**Staff Meeting Minutes**

February 29, 2024

**Meeting attendees**: Andy Barnes, Leanna Perdue, Sarah Miley, Brandi Riddlebaugh, Jennifer Frazier, Jennifer Jordan, Tina Nichols, Abby Volk, and Jamie Ervin

**Absent**: Kori Gillam (excused)

**Points of Discussion:**

-Roundtable –Welcome to our two newest employees – Jennifer Frazier and Abby Volk!! Most employees shared short program updates as well as our middle names😊

-Discussed keeping up with HDIS daily codes and completing 2023 HDIS prior to the end of March, because now the deadline for the AFR (annual financial report) as May 1, 2024. Andy will ensure that Abby Volk is entered into HDIS and shown how to track time.

-Program managers need to review the GCHD website every couple of months to ensure that we are sharing relevant information to our public. We all need to suggest educational or timely information for social media. Thanks to Leanna for doing an excellent job with the FaceBook “meet our staff” posts.

-Leanna explained that they are waiting on direction from the auditor’s office when the 2023 year end is closed out; Please let Leanna know if you need the template for the info she needs for “requests for purchases” – you may not have been here when she previously sent it out.

-Shared Office Space-Unfortunately, we have very limited office space, so we need to be mindful of our volume, side conversations, and personal phone calls. If your group needs to have a work conversation that may be disruptive, do not hesitate to close your door. Personal calls should be kept to a minimum and taken elsewhere (such as the vaccine room or outside).

-Program managers need to review policies applicable to her specific program: Q:\Policies & Procedures\Policy and Procedures documents in progress. If changes need made, they need to be taken to the BOH meetings. If you just review and it seems that no changes are needed, you may just list the program policies reviewed in the consent agenda.

-Schedules-please try to schedule vacations and time off in advance as much as possible

-**Keep Striving for Improvement-** We are a nationally accredited health department, and we will always need to focus on Continuous Quality Improvement. We need to do our best in our individual programs. Accreditation is ongoing – every year, there is an annual report due, more to come on this.

-Do not be afraid to bring ideas or problems to me. I will do my best to address them. I am not perfect, nor do I have all of the answers, but I will try to support all of you with anything. We are a small department so it is vital that we all pull our own weight, individually.

**Upcoming Mandatory Meeting**

Thursday – March 21st , 2024 11:30 am – 3:30pm Diversity, Equity & Inclusion Training

Andrea Barnes