

CHINS Task Force Strategic Planning (proposal – KES copy)

Karen – I think we need to start with a mission statement. At the end of the meeting in Feb. we discussed this briefly and it is in the Vera summary as our first task as a steering committee. I don't think we should spend too much time on this because I think we need to start really working and the group can easily get hung up on these types of discussions. What do you think? Should we start with a proposed mission statement? And brainstorm from there?

Mission statement building

Mission statement should be 3-4 sentences long and answer these 3 questions

1. What are the needs we exist to address? (purpose)
 2. What are we doing to address those needs? (business)
 3. What principles guide our work? (values)
- Brief review of purpose, goals and values (we can hand out “Guiding Principles”)
 - Present draft mission statement
 - Brainstorm on flipchart words/phrases that need to be included in mission statement
 - Staff re-draft mission statement to reflect discussion, principles and brainstorming and send it to the group via email to be approved

Karen - I see the rest of the process as a pyramid structure w/ legislation (December) at the top (1), then our benchmarks (2), then subcommittee work (3) and at the bottom what are the things that we need to do to support all of the above work (4) – which is where I think a lot of questions will need to be asked. This could be approached from the top-down or from the bottom-up – let me know what you are most comfortable with.

1. **Final goal** – legislation by early December
2. **Benchmarks and expectations of subcommittees**
 - June**: Outlined scope of work
 - Timeline
 - Assigned tasks
 - Present any needs, obstacles, etc.

October: submit and present recommendations

3. Each **subcommittee** will need to review goals as outlined at the February retreat (Vera Summary), make changes as they see fit and establish work plan. Some

subcommittees may want to meet monthly others may want to break into smaller work groups and/or assign tasks

4. Support and questions

- Do the subcommittee goals and scope of work outlined in February seem realistic?
- Is the timeframe/benchmarks realistic?
- Do we want a final “report” from each subcommittee?
- Should we create a reporting format?
- Should we create a “meeting minutes” format?
- Responsibilities of subcommittee chairs? – What does the steering committee want from subcommittee chairs? What do the subcommittee chairs see as appropriate or “do-able”?
- What other types of support might the subcommittees need?