

# 2018 Olmstead Community Engagement Workgroup Charter

<b>Workgroup Name:</b> Community Engagement Workgroup	<b>Date Approved :</b> February 26, 2018 <b>Review and Update:</b> June 2019
<b>Workgroup Chair:</b> TBD	
<b>Workgroup Members</b> <i>(including agency or organization, if applicable):</i> A list of workgroup members will be attached as an addendum to the charter after review and approval by the Subcabinet at a subsequent meeting.	
<b>OIO Staff</b> <i>(lead OIO staff, if applicable):</i> Darlene Zangara, Melody Johnson	
<b>Workgroup Purpose / Objective:</b>  The formation of the Community Engagement Workgroup was approved by the Subcabinet on September 28, 2016, and the final Community Engagement Workgroup Charter was authorized by the Olmstead Subcabinet in March 2017. The 15 2017 workgroup members met from April-November 2017 and created strategic priorities for the Olmstead Public Input Plan, Communications Plan, and Community Engagement Plan:  Strategic priorities for each area include: <ol style="list-style-type: none"> <li><b>Public Input Plan:</b> Ensure that all public input processes are as <b>accessible</b> and <b>inclusive</b> as possible; build relationships with <b>diverse communities</b> to engage them in two-way communication that can inform decision-making over time; develop strategies to incorporate <b>transparency</b> and <b>accountability</b> in every phase of the process.</li> <li><b>Communication Plan:</b> Increase statewide awareness of and investment in the Minnesota Olmstead Plan by building a communications strategy across diverse audiences and platforms and strengthening reciprocal and responsive communication between OIO, state agencies, and the general public.</li> <li><b>Community Engagement Plan:</b> Prioritize the five “Community Engagement Outcomes”: humanity, dignity and empowerment; person-centered listening and learning; diversity, accessibility, and equity; transparency and accountability; and active leadership, inclusion, and participation.</li> </ol> The 2018 Community Engagement Workgroup will be charged with <b>providing recommendations to OIO staff and the Olmstead Subcabinet on the implementation and continuous improvement</b> of the Public Input Plan, Community Engagement Plan, and Communication Plan, and making recommendations on the continued effectiveness and sustainability of community engagement with people with disabilities in Minnesota.	
<b>Relationship to Olmstead Plan</b> <i>(include applicable measurable goals, strategies, workplan action items, etc.):</i>  The vision statement of the Community Engagement Goal in the February 2017 Revision of the <a href="#">Olmstead Plan</a> states that “people with disabilities will have the opportunity to fully engage in their community and connect with others in ways that are meaningful and aligned with their personal choices and desires.” Community engagement is a powerful, meaningful way for people with disabilities to define what integration and choice look like for them. Conducting meaningful engagement with diverse communities with disabilities is essential to ensuring the ongoing success of the vision of Olmstead in Minnesota.	

**[AGENDA ITEM 6d]**

**Scope of Work:**

1. **WORKGROUP GOAL:** By October 29, 2018, the Community Engagement Workgroup will review the efficiency and effectiveness of OIO's Public Input Processes, and provide recommendations for continuous improvement strategies.

**WORKGROUP STRATEGY:** Engage Workgroup in a review of the public input process.

**Workgroup Action Items:**

1. Conduct an environmental scan of Public Input Processes with the subcabinet agencies.
  2. Review the protocol and outcomes of OIO's public input processes (including, but not limited to, special public input periods, public comment at Subcabinet meetings, and public input for amending and extending the Olmstead Plan) that influence the Olmstead Plan.
  3. OIO will present recommendations to the Subcabinet on October 29, 2018.
2. **WORKGROUP GOAL:** By January 31, 2019, the Olmstead Community Engagement Plan will be reviewed by the Subcabinet for approval.

**WORKGROUP STRATEGY:** Engage the Workgroup in development of a plan with measurable and actionable strategies for advancing engagement between state agencies and people with disabilities.

**Workgroup Action Items:**

1. The Community Engagement Workgroup, in collaboration with OIO staff, will work to reach out to people with disabilities throughout the state, to define the Communication Engagement Outcomes.
  2. The Community Engagement Workgroup, in collaboration with OIO staff, will work with Subcabinet agency leads and sponsors to identify best practices and barriers to engagement with diverse communities and under-represented communities with disabilities who are coming from communities of color, indigenous communities, LGBTQIAA, immigrant and refugee communities .
  3. Workgroup members will work with OIO staff and Department of Human Rights to develop tools to evaluate the effectiveness of engagement efforts across all agencies.
  4. The Workgroup will engage in strategic planning to provide recommendations for the sustainability and overall impact of the Community Engagement activities beyond 2019.
  5. The final Community Engagement Plan will be presented to the Subcabinet by January 31, 2019.
3. **WORKGROUP GOAL:** By November 26, 2018, the Community Engagement Workgroup will review the efficiency and effectiveness of OIO's communications and outreach efforts.

**WORKGROUP STRATEGY:** The Workgroup will work to evaluate the success of OIO's communications activities and overall outreach strategies.

**Workgroup Action Items:**

1. The Workgroup will review OIO's electronic communications strategy and provide recommendations for continuous improvement and increasing overall reach and impact.
2. The Workgroup will review OIO's efforts to engage with under-represented communities with disabilities who are coming from communities of color, indigenous communities, LGBTQIAA, immigrant and refugee communities, and provide recommendations for improving outreach and communications.
3. The Workgroup will examine the OIO's strategies for "closing the feedback loop" and fostering reciprocal communication that influences the Olmstead Plan with people with disabilities and the general public.
4. The revised OIO Communication Plan will be presented to the Subcabinet on November 26, 2018.

**[AGENDA ITEM 6d]****Implementation Timeframe:**

- Approval of Charter/Community Engagement Workgroup by February 26, 2018.
- Develop and disseminate applications for the Community Engagement Workgroup by March 1, 2018.
- Conduct application review process and select finalists by April 10, 2018.
- Select individuals for Community Engagement Workgroup and recommend candidates to the Subcabinet for approval by April 23, 2018.
- Convene first meeting in June 2018. At minimum six meetings are expected to be held June 1, 2018 to June 30, 2019.

**Anticipated Outcome / Deliverables:****Community Engagement Workgroup Workplan 2018-19 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 the annual Plan amendment process.

**Key Measures:**

Benchmarks with specific tasks and dates will be developed further.

**Reporting Schedule:**

1. Public Input Review and Recommendations to Subcabinet by October 29, 2018.
2. Updated Communications Plan to Subcabinet by November 26, 2018.
3. Final Olmstead Community Engagement Plan to Subcabinet by January 31, 2018.

**Action Plan**

Activity	Responsibility	Due Date
Conduct comprehensive recruitment and outreach process.	OIO	Completed by March 31, 2018
Develop and implement application review and candidate selection protocol.	OIO	Completed April 10, 2018
Recommend candidates to Subcabinet for approval.	OIO	April 23, 2018
Establish onboarding and orientation procedures for workgroup members.	OIO	April 30, 2018
Create workgroup procedures for accomplishing workgroup goals, strategies, and activities.	OIO	Completed by April 30, 2018

This Workgroup is authorized by Executive Order 15-03 and created pursuant to the February 2017 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 Charter:**

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Interim Commissioner Charles Johnson  
Acting Chair, Olmstead Subcabinet

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Date

February 20, 2018

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