

## PHAB Document Template

Measure: 12.3.2 A 1

What document is present to demonstrate conformity with the measure?	
Document Title	Leadership Meeting Minutes from August 2016 and October 2016.
File Name	12.3.2 A 1 (1) 08_16_2016 Leadership Minutes and 12.3.2 A 1 (2) 11_15_2016 Leadership Minutes
File Identifier	12.3.2 A 1 (1) 08_16_2016 Leadership Minutes and 12.3.2 A 1 (2) 11_15_2016 Leadership Minutes

What does the evidence say to the reviewer?	
Are the required elements flagged or highlighted (is it branded, dated, out of draft, signed)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Do the narratives, file descriptions and highlighting tell your story?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>Document Description:</p> <p>Document 12.3.2 A 1 (1) 08_16_2016 Leadership Minutes, page 1, highlighted section, documents the discussion of board actions at a leadership meeting. Document 12.3.2 A 1 (2) 11_15_2016 Leadership Minutes, page 1, highlighted section, documents the discussion of board actions at a leadership meeting.</p>	
<p>Measure Narrative:</p> <p>Board of Health actions are discussed monthly at the bi-monthly Leadership Team Meeting following the Board of Health Meeting. Highlighted topics are taken from the Board of Health agenda and include key decisions made by the board, policies that impact staff or overall operations, and the boards discussion of particular topic items. The Leadership Team discusses each topic and why decisions were made if additional clarification is needed.</p>	

In what way would the evidence be assessed?	
How does it meet the requirements?	Fully ✓ Largely Slightly Not Demonstrated
What are the areas of strength?	
What are the areas of weakness/missing elements?	