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| Sub-Committee Task | Deadline | Owner | Comments |
| Overview of Sub-Committee process to Steering Committee for input | 8/14 | Program Director | On 8/14, SC determined that timeline needed to be adjusted to enable SC to authorize invitation for Sub-Committee roles |
| Sub-Committee Draft Charges Developed and finalized | 8/23 | Program Director w/ Sub-Committee Chairs |  |
| Sub-Committee Membership Roles finalized | 8/23 | Program Director w/ Sub-Committee Chairs |  |
| Sub-Committee Chairs Present Sub-Committee documents to Steering Committee for acceptance | 8/28 | Sub-Committee Chairs |  |
| Commissioner to finalize list on who to appoint in State designated roles | 9/4 | State Department Heads provide recommendations |  |
| Chair finalizes list as to who will be invited to participate in subcommittee and submits list to DHHS (Randy Chenard) | 9/4 | Managed by Program Director – lists submitted by Sub-Committee Chair |  |
| Final Appointment List Provided to Steering Committee via email | 9/6 | Provided to SC for review and input prior to 9/11 SC meeting |  |
| Sub-Committee Final Appointment List Reported to Steering Committee | 9/11 | Program Manager/Sub-Committee Chairs |  |
| Invitation letters sent out to ‘Chair controlled’ seats on behalf of Dr Flanigan and Sub-Committee Chair | 9/12 | DHHS Resource - TBD | Sub-Committee Chair accountable for sourcing completion |
| Letters sent to Commissioner appointed nominees | 9/12 | DHHS Resource - TBD | SIM Program Director accountable for sourcing completion |
| Sub-Committee Staffing Progress Report presented to Steering Committee | 9/25 |  |  |

**Maine State Innovation Model Sub-Committee Sourcing Process**

**August, 2013**