



**Public Health Accreditation Board (PHAB)  
Accreditation Leadership Team Meeting**

**Meeting Arrangements**

Date: Thursday, October 22, 2015  
Scheduled Time: 10-11:30 AM  
Meeting Location: The RSA Tower, Training Room 980, Montgomery, AL  
Minutes of Last Meeting Refer to Handout #2 – Draft Meeting Minutes of September 24, 2015

**Welcome and Review of Agenda – Carol Heier**

Documents

- Handout #1 - Meeting Agenda
- Handout #2 – Updated ALT Roster – 10-19-15

**Agenda Item 1: Approval of the Minutes from Last Meeting – Carol Heier**

Review/Approval of Minutes of September 24, 2015 Meeting

- Draft was distributed by email and posted in the PHAB Documents section of the Employee Documentation Application (EDA) on October 2, 2015

Documents

- Handout #3 - Draft Meeting Minutes of September 24, 2015

**Agenda Item 2: Old Business**

Accreditation Application

- News from PHAB and Status Updates – Carol Heier
  - Updated PHAB Standards and Measures, Version 1.5
- Questions to Expect During the Site Visit – Carrie Allison

Documents

- Handout #4 – Questions to Expect During the Site Visit

**Agenda Item 3: Old Business – Carol Heier**

Workgroup/Panel Member Updates/Documentation

- Accreditation Champions – Carol Heier
  - "Reaping the Benefits of Accreditation Across the Nation" – Promoted to Bureau Directors and Area Administrators
- Document Review Panel Report – Michele Jones
- Domain Workgroups – Report on Assistance Needed – Domain Leads
- Tips for Preparing Documentation - Carrie Allison
- Document Management System Demonstration – Carol Heier

Documents

- Handout #5 – Tips for Preparing Documentation
- Handout #6 – Document Management System (DMS) Instructions for Domain Leads

**Agenda Item 4: Next Meeting**

Date and Time: **Monday, November 30, 2015, 1-2:30 PM**

Meeting Location: Training Room 980, 9th Floor, the RSA Tower

Proposed Agenda Items:

- Update on ADPH Accreditation Application and Process
- Accreditation Leadership Team Reports