

approved 6/7/06

**Transitional Planning Group
Summary of May 17, 2006**

Attendees: Tim, Simonne, Linda, Karen, Leticia, Katherine, Kelly, Jacqui as facilitator and Melinda via telephone.

Minutes of 5/17 corrected and approved.

Homework brought forward: peer initiatives locations, contract services locations and map of Maine.

I. Discussion of Local area that might support councils:

We received several documents that helped us to consider the geographic location of active communities of consumers and also population and service centers.

Homework assigned to further this conversation:

Compile lists of peer groups and group them in potential area groups - Tim
Visual Map of the potential local areas - Katharine - the map will include the southern region - including areas of York and Cumberland and also Lewiston/Auburn; the central region including areas of Somerset, Kennebec, Waldo, Knox, Lincoln, Franklin and Oxford and Bath/Brusnwick ; and the northern region including areas such as Millinocket, Madawaska, Eastport, Dover, and Machias.

II. What makes a local "Legit" for representational purposes?

We agree that to be legitimate Local Council there must be a commitment to at least some common purposes and functions:

- committed to similar work
- develop a budget and managed resources provided to the local council
- be a vehicle for gathering local perspective
- establish a general voice built from consensus
- provide input with representation to the statewide council

An application process must be in place so that the process for becoming a "legit" local council is clear. We briefly looked at a model from another state. We agreed that we wanted some similar components but to be simplified. Members made comments and suggestions which will be the basis for homework for Linda and Kelly to draft an application. They will bring copies to our next meeting.

III. Area Conferences will be used as the start up process.

Three area conferences will be held: Southern, Central and Northern. From these conferences three area standing councils will be developed.

These three councils will:

- Send reps to the statewide council
- Meet regularly to begin the advice giving process

Build local councils

IV. Steps and timelines

1. Transitional planning group will serve as conference planners including setting up outreach process for the conference participation, create agenda for the conference, and oversee the development of the educational material used at the conference that informs the development of area and local councils. Personnel or consultants will be hired to support this effort.

2. Three Area Conferences will be held in September or October

The outcomes for the conference will be to:

- a.) have participants learn about the new advisory system and the purposes of the local, area and statewide councils,
- b.) create temporary steering groups for the area councils using a process/guidance provided by the transitional planning group,
- c.) establish the next area gathering to serve as the area council

3. Area council meeting(*) will be held in November using the temporary steering groups. These meeting will be used to :

- a.) choose representative to the statewide council for one term based on the requirements designed by the transitional group
- b.) start local councils for spring of 2007
- c.) begin discussion of area issues to generate advice

(*area councils have an elected leadership and all attendees are members)

4. Statewide council is seated by December '06

5. local councils will be developing and making application to the Statewide Council to be received as "legit" local councils by spring of '07 and beyond.

Next meetings:

Wednesday June 7, 2006 : 9-12

Thursday June 15, 2006 : 9-12

Wednesday June 21, 2006 : 9:30 - 12:30 NOTE this time change

Agenda for next meeting:

review the minutes

Confirm the recommendation on population centers for the three area conferences
and councils

Confirm the timelines for the conferences

develop method to assign work for the conference development

review the draft of the application for local councils to become "legit"

**NO STATEMENTS IN THESE SUMMARIES ARE FINAL RECOMMENDATIONS
UNTIL COMPLETION OF FEEDBACK AND A FORMALIZED PROCESS.**

