

APPROVED

Transitional Planning Group  
Summary July 5, 2006

Introduction and attendance: Katharine, Simonne, Kelly, Leticia and Jacqui as facilitator.  
Absent members: Tim, Karen, Melinda  
Guests: Dan Wathen, Court Master; Ron Welch, director of adult services

- I. Review, edits and approval of minutes of 6/15/06
- II. Dan Wathen and Ron Welch comments and advice;
  - A. Consider utilizing tele and computer communication
  - B. Avoid the entrenchment of long term representatives. How can we have terms that keep the people and the groups evolving
  - C. If a local group started first, they should be embraced quickly
  - D. The design needs procedures and policies that enable strong linkages that will assure that the advice is timely and well informed so that the Consumer Advisory System will be influential within DHHS decision making. The influence should also impact resource distribution and quality assurance within DHHS. Relationships need to be developed with other departments and decision-makers such as the legislature.
  - E. The constituent groups need to have a broad view so that one issue does not get "picked off"
  - F. Don't be shy about asking for the staffing and funding resources to meet the needs of the development of the council system.
  - G. People who are interested and committed to civil rights and service improvement is most important. These people may self select into a welcoming and inclusive process at first and then later the group can look for people with key experience and representational capabilities.
  - H. In response to our question about the need for neutrality in the staff we hire: make sure that the people you hire have the ability to reach broadly. Staff people need to have knowledge of the issues but they must be able to reach across interest groups while being perceived as trustworthy and without a conflict of interest. He added advice that we assure that the pay rate is competitively priced.
  - I. If the system knew how to do this we would have done it previously. Don't be afraid of making errors. We will all learn and improve.
  - J. Governance rules would be helpful as we get councils started. This would also provide simple uniformity for the Statewide Council. Leave them flexible or basic so that Councils can create shape and individuality.
- III. Staffing/consultant plans -
  - A. We talked about the models that might work. Too many consultants would make it hard to coordinate. And only one person would be too geographically restricted.

We do not have to do hiring by advertising if we have a person/people in mind. We can do this by contract process. The outreach functions can be separate from the conference planning. Or the conference planner can be the coordinator of the outreach people as well. This group still needs to provide the supervision and direction for these individuals. We are leaning toward an accountability structure that has us interacting with only one person. We agree that the coordinator/conference planner does not need to be a consumer although they must be an ally. We prefer that the three outreach people be self identified consumers but if the skills, passion and social justice values were present we might consider an ally.

B. We brainstormed individual names which brought us to the task of how are we going to actually choose. We need a job description, fee structure and then meet with potential individuals. We decided to invite an individual from M&FR at 11:00 and also Scott Metzger at 10 July 12. (assigned to Simonne and Jacqui) We should all be brainstorming potential names for outreach staff.

C. Job description as a consultant is to coordinate the relationships and communication of the outreach workers, cause the three conferences to occur, liaison with the TPG and flexibility to change the tasks.

#### IV. Support for our work:

We will not take more homework assignments until we resolve staffing. We will use teleconference when we do not need to be face to face.

V. Group trust conversation needs to have full attendance in person. Jacqui will ask for RSVP to each meeting to determine when this can be held. If we need additional dates Jacqui will circulate dates.

#### VI. Next Meetings:

Wednesday July 12 - 9:00 - 12:00

Thursday July 27, 12:30 - 3:30 NOTE the time difference

Wednesday August 16, 9-12:00

#### Agenda:

staff consultant hiring

membership of transitional planning group

prioritize work flow

affirm date of trust building discussion