

# Olmstead Subcabinet Workgroup Charter

**Workgroup Name:**

Community Engagement Workgroup

**Date:** October 24, 2016

**Workgroup Chair:** To be determined by group

**Workgroup Members** *(including agency or organization, if applicable):*

Nine to eleven representatives from the disability communities. The majority will be represented by individuals with disabilities. Remaining members will represent as family members and allies.

OIO will issue a solicitation of letters of interest in participating in the workgroup on Minnesota's Olmstead Plan website and through an announcement to the email list. The solicitation will ask interested individuals to identify their relevant experience. OIO will present recommendations of workgroup membership at the December 19, 2016 Subcabinet meeting.

**OIO Staff** *(lead OIO staff, if applicable):* Darlene Zangara

**Workgroup Purpose / Objective:**

The Community Engagement Workgroup will provide support and guidance to the Olmstead Subcabinet and OIO regarding the Olmstead Plan utilizing the values of person-centered philosophy and community engagement.

Strategic focuses include:

1. Strengthening community engagement between members of Disability communities and the OIO and state agencies on matters impacting the implementation of the Olmstead Plan.
2. Supporting the implementation of a communication plan for diverse communities with disabilities.
3. Supporting the public input processes for Amending and Extending the Olmstead Plan.

**Relationship to Olmstead Plan** *(include applicable measurable goals, strategies, workplan action items, etc):*

Minnesota's Olmstead Plan places a high priority on community engagement and it is a separate topic area in the June 1, 2016 Plan. As the Plan recognizes, community engagement is one way to measure the level of integration of persons with disabilities. All Americans have a right to engage in activities of their choosing that help them connect with other people and give them greater control over their lives.

The formation of the Community Engagement Workgroup was approved by the Subcabinet on September 28, 2016. It was recommended that a concept Charter be drafted immediately.

**Scope:****1. WORKGROUP GOAL:**

Olmstead Implementation Office's revised Community Engagement Plan will be approved by the Subcabinet by August 30, 2017.

**WORKGROUP STRATEGY:**

Engage the Workgroup in the review and revision of the Community Engagement Plan.

## [AGENDA ITEM 6e]

The Subcabinet approved the original **Community Engagement Plan**. The plan addresses the following points, many of which support the need for this workgroup. The current Community Engagement Plan is not in effect. The Community Engagement Workgroup will recommend next steps for Community Engagement.

- Engagement efforts provide information for state agency decision making. Efforts should be timed to provide an opportunity for people to influence the policies and plan content.
- The Olmstead Implementation Office and state agencies will periodically report back to constituencies and communities regarding outreach and engagement efforts to communicate progress.
- The Subcabinet agencies along with the Olmstead Implementation Office and others have various advisory bodies that provide key opportunities for stakeholder participation. These existing advisory bodies, along with additional groups, should continue to be utilized as a part of engagement efforts.

### **Workgroup Action Items:**

1. Review and revise Community Engagement Plan by July 31, 2017.
2. OIO will present revised Community Engagement Plan to Subcabinet by August 30, 2017.

## **2. WORKGROUP GOAL:**

**Olmstead Implementation Office's Communication Plan will be adopted by April 30, 2017**

### **WORKGROUP STRATEGY:**

**Engage the Workgroup in the development of the Communication Plan.**

The Subcabinet and Olmstead Implementation Office use relationships and tools to provide accurate, timely and useful information about the vision, goals and activities of the Olmstead Plan in ways that are accessible and effective. This will raise awareness and understanding in the Plan and increase long-term engagement with members of the public, including people with disabilities.

### **Workgroup Action Items:**

1. Review and provide input on current OIO Communication Plan by March 30, 2017.

## **3. WORKGROUP GOAL:**

**By September 30, 2017, the Community Engagement Workgroup will develop standards for soliciting and utilizing public comments/public input from people with disabilities and their families.**

### **WORKGROUP STRATEGY:**

**Engage Workgroup in the review of Amending and Extending the Olmstead Plan and Public Input processes.**

The Olmstead Plan is intended to serve as a vital, dynamic evolving roadmap that will engage in purposeful evaluations and input from the disability communities. The Subcabinet will employ a formal process to amend the Plan. The success of quality public input from the disability communities requires active, purposeful planning to support meaningful engagements.

### **Workgroup Action Items:**

1. Review Olmstead Implementation Office's amending and extending the Olmstead Plan and Public Input processes by July 31, 2017.
2. Incorporate recommendations into revised processes by July 31, 2017.
3. OIO will present recommendations to the Subcabinet by September 30, 2017.

**[AGENDA ITEM 6e]**

**Out of scope:**

- After standards for Public Comments/Input are adopted; develop a work plan to implement the standards across the agencies. This task will be implemented in year two.
- Identify scope of work and develop work plan for Year 2. The plan for Year 2 will be developed and presented to the Subcabinet by August 30, 2017.

**Implementation Timeframe:**

- Approval of Charter/Community Engagement Workgroup by October 24, 2016.
- Develop and disseminate a solicitation of letters of interest for the Community Engagement Workgroup by November 15, 2016.
- Select individuals for Community Engagement Workgroup and recommend candidates to the Subcabinet by December 19, 2016.
- Convene first meeting by March 15, 2017. Quarterly meetings – July, October and January

**Anticipated Outcome / Deliverables:**

1. Community Engagement Workgroup Work Plan 2016-17 with benchmarks.

**Deliverables:**

- Strengthened community engagement practices with State Agencies and Disability communities impacting Olmstead Plan.
- Consistent and effective communications for diverse communities with disabilities.
- Effective and meaningful public input processes for Amending and Extending the Olmstead Plan.

**Key Measures:**

Benchmarks with specific tasks and dates will be developed further.

**Reporting Schedule:**

Quarterly Reports to the Subcabinet.  
Annual Report of Community Engagement Workgroup

**Action Plan**

Activity	Responsibility	Due Date

**[AGENDA ITEM 6e]**

This Workgroup is authorized by Executive Order 15-03 and created pursuant to the January 25, 2016 Olmstead Subcabinet Procedures. The Subcabinet's conceptual approval shall serve to approve the scope of its work and to convene the workgroup. The Olmstead Subcabinet will also approve the final Charter, including committee membership. Any material changes to the Charter must be approved by the Olmstead Subcabinet to be effective. The Olmstead Subcabinet may withdraw or amend approval of this Charter at any time. All Charters should be brought back to the Olmstead Subcabinet for review and update at least annually.

**Conceptual Approval of Workgroup:**

\_\_\_\_\_  
Commissioner Hardy  
Acting Chair, Olmstead Subcabinet

\_\_\_\_\_  
Date

**Final Approval of Charter:**

\_\_\_\_\_  
Commissioner Tingerthal  
Chair, Olmstead Subcabinet

\_\_\_\_\_  
Date