

WORKPLAN

Ongoing Duties	Work plan issue	Status	Discussion	Who is responsible
	Voting Representatives	Each area will have a representative and voting members also include the dental hygiene, dental assistant, specialist, and ADO representatives	All	FAC Chair
	Minutes	Each representative has the responsibility to distribute the FAC minutes to dental directors in his/her area, and to bring dental concern / issues to the FAC meeting	All	Executive Secretary
	FAC tab on dental portal	Update	The work plan for each year should be placed on the website	Executive Secretary
Long Term	Work plan issue	Status	Discussion	Who is responsible
	Forms work group	Ongoing		Forms Chair and workgroup
	NOHC CDE Workgroup	Choose topics and presenters for the Quarterly NOHC CDE and introduces the speakers at the presentation, set up the Adobe Connect	Next presenter:	CDE subcommittee Chair and workgroup
	Awards <ul style="list-style-type: none"> • IHS NOHC Clinical Excellence Awards • FAC Letter of Recognition – Dr. Schaeffer 	Yearly	All workgroup members	Awards Chair Awards Committee Director of the Division of Oral Health

Ben Warren – FAC Chair
Erin Ostteen – Vice Chair
Abby DeBonis- FAC Executive Secretary

Reps will be reminded to send out minutes to all in their areas on each call