**Care Transformation Workgroup**

**Meeting Agenda**

***Wednesday, June 24, 2015, 12:00-16:30 P.M.***

Community Foundation of North Central Washington Large Conference Room

9 S Wenatchee Ave, Wenatchee, WA 98801 (509) 663-7716

**Conference Call: 760-569-7171**

**Conference Code: 924903**

**Mission:**

**Goal:**

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| **Care Transformation Workgroup Agenda** | | | | | |
| **Meeting Facilitators: Cathy Meuret, Deb Miller**    **Meeting Notes:**  **Meeting Timekeeper:** | | | **Participants:**  **Absent:** | | |
| Item | Steps/Purpose | Who | | Time | Notes/Agreements/Outcomes/Deadline |
| Welcome and Lunch | Welcome | Cathy  Deb | | 1200-1230 |  |
| Icebreaker | Team  Development | Cathy  Deb | | 1230 – 1245 |  |
| Data: WA State Diabetes Epidemic and Action Report , WA State Efforts | Report | Cathy  Deb | | 1245 - 1330 |  |
| Workgroup Goal Statement | Task | All | | 1330 - 1430 |  |
| Decision Matrix Development | Task | Bethany  Cathy | | 1430 - 1600 |  |
| Project Selection | Task | All | |  |
| Start Logic Model Development | Task | Bethany  Cathy  All | | 1600 - 1620 |  |
| Next Meeting Date and Time | Task | All | |  |  |
| Adjourn |  |  | | 1630 |  |

Next meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2015

**Meeting Ground Rules**

We the members of the Care Transformation Workgroup agree that we will:

1. Be clear about the purpose of the coalition and of each meeting.

2. Come prepared. We will read materials in advance of the meeting to help us spend our meeting time really listening and working together.

3. Make an effort to attend every meeting. When unable to attend, will notify the facilitator prior to the meeting date.

4. Listen carefully to others. Our coalition will function best when we understand one another’s views.

5. Remain open to new information and new perspectives.

6. Avoid changing or hiding our views only to reach agreement and avoid conflict.

7. Openly share our ideas, experiences, and opinions about matters of interest to the group.

8. Value one another’s experiences. We will actively seek out differences of opinion. Disagreement can improve the coalition’s opportunity to create better decisions.

9. Value one another’s time. We will follow the prepared agenda and timelines and will designate a coalition participant as the meeting timekeeper. A “parking lot” will be used to corral questions or off-topic conversations.

9. Help to develop one another’s ideas.

10. Help create a respectful and productive working climate. We will speak our mind freely, but be brief and to the point so that others can also speak.

11. Keep listening when differences arise. We will explore disagreements and search for the common concerns beneath the surface.

12. Help improve group productivity. Be willing to suggest ways in which the group can work smarter.

13. Make decisions by consensus whenever possible.

14. Be represented by the spokesperson at public meetings unless the coalition takes an action to select a person or organization to be its representative.

15. Honor these ground rules by observing them and reviewing them at periodic intervals.