

RECOMMENDATIONS FROM LANO

The observations and recommendations in this report are based on the April meetings, materials reviewed, survey data, and interviews with four members.

Meeting Setting:

- Display a mission poster in addition to the ground rules and mandate signage. (*already do*)
- Assign members to read the ground rules, mandate, and mission at the beginning of the business meeting. Rotate assignments.
- Incorporate 5 minute stretch breaks and/or an activity to break up the meeting (e.g., show one of the PSAs; a quick pause between reports with a stretch or visual)

Meeting Technology/ Microphones:

- Invest in additional microphones and place them at the table on stands for members to pass to each other. (*staff had already ordered immediately after April meeting*)

Meeting Structure and Agenda:

- The executive committee should continue the good work started on refining the agenda based on feedback from the Council.
- To ensure that meetings follow the agenda, the recent guidelines developed for verbal reports should be reinforced.
- Consider if it is necessary for all agencies to report at every meeting. Agencies would still continue to submit written reports quarterly, but verbal reports at meetings could be limited to those impacting the current work of the Council. Specific questions regarding the reports could be posed in advance for members to consider prior to the meeting.
- Consider inviting state agencies to serve as the guest speaker on Wednesday night in lieu of providing a verbal report at the meeting
- Delete after lunch speaker

Meetings Minutes and Materials:

- Reduce the amount of paper provided during the meeting by projecting information on the screen in place of paper and limiting written reports to 2-3 pages.
- Agency representatives should start off the verbal report stating the color of their report and have 2-3 PowerPoint slides with the output data and highlights from the agency written report
- Materials sent in advance could be 3-hole punched to place in DDC binders and have members bring their binders for easier access during meetings.

Agency Reports:

- Work with state agencies and other members charged with reporting to focus the information presented in both the written and verbal reports on activities and actions needed to advance the current work of the Council and the strategic plan. Reports that focus on the future and prepare and engage members to address challenges and opportunities in meeting their objectives will foster action-oriented discussions.
- Written reports should list objectives/ activities directly from the Council's plan that align with the agency's mission
- Members that don't meet their deadline for written reports should follow-through and submit a written report as part of the record.
- Set outlook appointments to remind members of report deadlines and their commitment to submit written reports.

Member Engagement:

- Formalize the mentoring program for advocate Council members that would benefit from it.
- Mentoring program should include:
 - the development of a job description for mentors and expectations for both the mentors and mentees
 - tangible activities that help to ensure that the program is meeting its intended objectives and regular evaluation of the program's effectiveness
- Mentoring Activities could include:
 - phone call before the meeting to review the packet and identify times in the agenda where the mentee has a point to contribute;
 - sitting next to the mentee at the business meeting and encouraging them to participate; and
 - a phone call after the meeting to check-in and get their feedback on the meeting.
- It is recommended that mentors also be advocate members of the Council.

State Agency Engagement on Committees

- State agencies could assign a single representative to attend committee meetings on their behalf who would be responsible for attending all committee meetings and serving as the liaison to the agency representative on the Council.
- The Council should work with state agencies to determine the barriers to their engagement at the committee level.
- Planning committee meeting agendas in advance with key topics for discussion identified could help state agency members to prioritize the committee meetings that they will attend.

General Observations and Recommendations

Action Items

- Noting action items on flip chart paper as they surface that includes a timeline and lead responsible for implementation would help to foster member participation and hold the Council and staff accountable for follow-through.
- The use of flip chart paper is a way to validate Council member feedback by recognizing it real-time and also creates another visual for the meeting and encourages members to be vocal and participate in action-oriented discussions.

Planning Process

- The planning discussion could have benefited from a facilitator and participatory process that used small groups and guided questions to facilitate the revising of the strategic plan.
- Adding a purpose statement to each of the planning areas would help to clarify the intent of the work in that specific area and the desired outcomes to set context for the goals and objectives.
- Including the objectives and activities in the written reports with updates as recommended earlier in the report will help the Council monitor the plan and make adjustments real-time.

Orientation

- Continue to require that all members participate in the orientation.
- Engage agency Council members in the orientation as much as possible. For example, invite them to join the agenda at a specific time to introduce themselves and their agencies to the new Council members.

Committee Structure

- Evaluate committee structure for relevancy, effectiveness, and efficiency.
- The two primary programmatic committees cover multiple topics which could be split into separate committees to allow for more focused engagement by members on specific topic.
- Smaller committees would also be able to operate more efficiently with less time for meetings and possible meetings via conference call.
- State agency representatives could be assigned to committees that have a direct link to their agencies mission and their jobs. This would be an incentive for them to participate in meetings.

- Establishing ad-hoc committees such as the committee established at the April meeting on the training of medical professionals is a best practice that should be continued when appropriate.

Conflict of Interest

- Council members benefiting from funding from the LDDC to their agencies should disclose the conflict and remove themselves from the discussion and vote.
- These members should follow the same process as described to other grantees and contractors for submitting information needed for funding decisions.
- The Council should enforce compliance with the practices and policies for disclosure and conflict of interest as stated in the orientation materials.
- Reorient members annually during the signing of their agreements.