
 **Location:** Butte OPD Conference Room
 **Date:** 12/21/2021
Time: 9:00 AM

Management Team Meeting

Agenda

December 21st, 2021

In-person Butte OPD Conference Room

Team Members Present:

Call to Order:

Request for public comment:

Tactical

1. **Approve Minutes of November 10th, 2021**
2. **HR updates**
3. **Budget updates**
4. **AdvOPD Updates**
5. **Legislative fiscal division updates**
6. **Case Summary Review**

Strategic

1. **Onboarding**
 - a) **Contractor/ Service Provider**
 - b) **FTE**
2. **Billing for Admin compliance (billing for closing matters)**
3. **Social Media Policy**
4. **Org Chart**
5. **Case Load numbers**



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- a) **Analysis**
 - 6. **Newsletter**
 - 7. **Annual Conference update**
 - a) **Notice To judges**
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