

## Advisory Committee Meeting Notes

August 16, 2018

Forest Lake City Hall, Community Room (2<sup>nd</sup> floor)

1:00-3:00pm

Time	Agenda Item	Who
1:00	<p><b>Welcome, Introductions, Framing for the meeting</b></p> <p>Jen opened the meeting and introductions were made around the room. Attendees included:</p> <p>Jen noted the main purpose of the meeting was not to actually prioritize issues but to develop a process by which to prioritize issues at a future meeting.</p>	Jen
1:20	<p><b>One Watershed, One Plan overview</b></p> <ul style="list-style-type: none"><li>• 10 year action plan</li><li>• Prioritized issues, targeted implementation schedule, measurable goals</li><li>• Advisory committee purpose: manageable ideas to present to the other committees</li></ul>	Barb Peichel
1:30	<p><b>Issues and data as understood thus far</b></p> <ul style="list-style-type: none"><li>• Data consolidation tables, summary matrix: from participating agencies plans</li><li>• List of priority issues from State agencies</li><li>• 15 organizations: LGU's that signed the memorandum of agreement</li></ul> <p>Some discussion about what data that seems important for decision making vs what is in the management plans John Fritag: Aware of what state agencies sent in for data? Plan will reference where the data lives</p>	Laura
1:40	<p><b>Prioritization Process Discussion</b></p> <p>Jen noted that at the next advisory meeting in October= prioritizing the issues brought up; today: agree on process to use to prioritize Want to be ready to begin implementation with this plan once process is complete. Today: defining how to set the priorities, gaining buy in on the process.</p> <p>Jen and Leslie facilitated a small group exercise aimed at developing a prioritization process by first making the worst prioritize process ever through "creative destruction."</p> <p>How do we guarantee that we prioritize issues in a way that nothing ever gets addressed and projects never get implemented?</p>	Consultants

Outcomes from Small Group Discussions:

Communication and Engagement

- Transparent communication between the committees
- Clearly define stakeholders and communication with stakeholders
- Regular, timely, and inclusive communication about process, also on website

- Community agreements for behavior
- Produce something usable

Implementation strategies and Execution

- Set realistic expectations
- Outline basic road map for how each goal is accomplished
- Prioritization supports all stakeholders desires and goals
- Plan sets up access to money for implementation
- Priorities are flexible and realistic

Scope and feasibility

- Set rankings for level of priority
- Scoring system for priorities
- Prioritize based on measurability
- Prioritize based on multiple benefits
- Realistic/attainable priorities

Operational

- Set pre-defined groundrules for conduct/behavior
- Roadmap of goals for each meeting
- Allowing for follow-up input/contribution
- Commitment to participate
- Effective facilitation to ensure respectful behavior
- Make sure everyone has a space where they feel like they can share their

opinion

- Introductions/check in at the beginning of every meeting

Stakeholder engagement and opinions

- Ask stakeholders for their opinions more than once and through a variety

of formats

- Variety events or venues for stakeholders to participate
- Facilitating a dialogue with stakeholders
- Start early to build relationships

Operating principles

- behavior
- communications
- making sure everyone feels heard

Jen and Leslie then asked 2<sup>nd</sup> question for small groups to consider: Thinking specifically of prioritization - what are some strategies we can use to begin working towards those goals now? How do we want to prioritize?

Prioritization Strategies from Small Groups:

Look at successful plans – how did they prioritize?

Define criteria first

Use funding availability as part of priority

Tough to decide between programs vs. projects

Continuing to enhance things already happening

	<p>Criteria – scoring after initial list of ideas</p> <p>Decision tree or path – how far does priority get through the decision tree</p> <p>Data is important to consider – what does the data say?</p> <p>Need to know value of stakeholders along with data</p> <p>Need clear roadmap to show this is reason why it rose to the top</p> <p>Add funding opportunities into the decision tree</p> <p>Need to first determine what benefit is the objective, before prioritization</p> <p>Apply 8020 rule to add objectivity – are there 20% of priorities that address 80% of the issues?</p>	
<b>2:50</b>	<p><b>Next Steps</b></p> <p>Decided to use a revolving chair and chose Craig Mell for this position this meeting.</p>	Consultants
<b>3:00</b>	<b>Adjourn</b>	