



Region Leaders Quarterly Call

Thursday, July 28, 2016

9:15 - 10:15 am

Conference Call # 1-877-366-0711

Code # 11593782

AGENDA

1. Call to Order
2. Review May Meeting Notes
3. Proposed Region Meeting Schedule

Date	Webinar Time
Wednesday, March 15, 2017	10:00 – 11:00 AM
Wednesday, May 10, 2017 <i>Held in conjunction with MHCA Annual Meeting</i>	10:00 – 11:00 AM
Wednesday, June 14, 2017	10:00 – 11:00 AM
Wednesday, September 13, 2017	10:00 – 11:00 AM
Wednesday, December 6, 2017	10:00 – 11:00 AM

4. MHCA Role vs. Region Leader

MHCA	Region Leader
➤ Secure speakers for quarterly webinars	➤ Determine meeting location & confirm time (2-months prior)
➤ Send Region Meeting Alert with registration link (1-month prior)	➤ Send MHCA agenda for posting online (2-weeks prior)
➤ Send speaker handouts and link to download region agenda (1-week prior)	➤ Handle meeting arrangements with venue (AV, food, room set-up, etc.)
➤ Send Region Chair the webinar access link and attendee list on Monday	➤ Meeting facilitation and minutes
➤ Facilitate webinar	➤ Send MHCA minutes (1-week post event)
➤ Provide MHCA Update (as needed)	➤ Host Elections (as necessary)
➤ Post meeting minutes	

5. CEUs for Region Webinars?

6. Webinar Topic Areas
 - a. Regulatory/Licensure
 - b. Legal
 - c. HR
 - d. Clinical

7. MHCA Updates
 - a. Review Education Calendar – New programs just released!
 - b. MHCA database clean-up project in progress
 - c. New teams start in August

8. Other Business
 - a. Please encourage members to read the bi-monthly Informer

9. Next Meeting Date: Tuesday, October 4, 2016

10. Adjourn