

**LTC Task Force
Executive Committee Proposal**

Decision-Making Process for Workgroup and Task Force Recommendations

Issue: The Long-Term Care Task Force is required to submit its final report in April, 2005, including specific recommendations by the Task Force. A clear decision-making process for the adoption of final recommendations needs to be articulated.

Issue: At the September 13, 2004, meeting of the Task Force, several members raised questions regarding how the LTC Task Force will incorporate the reports and recommendations of the various workgroups into its final report. A clear decision-making process for taking action on the recommendations made by workgroups needs to be articulated.

Proposal: At its 9-17-04 conference call, members of the executive committee reached agreement on the following proposed approach/process to present to the full LTC Task Force;

- 1) The LTC Task Force will operate using a consensus based process for reviewing workgroup reports, taking action, and making final decisions.
- 2) Each workgroup will present its final report, including suggested recommendations, to the LTC Task Force within the charge given to the group, and within the report format requested of the workgroup.
- 3) LTC Task Force members will have the opportunity to discuss and consider the workgroup suggested recommendations at the time the final workgroup report is presented. If the LTC Task Force finds the workgroups' suggested recommendations acceptable, these recommendations will be placed on the agenda for the subsequent LTC Task Force meeting.
- 4) At this subsequent meeting, the LTC Task Force members will have an opportunity for final discussion, and will then make a decision regarding acceptance of the workgroup recommendations. These accepted recommendations will then become Preliminary Recommendations of the full LTC Task Force.
- 5) Preliminary Recommendations can then be used to serve as the framework for the activities, discussions, and decisions of the remaining workgroups. Preliminary Recommendations adopted by the LTC Task Force will serve as the basis for the final report.

6) Upon conclusion of all workgroup activities, and the adoption of LTC Task Force Preliminary Recommendations, a final report will be drafted and placed on the agenda for the April meeting of the Task Force. This draft report will include all of the adopted Preliminary Recommendations, as a single package, for the final review, discussion, and decision-making of the full LTC Task Force. Upon the approval of the members during this final meeting, all adopted Preliminary Recommendations will become Final Recommendations of the LTC Task Force, and will be presented as such to all those required pursuant to Executive Order 2004-1.

Definition of Consensus

The members of the executive committee propose that the task force operate using a consensus based process for reviewing, and taking action, on the reports brought back from each of the seven workgroups. Using a consensus process, a decision is made in which all participants have input and come to a mutually agreed-upon decision. Consensus by definition is a decision that everyone collectively is willing to live with and actively support.

Consensus around the Long Term Care Task Force recommendations would mean that the group is agreeing to act as a single body in supporting any recommendations put forth by the Task Force. As members of the Task Force, we are representing the citizens of Michigan and coming to agreement around what we believe to be the best choices for the citizen. It is recognized that it is unlikely that all 21 members will be in full agreement with every single one of the proposed recommendations. By arriving at consensus (80%), task force members agree that individuals will be willing to live with the overall set of recommendations (80%) even though an individual member may have reservations about a few of the individual recommendations. As an individual member, you are agreeing to accept the greater part of the final recommendations, and agreeing that you are not significantly opposed to the remaining part.

Each report of the seven workgroups will be acted upon in its entirety. It is incumbent upon each Task Force member to express their opinions about the recommendations in a productive manner and offer suggestions/changes that will move the Task Force toward consensus support.

The report of the LTC Task Force, including all final recommendations, will be considered to reflect the position of the task force as a single body.