

Conflict Free Access and Planning Workgroup Meeting Notes

Meeting Details

Meeting Name:	Conflict-Free Access and Planning
Meeting Date & location:	July 28, 2022 @ 9:30a.m. – 11:00a.m. – Teams Meeting
Call in number	Teams Meeting
Leader/Facilitator:	Belinda Hawks / Remi Romanowski-Pfeiffer
Next Meeting:	August 17, 2022 @ 8:30a.m. – 10:00a.m.

Key Discussion Points

Review Sequence of Frame

- The workgroup was reminded of the “Inform, Frame, Feedback” approach used to facilitate the decision-support it will provide to the state. The workgroup is in the “Frame” portion.
- All past materials and references to requirements can be found on the State’s website.
- BPHASA will consider portions of the “Frame” and “Feedback” phases concurrently with the workgroup.
- The activities in “Frame” include:
 - Define Problem: The group completed in the May meeting
 - Define Criteria: This is the focus of the June and July meeting
 - Develop Options
 - Evaluate Options
- Options are the approaches to address Conflict-Free Access and Planning that will be considered by the State. Options still need to be developed. The State has not chosen an option.
- Criteria are areas that may be impacted by Conflict-Free Access and Planning. Criteria can be considered the “rubric” that each option is graded. Criteria may have several sub-criteria.
- Each option will be evaluated using the criteria to develop feedback for the state.
- Belinda Hawks introduced Dana Moore, the new Department Specialist who will be providing support on this project.

Introduce Breakout Groups

- The discussion in the June meeting was so robust the state decided to extend the breakout group facilitation model into the July meeting.
- Since the last meeting each breakout group’s worksheet was reviewed. Items that belonged in another breakout group was moved accordingly. Each breakout group has an inbox and an outbox to capture items that were moved to and from their worksheets. Each breakout group also had a summary of member comments that were made between the June meeting and the July meeting. Worksheets may also include facilitator comments or questions to guide discussions.

- A workgroup member asked about new attendees and the need for repeating or reviewing information for them during the breakout groups. Most attendees in the July meeting were also present for the June meeting
- The purpose of the breakout groups was to allow for smaller groups to have in-depth discussion and finalize criteria/sub-criteria.
- The ask of the breakout groups was to review, discuss, and edit the criteria and sub-criteria. Workgroup members were asked to document changes in the breakout group worksheet.
- The workgroup was asked to try to avoid defining the “Who” and “How” in criteria and sub-criteria. Sub-Criteria should be relevant regardless of the option, provider, population, geographic area, and region.
- During breakout groups, members can use the meeting chat to ask questions and reach out for help.
- At the start of the breakout session, Josh and Remi will provide technical support to each group.
- Groups were welcomed to assign roles for breakout group members including someone to document changes/share screen (Scribe), ask for help in the chat (Messenger), and track time and announcements (Timer). Workgroup members were invited to find a method that works best for them and their breakout group.
- The following the rules of engagement of breakout groups were reviewed with the workgroup:
 - No consensus required; more than one idea can captured. If the group agrees on a sub-criteria, they were asked to find a way to capture the sub-criteria.
 - Do not worry about ranking. In the future, there will be opportunities to rank Criteria and Sub-Criteria by priority.
 - Members should be welcomed to share what is important to them.
 - When in doubt, document an item in the Parking Lot.]
- By the end this meeting, workgroup members were asked to have all sub-criteria and criteria defined. After the meeting and until August 11th, workgroup members can access their worksheets for wordsmithing and final adjustments to the content.

Breakout Groups and Follow Up

- Workgroups were moved into four breakout groups based on their requested group, if applicable.
- Breakout group members documented their changes in respective breakout group worksheets.
- Workgroup members were informed they had until August 11th to make wording changes to their breakout group’s worksheet.
- After this meeting and once all worksheets are finalized on August 11th, worksheets will be reviewed to prepare criteria/sub-criteria for next steps.
- After worksheets are completed, a survey will be conducted to prioritize each criteria/sub-criteria.