

Attendees:					
<input checked="" type="checkbox"/>	Jon Brogger	<input type="checkbox"/>	Jennifer Inman	<input checked="" type="checkbox"/>	Katherine Hudson
<input type="checkbox"/>	Kathy Spoor	<input checked="" type="checkbox"/>	Leslie Hopkins	<input checked="" type="checkbox"/>	Annie Goodwin
<input checked="" type="checkbox"/>	April Fisk	<input checked="" type="checkbox"/>	Carrie Riemann	<input checked="" type="checkbox"/>	Cathy Mortell
<input checked="" type="checkbox"/>	John Abplanalp	<input type="checkbox"/>	Lynda Thomas	<input type="checkbox"/>	Hansine Fisher
<input checked="" type="checkbox"/>	Benton Franklin	<input checked="" type="checkbox"/>	Clark County	<input checked="" type="checkbox"/>	Patty Proctor
<input checked="" type="checkbox"/>	Adams County	<input checked="" type="checkbox"/>	Asotin County	<input type="checkbox"/>	Tacoma-Pierce County
<input type="checkbox"/>	Chelan-Douglas	<input type="checkbox"/>	Clallam County	<input type="checkbox"/>	Grant County
<input checked="" type="checkbox"/>	Columbia County	<input type="checkbox"/>	Cowlitz County	<input checked="" type="checkbox"/>	Jefferson County
<input checked="" type="checkbox"/>	King County	<input type="checkbox"/>	Island County	<input checked="" type="checkbox"/>	Kittitas County
<input type="checkbox"/>	Klickitat County	<input checked="" type="checkbox"/>	Kitsap Public Health	<input type="checkbox"/>	Mason County
<input checked="" type="checkbox"/>	NE Tri County	<input type="checkbox"/>	Lewis County	<input type="checkbox"/>	Pacific County
<input checked="" type="checkbox"/>	San Juan County	<input checked="" type="checkbox"/>	Okanogan County	<input checked="" type="checkbox"/>	Skamania County
<input type="checkbox"/>	Snohomish Health District	<input type="checkbox"/>	Skagit County	<input checked="" type="checkbox"/>	Tacoma-Pierce County
<input checked="" type="checkbox"/>	Thurston County	<input type="checkbox"/>	Spokane Reg Health District	<input checked="" type="checkbox"/>	Yakima Health District
<input checked="" type="checkbox"/>	Whatcom County	<input checked="" type="checkbox"/>	Walla Walla County	<input type="checkbox"/>	
<b>Please Register for the webinar:</b>	<a href="https://attendee.gotowebinar.com/register/20590935130279170">https://attendee.gotowebinar.com/register/20590935130279170</a> <b>Call-in: 1-888-407-5039/Participant PIN: 95523097</b>				
<b>Desired Outcome:</b>	<input checked="" type="checkbox"/> Program updates, question and answers.				

Agenda Items	Lead	Comments	Summary Meeting Notes
<b>Welcome</b>	Jon	Attendance is tracked via webinar registration.	
Quarterly Invoice Review Status	Jon	HCA is in process of reviewing quarterly invoices for 2016-2017.	<p>All invoices for Q415 have been processed. Reviews for Q1 and Q2 2016 are nearly complete.</p> <p>Reviews for remaining 2016/17 quarters are expected to be completed over the next few months.</p> <p>HCA is currently able to review approximately 4-5 invoices per week.</p> <p>To ensure an efficient review process, LHJs should:</p> <ul style="list-style-type: none"> <li>Review their invoice back-up documentation to ensure it is accurate and complete.</li> <li>Review their invoice back-up against expense totals in URMTS to ensure accuracy.</li> </ul>

			<ul style="list-style-type: none"> <li>Utilize the electronic a19 submission process for faster invoice payment.</li> </ul> <p>LHJs with time barriers that may necessitate an earlier review or have specific questions about their specific LHJ's invoices should contact HCA directly.</p>
End of Quarter/Beginning of Quarter Updates	Carrie	<p>Q417 begins on 10/02/17.</p> <p>Q417 Participation List Certification Due on 9/18/17.</p> <p>Q417 New Participant Training Due on 9/25/17.</p>	<p>Coordinators must certify participant lists for Q417 by 9/18/17. New Participant Training certifications are due by 9/25/17</p> <p><b>Question:</b> Do returning staff need to retake participant training?</p> <p><b>Answer:</b> It depends on how long the staff member has been away from the program. LHJs can reach out to Carrie for more information.</p>
Q217 Invoices	Carrie	Q217 Invoices are due by 10/31/17.	The due date for Q217 invoices is 10/31/17.
Comments/Questions	All	Open for any comments/questions.	
<b>Next Meeting: 10/16/17 3:30pm-4:00pm</b>			
<b>Adjourn</b>			