

Executive Committee Recommendations From LANO Report Approved by Council July 19, 2012

Recommendations noted in ***bold italics*** were changed or added by the Executive Committee.

Meeting Setting:

- Assign members to read the ground rules, mandate, and mission at the beginning of the business meeting. Rotate assignments.

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:

- To ensure that meetings follow the agenda, the recent guidelines developed for verbal reports should be reinforced.
- ***In lieu of an after lunch speaker, invite one of the state agency members to speak in depth on an initiative/issue their office is addressing***

Meetings Minutes and Materials:

- Agency representatives should start off the verbal report stating the color of their report and have ***the option of providing*** 2-3 PowerPoint slides with the output data and highlights from the agency written report
- ***Mentors and Council staff will provide assistance to any members needing assistance managing paper***

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. (Council had already initiated)
- Written reports should list objectives/ activities directly from the Council's plan that align with the agency's mission (Council had already initiated)
- Members that don't meet their deadline for written reports should follow-through and submit a written report as part of the record.

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.

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. (Council had already initiated)

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.

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.

Committee Structure

- 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.