



Wyoming HAI Prevention Advisory Group (WHAIPAG) Conference Call Minutes December 6, 2012, 1:00pm

- Emily gave a brief overview of the results or outcomes of the in-person strategic planning meeting.
 - 1) 14 people attended the meeting
 - 2) Results of the SWOT analysis are contained within the WHAIPAG strategic plan draft document
 - 3) We broke into subcommittees charged with developing objectives for each of 4 goals
- The resource database or manual is in a stand still at this point as we aren't sure who could develop the database and house it on a website.
- Tiffany added that the WDH IT department would not be able to develop the database, nor could our website house such a large program.
- No CLABSI or CAUTI rate data was provided as Ellen was out of town.
- Emily gave an orientation to the strategic plan. The goals were typed up in no particular order and neither were the objectives and strategies within each goal.
- Emily pointed out in particular the table at the end of the document as it lays out what is needed to complete the draft.
- The group decided to prioritize the goals in the order in which they are in the draft. Hence the group's number 1 priority is synonymous with "Goal #I," priority number 2 is "Goal #II," and so on and so forth.
- In the discussion of prioritizing the goals, Alicia mentioned she has done some research and has a break down of the things we can do quickly and easily to engage various groups in Wyoming. She also gave some statistics on the number of "hits" to websites, "followers" to twitter accounts, and "likes" on facebook pages (among others) of various entities in Wyoming.

Alicia will send a document detailing her research to the group.

- The group also decided to remain in the subcommittees that were formed during the in-person meeting. Please refer to the table below for the subcommittees, members of each, and the goal they are responsible for leading the effort to accomplish.

Subcommittee Name	Members of Subcommittee	Goal Responsible for leading the effort
Engagement	Joe, Alicia, Tiffany	Goal #1
Education	Russ, Etta, Veronica	Goal #2
Data	Emily, Patti, Deb	Goal #3
Resources	Ellen, Sheila	Goal #4

- The group decided to charge the subcommittees with nominating a "leader" or at least a spokes person for their committee to give up dates on the status of the goal or objectives at each subsequent WHAIPAG meeting.

Subcommittees please have a spokesperson designated for your group by the next meeting in January.

- It is up to the subcommittees how and when they would like to meet between WHAIPAG monthly conference calls.
- The group decided to leave prioritizing objectives within each goal to the subcommittees.

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Subcommittees please have your objectives prioritized and the table at the end of the strategic plan draft completed for at least one objective. This means you have identified strategies, people responsible for finishing the strategies, and a deadline for each strategy. **BY 12/26/2012.** Emily will compile for draft number 2 of the strategic plan and distribute the week prior to January meeting.

- The next meeting will be January 3, 2013 at 1pm.