

Negotiated Rule Making Process Design Meeting
January 6, 2007, 10:30 am to 4:00 pm, Pasco, Washington

Meeting Notes from Debbie Rough-Mack

Overall Goal of the Negotiated Rule Making Team:

To design a process that solicits broad input from parents, early care providers, health/safety experts and interested stakeholders about issues that affect the health, safety, learning and quality of environment for children. The intention of the process is to promote the consensus of the involved parties on terms of proposed rules and general policy directions.

Overall Outcome of the Negotiated Rule Making Team:

A report of the issues discussed and recommendations supported by the Rule Negotiation Team, to the Department of Early Learning. This report will inform the establishment of new rules or the modification of old rules that promote a safe, quality, learning environment for children.

Today's Meeting Objectives:

1. To clarify the longer term goal and outcome of the Rule Negotiation Team's work, and to understand the need to create a process for rule making
2. To clarify the roles of those present, the facilitator, DEL staff and other stakeholders and to become acquainted with each other;
3. To agree on meeting protocols;
4. To agree on a decision making process for recommending rule changes;
5. To identify and prioritize issues that the group should discuss at future meetings, and
6. To determine next steps and future meeting dates.

<i>Time</i>	<i>Topic</i>
10:30	Welcome, overall purpose, and agenda review
10:40	Context setting for this work (Gary & Karen?): <ul style="list-style-type: none">• Brief history of why this meeting is being called• How might people be affected by this?• How was the meeting publicized?• Why are we asking this group to help resolve these issues?• What will happen to the process that this group designs?
11:00	Facilitator's Role
11:10	Introductions – Who is here?
12:10	Lunch

<i>Time</i>	<i>Topic</i>
1:00	<p data-bbox="344 268 1015 300">Our Meeting Protocols - Guidelines for Meetings</p> <p data-bbox="344 304 1266 373">What expectations do we have of each other (as Rule Negotiation Team members) regarding:</p> <p data-bbox="344 378 519 409"><i>Participation</i></p> <ul data-bbox="446 415 1372 1165" style="list-style-type: none"> • Who should be at “the table”? (Roles in representing a group -- who will have voice”?) • Should an effort be made to equalize representation of interests? • How will we allow others to join the meeting discussion? • What about inviting experts or guests? • What happens if someone wants out or doesn’t come any more? • What policy do we want to have about meeting attendance? • Is there an expected number of participants that should be present in order for a meeting to proceed? Will a meeting proceed if there are participants missing without explanation? • What should happen when we have to miss a meeting? • Will we allow members to send representatives in their absence? • What expectations do we have about preparation for meetings? • What shall we do when any of these things become a problem for us? • How will information from these meetings be shared with other interested parties? • Are there particular stakeholders who will want to be kept informed but won’t necessarily attend? Who are they and how should that happen? • What will be the role of DEL staff? <p data-bbox="344 1171 836 1203"><i>Organization & Conduct of Meetings</i></p> <ul data-bbox="446 1209 1380 1518" style="list-style-type: none"> • How will meeting agendas be set? By whom? • How will we balance “air time”/ manage our time well? • How firm are we regarding beginning and ending times? • When and how frequently we will these meetings occur? • What timing issues are significant? • What will we do when distracting side conversations occur? • What expectations do we have about our interactions with each other? • How should conflict among the Team members be handled? <p data-bbox="344 1524 584 1556"><i>Information Used</i></p> <ul data-bbox="446 1562 1323 1892" style="list-style-type: none"> • Will there be records kept of meetings? Who should keep them? How should they be shared? • What “foundational” information do all parties need in order to participate effectively? • How should new information, if needed, be obtained by Team members? • Do we want to have any agreements for what is shared in conversations outside of Rule Negotiation Team meetings? • What about interactions or information shared with the media?

<i>Time</i>	<i>Topic</i>
2:15	BREAK
2:30	<p><i>Guidelines for Decision Making</i></p> <ul style="list-style-type: none"> • How will we this group discuss and consider alternative viewpoints? • How shall we make decisions? • What do we want to do about other interested parties who are not present when it is time for decision making? • What happens – in the meantime – when decisions are “pending” (e.g. participants need to ratify proposed decision with their stakeholders)? • What if you disagree with a decision the Team has made? • How will we represent the group’s opinion? • Do we want to have any guidelines about how we talk about the decisions or discussions of this group (outside of the meetings)? • What should happen if no agreements can be reached? What steps should occur and how should that be communicated? • What if agreement is reached, what’s next? How will that be communicated to other interested parties?
3:20	Clarification, Prioritization of Issues
3:45	Summary, Next Meeting(s)
4:00	Adjourn

There were 96 people in attendance. Due to time constraints and the large turnout, attendees agreed to prioritize items from the agenda. When dealing with the meeting protocols (afternoon portion of the agenda), participants agreed that they would discuss and make recommendations about selected questions (from the agenda, above) only, leaving operations-related details to the Rule Negotiation Team.

RECOMMENDED MEETING PROTOCOLS

I. Participation

1. Who should be at “the table”? (Roles in representing a group -- who will have voice?)

<u>Interest Group</u>	<u>Weighted “Voice”</u>	<u>Suggested Number</u>
a. SEIU	30%	up to 11 members
b. Parents	30%	5, with a one-year commitment
c. DEL	30%	up to 11 members
d. CCR & R	5%	1
e. APRE	5%	1

Suggested criteria for selecting parent participants:

- Currently have guardianship of child in family child care
- Subsidy and non-subsidy participants
- 1 year commitment required
- Geographically and culturally diverse representation

- Credible (background check?)
- Offer training to parent volunteers

Ways to solicit parent volunteers:

- Providers recommend them
- Do a survey
- DEL/ SEIU recommends and selects
- Public announcement (web?)
- School/PTA meeting recruitment
- Bulletin board

2. Should an effort be made to equalize representation of interests?

See above. Attention should be paid to attain diverse cultural and geographic representation.

3. How will we allow others to join the meeting discussion?

Meetings will be open to all but “voice” in decision-making limited (see #1).

4. What about inviting experts or guests?

Expert resources may include:

- “Interested parties” – may require a time commitment
- Non-union member provider
- Seasonal contractors
- Private sector (business community)
- Public school teachers
- WSFCCA
- WAEYC (STARS)
- Health / Safety experts (e.g. DOH)

5. What happens if someone wants out or doesn't come any more?

To be determined by Rule Negotiation Team

6. What policy do we want to have about meeting attendance?

To be determined by Rule Negotiation Team

7. Is there an expected number of participants that should be present in order for a meeting to proceed? Will a meeting proceed if there are participants missing without explanation?

To be determined by Rule Negotiation Team

8. What should happen when we have to miss a meeting?

To be determined by Rule Negotiation Team

9. Will we allow members to send representatives in their absence?

To be determined by Rule Negotiation Team

10. What expectations do we have about preparation for meetings?

To be determined by Rule Negotiation Team

11. What shall we do when any of these things become a problem for us?

To be determined by Rule Negotiation Team

12. How will information from these meetings be shared with other interested parties?

- There will be a note-taker at meetings, provided by DEL (at a cost)
- Meeting notes will be delivered via the web site, or email or if requested, by US mail (at a cost)

- There will be a contact list of Team Members and where they're from

13. Are there particular stakeholders who will want to be kept informed but won't necessarily attend? Who are they and how should that happen?

See answers to #1, #3, and #4

14. What will be the role of DEL staff?

DEL will provide a central point of contact and administrative support if costs are minimal

II. Organization and Conduct of Meetings

At this point in the agenda, participants determined that the questions from this section should be answered by the Rule Negotiation Team, with a few noted additions from this group.

1. How will meeting agendas be set? By whom?

DEL point of contact will be used for stakeholder input

2. How will we balance "air time"/ manage our time well?

3. How firm are we regarding beginning and ending times?

4. When and how frequently we will these meetings occur?

5. What timing issues are significant?

6. What will we do when distracting side conversations occur?

7. What expectations do we have about our interactions with each other?

Be truthful. Be respectful.

8. How should conflict among the Team members be handled?

III. Information Used and IV. Decision Making Processes

We did not get to discuss these topic areas (see agenda for specifics). Participants prioritized agenda items, and chose to spend the remaining time identifying priority issues that they would like the Team to address once formed.

What's Next

- There will be another public meeting in Kent on Saturday, January 20th, to get additional input from stakeholders. The input from both meetings will be "meshed" to help the Rule Negotiation Team get started.
- For additional information, check the DEL website at www.del.wa.gov or contact gary.burris@del.wa.gov
- These notes are not intended to be all inclusive, but rather to share what the facilitator captured through group discussion and flipchart notations. Additional notes may be available through DEL. Thanks to all for the active engagement!