
From: Robinson, Mikelle (DHHS)
Sent: Wednesday, October 14, 2015 1:57 PM
To: Moran, Susan (DHHS)
Subject: RE: PPlan for notes from calls
Attachments: 10-13-15_Daily Activity Summary, Internal Call.docx

Yes, Jon sent me his notes a few minutes ago. I tweaked them a bit. Let me know if you need more detail or have corrections.

From: Moran, Susan (DHHS)
Sent: Wednesday, October 14, 2015 1:49 PM
To: Robinson, Mikelle (DHHS)
Subject: FW: PPlan for notes from calls

And these need to pass through you for review before they get to me.

From: Miller, Mark (DHHS)
Sent: Wednesday, October 14, 2015 1:34 PM
To: Moran, Susan (DHHS)
Cc: Robinson, Mikelle (DHHS); Gonzalez, Jonathan (DHHS)
Subject: PPlan for notes from calls

Sue, as discussed I take responsibility for not having those notes from the 1230 meeting on Tuesday.

That being said, here is the plan:

For the 12:30 meetings: Jon will take notes, assemble, and have available for approval by Sue by 3 PM. Assuming approval, we'll have Cheryl email to the folks on the call by 5 PM the same day.

For the 3:00 meetings: Jon will take notes, assemble, and have available for approval by Sue by 9 AM the next morning. Assuming approval, we'll have Cheryl email to the folks on that call by 10 AM.