

Role of Lead Agency (Department of Public Health) Staff on ICC Committees

DPH staff attends ICC Committee meetings to serve as a resource and to provide expertise in particular areas. DPH staff participates fully in committee meeting discussions, strategic planning and establishing the committee “charge”.

DPH staff provides support to chairs of ICC Committees, including continuity to new chairs and co-chairs.

DPH staff will take responsibility for distributing minutes of ICC Committee meetings. The responsibility for taking minutes should be determined between committee chairs and the DPH staff person.

Minutes will be distributed to:

- All committee members
- ICC Chairpersons
- ICC Staff/Darla Gundler
- All Regional Specialists and Assistant Director, Early Childhood Programs

Any DPH staff interested in obtaining minutes from an ICC committee should inform the DPH staff person assigned to that committee. Each committee will have a designated DPH staff person and a back up DPH staff person where possible. On occasion, additional DPH staff will attend committee meetings to discuss specific issues.

Occasionally, a short term Task Group or Sub-Committee is appointed to work on a particular issue. A DPH staff person will staff the Task Group or the Sub-Committee. Minutes of the Task Group or Sub-Committee need to be sent the above list and the chair of the standing committee.