



Agenda

Social Services Working Group

Monday, March 12, 2018

10:30 a.m. to 3:30 p.m.

The UNC School of Government, Room 2401

Meeting Objective: Consensus on necessary and optional edits to the Work Group's draft report

Preparation: Review the draft report. Keep detailed notes identifying edits that you believe (1) are essential to ensure an accurate and complete report ("necessary") and (2) would be helpful but not essential ("optional"). Organize your notes and edits by report section. Typos and minor edits may be sent directly to the SOG team.

10:30 Convene

- Welcome by the Co-Chairs (Sen. Barringer and Rep. Stevens)
- Introductions (Facilitators/All attendees)
- Review and clarify the plan for today's meeting (Facilitators/SSWG)
- Check-in: What has occurred to you since our last meeting about the work of this group? (SSWG)

10:45 Review Draft Report – Triad Discussion (Facilitators/SSWG)

- Consider the report from your perspective as a member of the SSWG and from the perspective of someone reading this with no background knowledge of our charge or the content of our meetings.
- Our intention is NOT to add new ideas at this stage, but to ensure that we convey the content and context of agreements from earlier meetings.
- Under each section of the report, the triad identifies "Necessary Edits" and may also identify "Optional Edits."
 - Write one edit per sticky note. Post the notes on the appropriate flip chart page on the wall for each section of the report.

12:00 Break; boxed lunches available

- 12:30 Full Group Discussion of Proposed Edits** (Facilitators/SSWG)
- Cluster similar edits; clarify as needed
 - Discuss and vote on all “necessary edits”
 - Discuss and vote on all “optional edits”
 - Typos and minor edits may be sent directly to SOG team
 - For issues lacking consensus, consider whether one or more “minority reports” are necessary and appropriate
- 2:30 Outstanding Issues** (Aimee Wall/SSWG)
- Accountability of regional offices
 - Legal representation
- 3:00 Wrap Up**
- Review next steps (Aimee Wall)
 - Last thoughts on today’s meeting (Facilitator/SSWG)
- 3:30 Adjourn**

GUIDELINES FOR PRODUCTIVE MEETINGS

The following ground rules were discussed and adopted by the Work Group at its first meeting:

- **Participate fully.** It is acceptable to disagree. Everyone should have the opportunity to state his or her own views, regardless of rank or other differences.
- **Work on the problem.** Put other issues aside, including personalities, offices, or other differences. Show respect for each other.
- **Focus on interests, not positions.** Explain why you favor a particular course of action. Invite questions so you can explain your reasons fully. Balance advocacy and inquiry.
- **Share all relevant information.** Be specific. Agree on what important words mean. Discuss “undiscussable” issues.
- **Stay focused.** Discuss a topic long enough for everybody to be clear about it.
- **Decide how the group will make decisions.** Strive for consensus.

Adapted from *The Skilled Facilitator: Practical Wisdom for Developing Effective Groups* by Roger Schwarz