Motion was made by Audrey, second by Nancy to approve the Charter as presented. Motion carried. 2. The group agreed that Teamwork would be the best communication pathway for sharing information among the Professional Organizations. They recommend that information could be shared by any P/O member to the P/O Project in Teamwork, and then each P/O could decide what information to share with their respective memberships. 3. Discussion on the primary types of information that might be shared will be continued via a Teamwork Notebook. 4. The group agreed the process for gathering information should mirror the information distribution process. Discussion on the types of information to be gathered will be continued on the next workgroup call.

Next steps:
1. Michelle will verify the time of the next call on July 24th.
2. Jaci will create a Notebook in Teamwork about the types of information to be disseminated.
3. Workgroup members should share comments on the information dissemination notebook and should consider types of information gathering for discussion at the next meeting.
4. Michelle will work with Jaci and Casey to set up a Teamwork demo for the next call to identify communication pathways and organization methods.
5. Michelle will report out to the Professional Organizations at their June meeting.