

**MULTNOMAH COUNTY HEALTH DEPARTMENT
VECTOR CONTROL AND ENFORCEMENT ADVISORY COMMITTEE**

Date and Time: Tuesday, May 31, 2005: 10:00 AM – 12:00 Noon

Location: SE Health Center, 34th & Powell (map enclosed)

Purpose of Meeting: **To complete the orientation process and begin the work of the Committee.**

Desired Outcomes:

1. Approve the minutes of the May 10 meeting so that the minutes are official.
2. Agreement on Guidelines for Respectful Meetings so that people know what to expect in Committee meetings.
3. Elect officers so that the formal structure of the Committee is complete.
4. Understand the Vector Strategic Plan so that the focus of the Committee’s work is clear.
5. Discuss a relevant issue so that the Committee’s advice can be incorporated into the Department’s direction.
6. Consider requests to present, if any, as input for the next Committee meeting agenda.

| TIME & TOPIC | PROCESS | FACILITATOR | MATERIALS |
|--|--|--------------------|--|
| 10:00 am Meeting Set Up | <ul style="list-style-type: none"> o Review meeting purpose & desired outcomes o Check for understanding | Roselyn | Agenda |
| 10:05 Minutes | <ul style="list-style-type: none"> o Revision of minutes o Move, Second, Discussion, Ayes, Nays, Abstentions | Kari | Minutes of 5/10/05 meeting |
| 10:10 Guidelines for Respectful Meetings | <ul style="list-style-type: none"> o Present o Q & A and Discussion o Check for agreement | Roselyn | Handout: Guidelines |
| 10:25 Elect Officers | <ul style="list-style-type: none"> o Collect ballots or use verbal nomination/election process o Next steps: Kari will contact and arrange to meet prior to June 14 meeting | Roselyn | Ballots; minutes of 5/10 meeting |
| 10:35 VC Strategic Plan | <ul style="list-style-type: none"> o Distribute forms for member notes o Present Plan o Informational questions on: Strategic Plan o Check for understanding | Chris/Roselyn | Input note form Strategic Plan overview |
| 11:05 Civil Penalties | <ul style="list-style-type: none"> o Present overview o Discuss questions for group input | Chris/Roselyn | Civil Penalties overview |

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|------------------------------|--|---------|---------------------------------|
| 11:40 Requests to present | <ul style="list-style-type: none"> ○ Gather forms ○ Prioritize requests & build into June 14 agenda | Roselyn | Requests to Present forms Easel |
| 11:45 Next meeting | <ul style="list-style-type: none"> ○ Next meeting June 14, Multnomah Bldg. ○ Proposed agenda <ul style="list-style-type: none"> ○ Identify Strategic Plan objectives for further discussion ○ Identify perceived gaps in Strategic Plan for further discussion ○ Requests to Present ○ Schedule of summer field trips | Roselyn | Easel |
| 11:55 MCHD Web Page | <ul style="list-style-type: none"> ○ What are your thoughts about having your names and occupations listed on MCHD's web page for Vector Control? | Roselyn | |
| 12:00 Adjourn | ADJOURN | Roselyn | |

5/16/05 rjm