

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

Date and Time: Tuesday, June 14, 2005; 10:00 AM – 12:00 Noon
Location: Hawthorne Building, 501 SE Hawthorne, Horsetail Falls Room 380

Purpose of Meeting: **To identify and organize meeting dates and agenda topics.**

Desired Outcomes:

1. Approve the minutes of May 31 meeting so that the minutes are official.
2. Agreement on meeting times and frequency of meetings.
3. Discuss and prioritize agenda topics with meeting dates.
4. Identify key factors influencing agenda topics.
5. Schedule summer field trips.

TIME & TOPIC	PROCESS	FACILITATOR	MATERIALS
10:00am Meeting Set Up	<ul style="list-style-type: none"> ○ Review meeting purpose and desired outcomes 	Kari Lyons	Agenda
10:05 am Minutes	<ul style="list-style-type: none"> ○ Review/revise minutes ○ Move, Second, Discussion, Ayes, Nays and Abstentions 	Sue Peterson	Minutes of 5/31/05 meeting
10:10 am Select meeting times and frequency	<ul style="list-style-type: none"> ○ Present ○ Verbal voting process 	Kari	Returned committee time sheets Proposed meeting schedule
10:25 am Meeting Agenda Topics	<ul style="list-style-type: none"> ○ Identify Strategic Plan items for further discussion ○ Identify Strategic Plan gaps for discussion ○ Define key factors that influence when items should appear on the agenda ○ Selection Process 	Kari	Vector Control Strategic Plan Chart for agenda selection Dots for voting
11:15 am Schedule Summer Field Trips	<ul style="list-style-type: none"> ○ Present proposed schedule ○ Q&A ○ Sign Up 	Kari	Chart proposed schedule
11:45 Meeting Evaluation and Adjourn	<ul style="list-style-type: none"> ○ What worked well in this meeting? ○ What do we need to do better? ○ Adjourn 	Sue	Chart