

APPROVED 6/15/06

Transitional Planning Group
Summary of JUNE 7, 2006

Introductions of all participants included: Melinda Davis, Tim Bolduc, Katharine Storer, Leticia Huttman, Karen Evans, Linda McClusky and the facilitator: Jacqui Clark
Absent: Kelly Staples, Simonne Maline

I. Review the minutes and make corrections

Two significant changes were discussed. First, the word "area councils" is not working for the group. We want to return to the word "region" , specified by southern, central and northern region. Some "Local Councils" may be on the geographic edges of a DHS region and feel more at home culturally with a neighboring region.

Second, we added a statement at the end that clarifies the summary recommendations are not final until feedback is complete and a formal process for stating the recommendations.

II. Feedback to gain mid-course corrections -

We will invite the court master, the commissioner and Ron Welch to the meeting on June 21 to gain mid course correction. Katharine and Melinda will draft a packet that describes our current design. They will have that draft ready by next meeting so that we can all have input. It will contain a narrative, a map, an organizational chart and timelines. Leticia will invite the guests.

III. Topics under construction:

We have many pieces of work identified but not completed. The following list is not complete but tracks some of the projects:

- a. Application and process for locals to become "legit" councils
- b. Instructions for regional councils to elect representatives to the Statewide Council so that Local Councils are likely to be represented, diversity of experience is represented and a succession plan after the first term is understood
- c. Determine a method for leadership and support to regional councils after the conferences and clarify their permanent and temporary functions.
- d. Conference development and outreach strategies
- e. staff or consulting help and costs
- f. conference budget and statewide council system budget

Other Future topics listed at previous meetings:

- Resources and RFP design
- Job/role description of members related to attendance, meeting norms, communication responsibilities, and accountability for work well done and not done.

IV. Local Council meetings are open to all consumers, like a town meeting format. But council decision making will be assigned to an elected steering committee. The size and diversity of the steering committee will be part of what determines that a local council is eligible ("legit") to send representatives to the statewide council.

Applications for consumers must be completed in order to be considered to be elected as representatives to the local or the statewide councils. The purpose of this is to assure that diversity of experience and location and skill is represented among the elected representative. A draft application was reviewed and comments provided to Linda. Linda will provide a second draft for the next meeting.

V. Conference details

Participants will fill out contact information so that the System can continue to build effective mechanisms for communication with consumers.

There will be an additional interest survey that is optional for participants to complete so that we can create lists of consumers who are interested in working on or being informed about particular issues in geographic areas. Tim will draft a interest survey form that also explains these purposes.

VI. Homework

Katharine and Melinda will draft a packet of current ideas

Leticia will invite the guests to the June 21st meeting at 9:30.

Tim will continue the work of listing peer groups per region.

Leticia will create a drafty budget for conferences.

Linda will provide a second draft of the application for elected representatives.

Tim will draft an "interest survey form" for conference participants to be used in the future for building Local Councils

Leticia will draft a letter to MAPSRC to encourage Kelly to continue to serve as representative after her role changes.

VII. Proposed Agenda:

Review Summary packet for the June 21 meeting

Review applications for elected representatives

Review the data to finalize proposed local council areas (or maybe this is not needed anymore)

Define what makes a local "legit"

Consider draft budget for conferences and staffing

VIII Next meetings are scheduled as follows: PLEASE MARK YOUR CALENDARS.

Thursday June 15, 9-12

Wednesday June 21, 9:30 - 12:30 note time change