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| Sub-Committee Task | Deadline | Owner | Comments |
| Sub-Committee Draft Charges Developed | 8/12/13 | Program Director w/ Sub-Committee Chairs |  |
| Overview of Sub-Committee process to Steering Committee for authorization | 8/14 | Program Director |  |
| Commissioner determines who to appoint in State designated roles | 8/16 | SIM Core Team provides recommendations to Commissioner |  |
| Chair determines who will be invited to participate in subcommittee and submits list to DHHS (Randy Chenard) | 8/19 | Managed by Program Director – lists submitted by Sub-Committee Chair |  |
| Invitation letters sent out to ‘Chair controlled’ seats on behalf of Dr Flanigan and Sub-Committee Chair | 8/21 | DHHS Resource - TBD | Sub-Committee Chair accountable for sourcing completion |
| Letters sent to Commissioner appointed nominees | 8/21 | DHHS Resource - TBD |  |
| Sub-Committee Chairs Present Sub-Committee Progress Report to SC | 8/28 | Sub-Committee Chairs |  |
| Sub-Committee Sourcing Complete and Presented to Steering Committee for acceptance | 9/11 | Program Manager/Sub-Committee Chairs |  |

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

**August, 2013**