



Purpose: This charter delineates the mission, functions, organization and procedures of the DOH LMS Steering Committee (hereafter referred to as the LMS Steering Committee) and establishes the authority necessary to provide technical guidance of the Florida DOH Learning Management System (LMS).

Primary Functions:

- Provide technical oversight of the DOH Learning Management System.
- Assist in facilitating the technical issues in support of the Workforce Development Advisory Council directions towards making DOH a learning organization.
- Form workgroups and/or ad hoc committees to implement LMS project goals.
- Apply evaluation methodologies and measures to document LMS goals.
- Produce quarterly reports that include the status of the deliverables and activities assigned by the Workforce Development Advisory Council.

Ancillary Responsibilities:

- Educate about and promote use of innovative tools, resources, processes and outcome of DOH LMS initiatives.
- Recommend guidelines for supporting DOH LMS communication, content and delivery processes.
- Support efforts toward sustaining and improving Florida's public health workforce training.

Linkages and Interdependencies:

Agency Workforce Development Implementation Plan 2014-15:

Activity #3: Maintain and Improve the Learning Management System as a centralized portal for Training Plans, access to online training opportunities, and documentation of trainings attended.

Time Commitment:

Steering Committee members shall meet monthly via conference call/ GoToMeeting or more frequently as determined by the Chair, co-chair or the members. Membership shall be for a two-year term.

Membership:

Small CHD
Lesia McDaniel

Medium CHD
Mark Fafard

Large CHD
Karen Cayson
Sherry Cook
Awanda Johnson
June Gump

Metro CHD
Jennifer Mills
Mary Ellis

DOH Steering Committee Support

Gordon Brown, Office of Performance & Quality Improvement

Central Office
Eric W. Montgomery
Robbie Bouplon
Mary Agens
Jennifer Wenhold

DOH Senior Leadership - 1
TBD

Deliverables/Communications:

- Provide system modifications and suggestions which benefit DOH LMS
- Establish TRAIN Florida application best practices to standardize training processes
- Promote program area trainings/courses into TRAIN Florida

Responsibilities of all Steering Committee Members:

Understand the strategic implications and outcome objectives of the DOH LMS process.

Serve in a capacity of providing overall DOH LMS technical guidance and direction.

Assist in review of DOH LMS statewide strengths and opportunities for improvement based on statewide analysis using results such as Training Needs Assessment data and/or Job/Task Analysis.

Provide guidance and direction which result in delivering promising practices, successful local programs, and evidence-based practices.

Make recommendations related to building and maintaining a competent, qualified agency workforce through DOH LMS tools, resources and information.

Business Conduct for members of the committee:

- Each Steering Committee member is authorized to cast one vote.
- Decisions of the Steering Committee will be made by simple majority. No action will be taken by the Steering Committee without a quorum.

Meeting Schedule and Process:

Meetings will be coordinated by the Office of Performance & Quality Improvement or at the direction of a LMS Steering Committee member. Communication from the team to various DOH stakeholders will be vetted through the Chair and Co-chairs.