
LTCCC Steering Committee Meeting Minutes

Thursday, August 11, 2016

3:00 – 4:00pm

Present: Cindy Kauffman, Jennifer Walsh, Kelly Hiramoto, Chip Supanich, Anne Quaintance, Vince Crisostomo, Cathy Spensley

Reviewing Retreat Takeaways, members' thoughts:

SC = Steering committee

F&P = Finance & Policy

WG = workgroup (s)

- An easier implementation (with regards to list of items in retreat summary) would be report backs from the workgroups - could schedule now and get on calendar while working on the other areas.
- **Work group template:** Policy needs, broad goals, specific outcomes, timeline and action plan, goals have been met and what are still outstanding. Get out to workgroup now, gives consistency and allows for ways to collaborate and/or overlap with other workgroups (template at bottom of the minutes).
- Finance & Policy workgroup: does it make sense to run by steering committee first? The goal is to do a deeper dive, to hash out and give recommendation to larger workgroup/LTCCC. Need to take a look about where we want to drill down in general, which can drive F&P
- Have a conversation on the front end, where/what is the Mayor's priorities, how can we support the work they're doing (research wise) so it's more of a partnership, where we agree to look at the Mayor's priorities, in addition to highlighting topics the LTCCC thinks is important
- What does that timeline look like? To develop the LTCCC priorities from now until early Fall, then go back in budget season. Identify issues and work hard in winter months and then bring back to end up in the budget and on Mayor's agenda. Some overlap between F&P and steering committee, they could drive (and really own) the policy agenda
- What is the report back process? Should come back to steering committee (SC), weigh it out within SC but presented from Steering to LTCCC. Will help prioritize – ideally each working group is represented in steering committee. Can reopen meeting times to try to engage more LTCCC members but this new process can also be a motivator to get more members engaged in SC.
- More structured report-outs will help all the workgroups and members in general understand what folks are working on.
- Add SC on list (retreat summary) – recognition that being involved with the LTCCC is a significant time commitment. If increasing role/responsibility of SC, meetings will need to be 1.5hr minim + 2 hr in LTCCC + 2hr in workgroups. Suggestion: reduce the meeting frequency of the LTCCC, presentations on topics already decided and vetted thru steering comm. Meetings should still be consistent, every other month or quarterly? Suggestion: meet for an hour after LTCCC and then 1.5 on the meeting days that we don't have an LTCCC council.
- Re: presenters wanting to present to LTCCC: do you have an ask for the council or is this informational? May redirect to workgroup.
- With SC, workgroups are calendared (depending on policy agenda, est. goals, current projects) for their updates.

- Next steps: Will need to check in with larger grouper, let members know this is something that the SC is going to look at in the future – put on agenda for next month.
- Suggestion: Now is important to get workgroups organized, ensure that folks are participating, then in a year or so, talk about limiting/changing LTCCC meetings.
- Goal: Develop an overall LTCCC work plan based on the WG (mission, vision, statements, etc.) – will help internally and externally
- Goal: Reestablish relationship with Mayor’s office. HSN is taken very seriously in the Mayor’s office, aim for that level of organization and structure.
- Use the workgroup template for steering committee – something around the goals moving forward, set up a meeting with the mayor’s office with established priorities and then have a template to take if it comes before meet as larger LTCCC .
- Needs Assessment: look at where the gaps are and using that to define the SC agenda; missing gaps or unanswered questions can be sent back to DAAS about how to capture missing data/larger needs assessment. Years ago, the LTCCC was doing some work on that area – what does it take to move that forward again?
- Beg part of fall, talk about topics/issues that are critical/breaking issue topics and discuss glomming onto those (by WG) moving forward.
- A clear simple policy agenda focus, will allow for continuity across all the WG’s, keeps it tighter and ensure that the members/work isn’t spread so thin.

Next steps:

- **Next LTCCC meeting:** tell group that we’re working on meeting schedule, a template for the workgroup, need to sit on minim. 1 workgroup (acknowledging that it’s a time commitment so turning it upside down)
 - **Template Timeline for WG:** provide template in Sept and have WGs report back in Oct and Nov, have goals finished by Dec to report back and share with SC, for a targeted meeting with the mayor in Jan. By spring will give a clearer sense of policy agenda for the year going forward and then the budget ask.

Steering Committee next steps:

- Pull together goals for Mayor’s office: Cindy will do before leaving vacation and then SC can provide input
- T&C to potentially call all WG chairs, have discussion about creating and ensuring a functioning WG, that deliverables are expected and goals need to be finalized and approved by LTCCC by Dec deadline.
- **Meeting with Mayor:** develop priorities, focus based on WG feedback, set up meeting with Mayor
- **Co-chairs:** should also be attending the steering meeting

Agenda Setting

Next LTCCC Committee meeting:
Thursday, September 8th, 2016 1:00 – 3:00pm

Workgroup Template
(If more than one policy identified, use template for each)

Name of workgroup:

Policy needs:

Goals:

What goals have been met?

What goals remain outstanding?

Specific outcomes:

Budget implications:

Timeline/Action plan