



Meeting Highlights and Action Plan - Draft

Agenda Item/ Topic	Key Points	Action Items <i>Including Responsible Party/Timeline if applicable</i>
Members Present	S. Dahlinghaus, M. Hemphill, D. Henderson	
Updates & Discussion	<ul style="list-style-type: none"> • The timelines on the work plan need to be pushed back. • D. Henderson shared that the office of Kneisley, Mormon & McKee are ready to pursue becoming a certified site. M. Hemphill has been discussing the process with them. • Possible structural change: D. Palmer coordinates/oversees the certification process while others teach the classes? It may help expand the program faster. • Dr. Kneisley needs someone to help them become certified. • When does Lisa Saunders return to RHC? Is she going to be an instructor? • We need letters of intent from the sites regarding their commitment to becoming certified. • We need MOUs from the instructors regarding their involvement. 	<ul style="list-style-type: none"> ✓ S. Dahlinghaus will update the work plan and send to the group. ✓ M. Hemphill D. Palmer on the group's discussion. ✓ Contact Lisa Saunders/RHC about her return date. ✓ M. Hemphill will obtain a letter of intent from the Wound Center. ✓ M. Hemphill will work on getting certification information and taking it to sites (with D. Palmer) ✓ Obtain letters of intent from Rocking Horse Center and clinics ✓ Once instructors are identified, obtain MOUs.
Next Meeting: TBD		