

## Meeting Wise Agenda

### Washington BVRS CAC MEETING AGENDA

Monday February 3, 2020 9:00AM - 10:00AM  
Washington District OVR Office

**TOPIC:** Quarterly CAC Meeting

**Attendees:** **No Quorum for the Meeting**

**Not Present:**

**Facilitator:** Megan Van Fossan

**Secretary:** Kendra Casella

#### TO PREPARE FOR THIS MEETING, PLEASE:

- Read this agenda
- Come with ideas to improve services to customers

**Schedule** [60 minutes]

TIME	MINUTES	ACTIVITY
9:00AM	2 Minutes	Welcome/ Call to Order
		Approval of Meeting Minutes <ul style="list-style-type: none"> <li>• Approval of Minutes from October 28, 2019.</li> <li>• Motion to approve minutes by _____ and seconded by _____.</li> </ul>
		Review next steps from our previous meeting <ul style="list-style-type: none"> <li>• N/A for this meeting</li> </ul>
9:02 AM	20 minutes	<b><u>OBJECTIVE 1</u> - Regular Agenda Items</b> <ul style="list-style-type: none"> <li>• <b>Personnel:</b></li>   <li>• <b>Rehab Goal:</b></li>   <li>• <b>Fiscal:</b></li> </ul>
9:15	20 minutes	<b><u>OBJECTIVE 2</u> - New Business</b>  <b><u>NOTES:</u></b>
9:35AM	15 minutes	<b><u>OBJECTIVE 3</u> - Open Discussion</b>  <b><u>NOTES:</u></b>

9:50	2 minutes	<b><u>OBJECTIVE 4- Next Steps for Next Meeting</u></b>
9:52 AM	1 minute	<b>Adjournment/ Next Meeting</b> <ul style="list-style-type: none"><li>• The next meeting will be held on</li><li>• Motion to adjourn the meeting at ___ by ___ and seconded by ___.</li></ul>