**Date:** December 7, 2018

**Present: Lee Buenconsejo-Lum, Brenda Ho, Malachy Grange, Rae Seitz, Caroline Miura**

**Excused:** Director Bruce Anderson

**Staff Present:** Lorrin Kim, **Laura Arcibal**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Discussion** | Action |  |
| 1. Call to order | Lorrin called the meeting to order at 1:45pm. |  |  |
| 1. Welcome and Introductions | Lorrin served as Chair for Director Bruce Anderson |  |  |
| 1. Review and approval of 8/31/18 Minutes 2. Review, discussion and approval of final provider and patient forms | Laura reviewed with the advisory group members each form in the board packet. Advisory group members along with attendees from the public discussed and provided comments. Brenda Ho noted that community engagement is still needed. | Advisory members (Lee and Lorrin) approved 8/31/18 minutes  DOH to make minor edits, finalize and post forms on the new DOH website for the public to access before January 1, 2019.  DOH to continue community engagements to ensure the public is informed of the OCOCA. |  |
| V. Adjournment | Meeting ended at 3:00pm |  |  |