
From: Patricia Elliott

Sent: Tuesday, May 7, 2019 12:16 PM

To: Heather Erb; Jennifer.Culler@fultoncountyga.gov; keith.vanwagner@cdph.ca.gov; Ryan.Davis@cdph.ca.gov; boesc1@michigan.gov; shannon.ofallon@doj.state.or.us; kelly.randall@tn.gov; Marcelle Layton; ellen.laine@state.mn.us

Cc: Song Xue

Subject: Legal Preparedness Toolkits - Group 2 call recap and next steps

Greetings,

Thanks for a productive call yesterday. Here are the highlights from the call and next steps:

- We will review the PH Information Sharing toolkit first and the PH and Schools toolkit second. Everyone will review all the documents in each kit.
- We will use Basecamp as primarily a document repository where you can locate copies of documents or post marked-up documents. Because not everyone in the group can access Basecamp through their agency's system, we will communicate via regular email and will distribute documents to the group via email.
- Attached is the summary of issues/comparison of toolkit documents I reviewed on yesterday's call. This is also posted in the Group 2 folder on Basecamp.
- As requested, I have combined all the individual toolkit documents into one Word document for each of the kits. *I have posted these on Basecamp and will send them to the group via two separate emails to avoid potential email attachment size limitations.*
- **Our next call will be Monday, May 20 at 2 pm ET.** Future calls thereafter will begin on Monday, June 10 and will recur every other Monday at 2 pm ET until the end of July. Song will send out invitations and webinar/call-in links.
- In preparation for the May 20 call, please begin reviewing the Information Sharing toolkit to spot issues to add, change, etc. **Please send me any written comments by COB Thursday May 16** so I can compile and share on our call.

Thanks, and please feel free to contact me any time with questions or if you need other assistance.

Best, Pat

Patricia I. Elliott JD MPH
President

Health | Environment Concepts
10221 River Road, #60345
Potomac MD 20859