

Health Administration Section Executive Committee meeting

Tuesday January 17, 2017

Attendees: Loy Bailey, Maria Jones

Absent: Jennifer Medley, Rebecca Martin

Loy called the meeting of the Health Administration Executive Committee to order.

Minutes were approved as written.

Old Business

Emerging Leader Criteria- Reviewed the Emerging Leader criteria, agreed this was good criteria. Will add must have worked for ADH 2 to 5 years. Loy will get a guideline template for the nomination form that will be on the HAS website. We need to develop scoring criteria for the Committee to us to evaluate candidates

Administrator or the Year: We need to develop scoring criteria for candidates. We will need a nomination form and scoring criteria for the nominees. We will use the guiding principles as the leadership qualities that we are looking for in the recipient. Nominations will need to have at least one letter of support but we will encourage them to have three. The nominee does not to be a HAS member. Deadline will be April 3rd for submission of nominees. The nomination committee will be Lisa Holt, Becky Wright and one of the executive committee members. Decision will be made by mid-week of the April 10th.

Section Speaker/Room status: Loy will follow up with Jennifer on this.

Training Abstract: Loy will follow up with Jennifer.

Member ship- Maria has gotten it updated to 2017 and it is on the HAS site.

Training Survey: Health Committee and Ann Purvis agreed to let us do this as a Survey Monkey. Maria will forward to Communications to review the draft and send out to employees of ADH and others outside the department.

Promotion of Section/Membership: We need to be talking to all our contacts, District Managers LHU Administrators, Lead clerks, clinic coordinators, Section Leaders and anyone that you can.

Open discussion was held on the need to be sure we get the breakfast pinned down. Normally this has already been done by now.

Members have asked when our membership year starts. It is January to December. Maria will send a reminder to those that have not paid dues this year along with a copy of the by-laws.

Since we have so much to do between now and May, we will meet monthly from now on.

The next meeting will be Feb. 21 at 1:00.

Meeting was adjourned

Respectfully submitted

Dena Poteat

HAS Secretary