

Sample Planning Meeting Agendas with Team Charges

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Rockdale County, Georgia – Strategic Planning Retreat

AGENDA

Wednesday, February 1, 2023

9 a.m. – 4 p.m.

Location: Costley Mill Event Center

Purpose of Retreat / Charge of Planning Team: Through continued dialogue and collaboration with county, court, justice system, and behavioral health partners, develop a strategic plan for improving and expanding services for individuals with behavioral health needs in the criminal justice system of Rockdale County. Targeted outcomes include:

1. A summary of service gaps, future opportunities, and potential future threats.
2. Identification of key areas, long-range goals, and strategies for making improvements along with shorter term (2023 – 2024) improvement priorities.

Attendees: County, court, justice system, and behavioral health leaders and partners.

AGENDA

8:45 a.m.	Arrive	
9:00 a.m.	Welcome and Overview <ul style="list-style-type: none">• Welcome• Introductions of attendees• Opportunities• Scope of work for the day	Commissioner Williams Tara Kunkel
9:45 a.m.	Overview of previous strategy work and data <ul style="list-style-type: none">• Survey Data Highlights• Trends Data Highlights• Sequential Intercept Mapping Findings	All
10:30 a.m.	Strategic Areas, Goals, and Strategies <ul style="list-style-type: none">• Identify Key Focus Areas• Develop Goals and Strategies• Debrief – Large Group Discussion and Feedback	Brenda Wagenknecht-Ivey, Ph.D. Small Groups
12:00 noon	LUNCH – Will be provided	
12:30 p.m.	Strategic Areas, Goals, and Strategies (continued if not done before lunch) <ul style="list-style-type: none">• Debrief – Large Group Discussion and Feedback• Identify / Suggest Activities, Timeline, and Responsible Entity• Debrief – Large Group Discussion	Tara Kunkel Small Groups
3:45 p.m.	Wrap-Up / Next Steps	All
4:00 p.m.	ADJOURN	

**Short breaks will be taken throughout the day.

Mesa County, Colorado – Strategic Planning Retreat

Strategic Planning Retreat: Improving Justice and Behavioral Health Services in Mesa County

Agenda
October 3, 2022 – 7:00 a.m. – 2:00 p.m.

Location: Mesa County Sheriff's Office, Training Room, 215 Rice Street, Grand Junction.

Purpose and Charge: Through dialogue and collaboration with county, court, justice system, and behavioral health partners, develop a plan for improving and expanding justice, behavioral health, and other services in Mesa County. Targeted outcomes from the meeting include:

1. Develop a collective vision of the future.
2. Understand trends data and identify possible long-term implications for the community and justice and behavioral health systems.
3. Identify service gaps, future opportunities, and potential threats/challenges.
4. Develop long-term goals and strategies for making system and service improvements.

AGENDA – MONDAY, OCTOBER 3, 2022 – 7 a.m. – 2 p.m.

6:45 a.m.	Arrive and Coffee/Snacks	
7 a.m.	Welcome and Overview <ul style="list-style-type: none"> • The Need - Why Now? • Introductions • Overview of the Strategic Planning Retreat 	Janet Rowland, Commissioner Dr. Brenda Wagenknecht-Ivey Rebecca Rose, Consultant Team
~7:20 a.m. <i>(Short breaks will be taken every hour / 1:15 min).</i>	Trends Analysis and Update on SIMS Mapping <ul style="list-style-type: none"> - External - Internal - SIMS Mapping: Gaps and Opportunities - Discussion/Debrief 	Dr. Brenda Wagenknecht-Ivey Lisa Mills Dan Weller All
~9:30 a.m.	Vision for the Future <ul style="list-style-type: none"> - Develop a Collective Vision of the Future: The System Operating At Its Best - Debrief and Common Themes 	Dr. Brenda Wagenknecht-Ivey Small Groups All
~10:30 a.m.	Key Focus Areas, Goals, and Strategies <ul style="list-style-type: none"> - Identify Key Focus Areas - Develop Goals 	Dr. Brenda Wagenknecht-Ivey Becky Rose All / Small Groups
11:30 a.m.	WORKING LUNCH – Will be provided	

AGENDA – MONDAY, OCTOBER 3, 2022 (Continued)

12:15 p.m. <i>(Short breaks will be taken every hour / 1:15 min).</i>	Key Focus Areas, Goals, and Strategies (continued) - Develop Goals and Strategies - Discussion/Debrief - Additional Comments: www.pollev.com/praxis	Dr. Brenda Wagenknecht-Ivey Rebecca Rose All/Small Groups
1:45 p.m.	Wrap-Up and Next Steps	Dr. Wagenknecht-Ivey Rebecca Rose All
2:00 p.m.	ADJOURN	Janet Rowland

Meeting Materials:

1. Agenda
2. Participant List
3. Consultant Team Bios
4. External Trends Information
5. Internal Trends Information
6. Summary – SIMS Mapping
7. Log in Instructions – www.PollEv.com/praxis (below)
8. Shared Google Doc Link – breakout group notes (below)

Berrien County, Michigan – Planning Retreats

Planning Forum:

Planning for Juvenile Justice Services and Juvenile Justice Center in Berrien County

Agenda

September 15, 2022 – 1:30 – 4:30 p.m.

September 16, 2022 – 8:30 a.m. – 12 noon

Location: Berrien RESA, Tamarac Conference Room, 711 St. Joseph Ave., Berrien Springs, MI 49103

Purpose and Charge: Through a dialogue with partners and stakeholders, begin developing a long-term plan for (1) improving / expanding juvenile justice services in Berrien County and (2) building a new Juvenile Justice Center (facility) / developing the County site. Targeted outcomes from the meeting include:

1. Increased understanding of the need and urgency for juvenile justice services and the Juvenile Justice Center.
2. Identified service gaps, future opportunities, and potential threats/challenges.
3. Feasible / plausible future scenarios (for both services and the facility/site).
4. Proposed long-term goals and strategies (as time permits).

AGENDA – THURSDAY, SEPTEMBER 15, 2022 – 1:30 p.m. – 4:30 p.m.

1:00 p.m.	Arrive and Refreshments/Snacks	
1:30 p.m.	Welcome, Introductions, and Overview of the Planning Forum	Jim Curran, County Commissioner Hon. Mabel Johnson Mayfield, Chief Judge Dr. Brenda Wagenknecht-Ivey Rebecca Rose, Consultant Team
~1:50 p.m. (Short breaks will be taken every hour - 1:15 min).	Set the Stage: - Why Now: Why so Urgent? - County Plans for Development/ Expansion - Juvenile Justice Service Needs and Gaps: Data, Trends, & Projections - Discussion and Q/A	Brian Dissette, County Administrator Elvin Gonzalez, Juvenile Court Director Dr. Brenda Wagenknecht-Ivey, Facilitator of Discussion & Q/A All
~3:00 p.m.	Needs, Gaps, Opportunities, & Potential Threats - Summary and Discussion - Service/Program Needs and Gaps - Future Opportunities and Potential Threats - Comments: www.PollEv.com/praxis	Dr. Brenda Wagenknecht-Ivey Small Groups All
~4:15 p.m.	Preparations for Day 2 – Long-Range Planning	Dr. Brenda Wagenknecht-Ivey
4:30 p.m.	Wrap-Up and ADJOURN	

AGENDA – FRIDAY, SEPTEMBER 16, 2022 – 8:30 a.m. – 12 noon

8:00 a.m.	Arrive, Coffee, Breakfast Snacks	
8:30 a.m.	Meeting Overview <ul style="list-style-type: none"> Reflections Regarding Day 1 – Take-Aways, Observations, etc. 	Dr. Brenda Wagenknecht-Ivey and Rebecca Rose, Consultant Team Jim Curran, County Commissioner Chief Judge Mabel Mayfield All
~8:45 a.m. <i>(Short breaks will be taken every hour - 1:15 min).</i>	Develop Plausible Scenarios <ul style="list-style-type: none"> Overview: Important Components Option 1: Scenario 1 and Debrief Option 2: Scenario 2 and Debrief Discussion and Additional feedback: www.PollEv.com/praxis 	Dr. Brenda Wagenknecht-Ivey Small Groups All
~10:15 a.m.	Long-term Planning: Goals and Strategies <ul style="list-style-type: none"> Overview Develop Goals and Strategies Debrief / Discussion Comments: www.PollEv.com/praxis 	Dr. Brenda Wagenknecht-Ivey Small Groups All
11:45 a.m.	Wrap-Up and Next Steps	Dr. Wagenknecht-Ivey Rebecca Rose / All
12:00 noon	ADJOURN	Carrie Smietanka, Court Administrator Chief Judge Mayfield

Planning for Juvenile Justice Services and a Juvenile Justice Center in Berrien County: Juvenile Justice Planning Forum – Follow-Up

<p style="text-align: center;">Agenda</p> <p style="text-align: center;">January 27, 2023 – 12 noon – 3 p.m. EST</p> <p style="text-align: center;">(lunch will be provided)</p>
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Location: Berrien RESA, Tamarac Conference Room, 711 St. Joseph Ave., Berrien Springs, MI 49103

Purpose: Continue a dialogue and planning (among County, Court, and juvenile justice partners) to improve and expand juvenile justice services and provide a suitable, multi-purpose Juvenile Justice Center in Berrien County. Targeted outcomes from the meeting include:

1. Finalize Strategic Plan.
2. Identify 2023 priorities (to improve / expand services and improve / build juvenile justice center).
3. Next steps (for working on priorities, continuing dialogue and planning, sustaining this work).

AGENDA – FRIDAY, JANUARY 27, 2022 – 12 noon – 3 p.m.

11:30 a.m.	Arrive and Settle-In; Lunch will be provided	
12:15 p.m.	<p>Welcome and Introductions</p> <ul style="list-style-type: none"> • Overview of the Meeting • Update: Status / Activities Since September Planning Forum 	<p>Jim Curran, County Commissioner</p> <p>Hon. Mabel Johnson Mayfield, Chief Judge</p> <p>Dr. Brenda Wagenknecht-Ivey Rebecca Rose, Consultant Team</p> <p>Brian Dissette, County Administrator</p>
~12:45 p.m. (Short breaks will be taken as needed)	<p>Strategic Plan and 2023 Priorities</p> <ul style="list-style-type: none"> • Review/Discussion – Goals and Strategies • SFA 1: Services – Discussion and 2023 Priorities • SFA 2: Facilities – Discussion and 2023 Priorities - Update from DLR Group 	<p>Dr. Brenda Wagenknecht-Ivey</p> <p>All</p> <p>DLR Group</p>
~2:15 p.m.	<p>Next Steps – Implementation and Sustainability</p> <ul style="list-style-type: none"> • Role of this/other Group? • Continuing the Dialogue/Collaborations? • Suggestions: www.PollEv.com/praxis 	<p>Dr. Brenda Wagenknecht-Ivey</p> <p>Small Groups</p> <p>All</p>
3 p.m.	Thank You and ADJOURN	<p>Carrie Smietanka, Court Administrator</p> <p>Chief Judge Mayfield</p>