

# AGENDA

## Long-Term Care Worker Training Workgroup

August 16, 2007

10:00 am to 4:30 pm

**John L. O'Brien Building, Meeting Room B**

**MEMBERS:** Representative Morrell – Co-Chair; Rick Hall – Co-Chair; Hilke Faber; Craig Frederickson; Peter Nazzal; Patti Weaver; Ingrid McDonald; Randy Hartman; Kathy Leitch; Jonathan Seib; Charissa Raynor; Louise Ryan; Donna Patrick; Eleni Papadakis; and Elizabeth Smith.

**Facilitator and Staff:** Cynthia Smith, Virginia Brooks, John Wissler – Treinen Associates.

Allotted Time	Topic	Desired Outcome	Assignments (Who, What, When)
10 am to 10:15 am	<b>Check in/Refreshments</b>		
10:15 am to 10:45 am	<b>Welcome</b> <ul style="list-style-type: none"> <li>▪ Introductions</li> <li>▪ Housekeeping</li> <li>▪ Agenda review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Meet Workgroup</li> <li>▪ Information-sharing</li> <li>▪ Confirmation</li> </ul>	
10:45 am to 12 noon	<b>Workgroup Operations</b> <ul style="list-style-type: none"> <li>▪ Review Charter</li> <li>▪ Review Preamble</li> <li>▪ Review Ground Rules</li> <li>▪ Communications – web &amp; e-mail</li> </ul>	<ul style="list-style-type: none"> <li>▪ Share scope</li> <li>▪ Determine consensus guidelines</li> <li>▪ Information sharing</li> <li>▪ Review &amp; confirm</li> </ul>	
12 noon to 1 pm	<b>Lunch – Box Lunches available for Workgroup Members</b>		
1pm to 2 pm	<b>Meeting Schedule</b> <ul style="list-style-type: none"> <li>▪ Review meeting schedule</li> <li>▪ Discuss content needs</li> <li>▪ Discuss speaker needs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assure required input to meetings</li> <li>▪ Gain resources</li> </ul>	
2pm to 2:45 pm	<b>Workgroup Comments on Proposed Work</b>	<ul style="list-style-type: none"> <li>▪ Obtain informational input from Workgroup members</li> <li>▪ Gain insight to upcoming discussion topics</li> </ul>	
2:45 pm to 3 pm	<b>Break</b>		
3pm to 4pm	<b>Public Comments on Proposed Work</b>	<ul style="list-style-type: none"> <li>▪ Respond to questions</li> <li>▪ Provide information</li> <li>▪ Gain input to upcoming discussion topics</li> </ul>	

Allotted Time	Topic	Desired Outcome	Assignments (Who, What, When)
4pm to 4:15 pm	<b>Next Steps &amp; Closing</b> <ul style="list-style-type: none"> <li>▪ Confirm assignments &amp; due dates</li> <li>▪ Next meeting</li> <li>▪ Next steps</li> <li>▪ Plus/Delta</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clear understanding</li> <li>▪ Confirmation</li> <li>▪ Clarification</li> <li>▪ Evaluation</li> </ul>	

**Meeting Address:**

**John L O'Brien Building  
504 15<sup>th</sup> Ave SW  
Olympia, WA 98504**

[www.ga.wa.gov/images/campus-map.pdf](http://www.ga.wa.gov/images/campus-map.pdf)  
[www.leg.wa.gov/WorkingwithLeg/parking.htm](http://www.leg.wa.gov/WorkingwithLeg/parking.htm)

**Meeting Information Website**

**URL:**

[www.governor.wa.gov/lctf/workgroup.htm](http://www.governor.wa.gov/lctf/workgroup.htm)

**Meeting Information Phone:**

360-725-2529

**Workgroup Member Call**

866-730-7514

**In/Conference Phone:**

PIN – 912675#