

# GROUND RULES

## LONG-TERM CARE WORKER TRAINING DEVELOPMENT WORKGROUP – ESSHB 2284

- Meeting time, place, agenda, materials and access information will be made available approximately one week in advance of the meeting on the project web site.
- Agenda topics will be discussed in the allotted timeframe. If time remains, return to former topics will be at the discretion of the meeting Facilitator.
- Meetings will open with introductions of the Long Term Care Committee members – present and participating telephonically.
- Minutes from the earlier meeting will be acknowledged and approved by primary and secondary motion.
- Meetings will stay on track and focused using the agenda outline unless a Workgroup consensus determines modification.
- The last half hour of the first half and second half of each meeting will be allotted to public comment.
- Meetings will be opened and closed as scheduled, respecting team member time.
- Meeting facilitation will place primary focus on meeting identified goals and recommendations as required by ESSHB 2284, within the project timeframes.
- Every Workgroup member's opinion is valuable and deserves to be heard; respecting difference of opinion and styles of communication is paramount.
- Team decision-making will be reached by consensus and alternate viewpoints documented.
- Cross talk should be minimized and active listening practiced.
- Attendees should arrive to meetings on time.
- Workgroup members should emphasize and encourage the exchange of ideas throughout discussions.
- Workgroup members should consider decisions, recommendations, and direction for benefit of the overall project.
- Stakeholder input will be shared anonymously with the Workgroup members unless otherwise requested by the stakeholder.
- Workgroup members will charge each other to behave with integrity and to operate in a way to support the mission of the Workgroup.