



## Action & Family Council Workgroup Planning

Action & Family Council Members

Dates: October 26<sup>th</sup>, 2023 10:00am-12:00pm

### Attendees

Council members present: Kanella Maniatis, Hunter Stuckemeyer, Angela Hart, Shannon Ellison, Bob Spatz, Heather Stokes, Linda Rios, Diane Schoenheider, Tiffany Lewis-Arima, Dot Lambshead-Roche.

### Agenda

1. Icebreaker.
2. Introductions.
3. Community Agreements.
4. CQI Steps.
  - a. Notes: The FACE Specialist provided a diagram with the steps of the CQI model.
  - b. Notes: The FACE Specialist informed the Council members that the group is in the planning stages of the action plan. The FACE Specialist listed what will be covered in the planning step.
5. SMART Goals.
  - a. Notes: The Regional Admin reviewed the SMART goals and how SMART goals will aid in Creating an Action Plan.
6. Background on recommendation of Expansion of Service Delivery for Children and Families with Developmental Delays/Disabilities.
  - a. Notes: The Regional Admin stated to the Workgroup that there was not a lot of data to support this recommendation. But, feedback on importance was gathered through focus groups and interviews.
7. Review of recommendation - Root cause Analysis.
  - a. The Regional Admin shared some information about the symptoms of the problem, and why they pose barriers and challenges to families.
8. SMART Goal Breakout rooms.
  - a. Notes: The Regional Admin explained the Workgroup members will be split into breakout rooms for 30 minutes. In each breakout room, council members will collaborate to create SMART goals for the Action plan.
  - b. Note: Each group had a notetaker from the regional team. The regional team member recorded the information in the assigned chart.
  - c. Note: The breakout room time was extended to meet the needs of the group
  - d. Share out - each breakout room assigned a speaker and shared what they discussed and contributed to the Action Plan document.



9. Action Plan Group Discussion: The RCM led a group discussion addressing the remaining questions on Action Plan.
10. Next Steps.

[Before next meeting...](#)