



	<b>Date, Time &amp; Frequency</b>	<b>Location</b>	<b>Leader</b>	<b>Participants</b>	<b>Purpose/Agenda</b>
<b>Operational Period Briefing</b>	1 <sup>st</sup> Monday at 9:30am	MEMA Planning Room	Planning Section Chief	All OOCC Operational Team Members (does not include Inter-Agency Council)	<ul style="list-style-type: none"> <li>Review status of objectives from previous operational period</li> <li>Present objectives for upcoming operational period</li> </ul>
<b>Planning Section Meeting</b>	Mondays at 10:45am	MEMA Planning Room	Planning Section Chief	<ul style="list-style-type: none"> <li>Planning Section</li> <li>Operations Section Chief</li> </ul>	<ul style="list-style-type: none"> <li>Discuss strategy/process for gathering data from the Operations Section</li> <li>Review and adjust information collection plan</li> <li>Work on data dashboard</li> </ul>
<b>Social Services Branch Meeting</b>	TBD	TBD	Social Services Branch Lead	Social Services Branch Supports	<ul style="list-style-type: none"> <li>Branch Lead's standing coordination call with their support agencies/departments</li> <li>Discuss status of objectives and tasks assigned to the Branch</li> <li>Identify any resource needs or gaps impacting the ability to achieve objectives</li> <li>Discuss proposed objectives of next operational period</li> </ul>
<b>Health and Medical Branch Meeting</b>	TBD	TBD	Health and Medical Branch Lead	Health and Medical Branch Units and Supports	
<b>Local Liaison Meeting</b>	TBD	TBD	Local Liaison Branch Lead	Local Liaison Supports	
<b>Public Safety</b>	TBD	TBD	Public Safety Branch Lead	Public Safety Branch Supports	
<b>Education</b>	TBD	TBD	Education Branch Lead	Education Branch Supports	
<b>Operations Section Meeting 1</b>	1 <sup>st</sup> Wednesday 9:30am	MEMA Planning Room	Operations Section Chief	<ul style="list-style-type: none"> <li>Branch Leads ONLY</li> <li>Planning Section Chief</li> </ul>	<ul style="list-style-type: none"> <li>Status of Branch Leads on achieving objectives</li> <li>Requests by Branch Leads for additional support and/or guidance on behalf of their Branch</li> <li>Standing opportunity for collaboration on specific objectives if needed</li> </ul>
<b>JIC Meeting</b>	1 <sup>st</sup> Friday at 9:30am	Conference Call	Lead PIO	<ul style="list-style-type: none"> <li>All PIOs</li> </ul>	<ul style="list-style-type: none"> <li>Review and discuss media monitoring, current news articles, and situational awareness of opioid and heroin crisis.</li> <li>Ensure that media requests for interviews have been appropriately assigned and completed by JIC members.</li> <li>Discuss new talking points, social media posts, and events for current and next operational periods.</li> </ul>
<b>Command and General Staff Meeting</b>	2 <sup>nd</sup> Monday at 9:30am	MEMA Planning Room	Planning Section Chief	<ul style="list-style-type: none"> <li>OOCC Director</li> <li>Operations Section Chief</li> <li>Planning Section Chief</li> </ul>	<ul style="list-style-type: none"> <li>OOCC Director to provide updates and/or discusses sensitive issues</li> <li>Section Chiefs &amp; PIO to provide quick updates</li> <li>Section Chiefs &amp; PIO identify any gaps or needed</li> </ul>

	Date, Time & Frequency	Location	Leader	Participants	Purpose/Agenda
				<ul style="list-style-type: none"> <li>• Finance/Admin Section Chief</li> <li>• Resources Section Chief</li> <li>• Lead PIO</li> <li>• Legal</li> <li>• Legislative</li> </ul>	resources
<b>Inter-Agency Council Call</b>	2 <sup>nd</sup> Monday at 12:00pm	Conference Call	OOCC Director	<ul style="list-style-type: none"> <li>• Secretaries from OOCC agencies</li> <li>• Governor's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Updates on status of OOCC operations</li> <li>• Progress on objectives</li> <li>• Challenges encountered</li> </ul>
<b>Operations Section Meeting 2</b>	2 <sup>nd</sup> Wednesday at 9:30am	MEMA Planning Room	Operations Section Chief	<ul style="list-style-type: none"> <li>• Branch Leads ONLY</li> <li>• Planning Section Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Setting objectives for next operational period</li> <li>• Status updates from ending operational period</li> </ul>
<b>Planning Meeting</b>	2 <sup>nd</sup> Thursday at 1:00pm	MEMA Planning Room	Current Planning Unit Leader	<ul style="list-style-type: none"> <li>• OOCC Director</li> <li>• Operations Section Chief</li> <li>• Planning Section Chief</li> <li>• Finance/Admin Section Chief</li> <li>• Resources Section Chief</li> <li>• Lead PIO</li> <li>• Legal</li> <li>• Legislative</li> </ul>	<ul style="list-style-type: none"> <li>• Review and finalize Operational Period Summary for ending operational period</li> <li>• Review and finalize Action Plan for next operational period</li> </ul>