**LEADS MEETINGS**

**Capital Leads Meeting**

The Capital Leads meeting is held on the first Thursday of each month from 1:30-3:30pm. PLEASE REFER TO THE LEAD MEETING SCHEDULE FOR CLARIFICATON OF THE HOST COUNTY.

\*\*Jeremiah Cook will set up the Zoom meeting

\*\*April Lee will track the agenda items.

\*\***The Host county will keep track of the meeting minutes and distribute them to the rest of the team**.

**Note:** During the Capital Lead meeting, the Help Queue will be closed. The following email message will be sent to the consortium staff:

Today the Capital Helpline is closed at 1:30pm, for the Capital Lead’s team meeting. During the meeting:

\*\*The PRT email inbox will remain open. We will respond to your question within 24 hours of receipt

\*\*First, do your best to research your problem by using the program policy handbooks, Process Help handbook, previous RAQ from the CARES call center, or using the PRT team responses from the past to help trouble shoot your current issue.

\*\*If you still need assistance after your completed research, see your supervisor or the backup supervisor for assistance.

\*\*For Dane lobby lead assistance—send an email to the supervisors on site

**Dane Lead Meeting**

Dane leads team meeting is held on the third Tuesday of each month from 9-11am.

\*\*Jeremiah Cook will take minutes

\*\*Patty Porto-Sanchez will track the agenda items

Updated 5/28/25

