



Leadership and facilitation training for co-chairs

May 3, 2022 Executive Committee meeting

Agenda

- Welcome and introductions – please tell us what committee you chair and a word or phrase that describes a chair or leader
- Role of co-chairs, staff, and outside resources
- Small group breakout
- Managing conflict of interest
- Questions (please feel free to ask questions at any time)



Role of co-chairs and staff

Co-chairs

- Manage the council or committee, following policies and procedures
- Facilitate meetings
- Finalize meeting agenda
- Represent and report for the committee at Executive Committee and council meetings

Staff

- Provide information and documents
- Ensure compliance with Federal, state, county or council rules or procedures
- Provide neutral facilitation, when requested
- Offer expertise, counsel and advice

HRSA HAB Expectations for Meetings

- Open meeting, held following public notice
- Conflicts of interest declared and managed
- Use of parliamentary or other decision-making procedures as stated in Bylaws
- Public comment period
- Code of Conduct enforced for members and public
- Active participation by consumers, providers, and other members
- Recipient staff present
- Planning council support staff support chairs and members



Leadership and building trust

- What does trust mean to you?
- How is trust built? How is it lost?
- How is trust in a facilitator different than trust in a leader?



Roles of the Co-Chairs in Successful Committee Meetings

- Recognize the importance of meetings
- Work closely with council staff to plan the meeting
- Help develop and fully understand the agenda
- Be sure needed materials are provided – and when possible projected during the discussion
- Be sure materials that might be needed for reference (such as, Bylaws, policies & procedures) are readily available

Co-Chair Roles during a Committee Meeting

- **Communicate:** Start the meeting, welcome members, make introductions, address agenda, set the scene
- **Control:** Maintain control, manage time, be flexible but keep to the agenda
- **Coax:** Encourage full participation without anyone dominating; ask hard questions and raise hard issues
- **Compare:** Summarize various views presented
- **Clarify:** Make sure everyone understands the discussion, and minimize jargon and technical terms

Co-Chair Roles during a Committee Meeting (cont.)

- **Support decision making:** Ensure that decisions are made and that they reflect the council or committee's purposes, ensure that decisions are recorded and included in the minutes, and have someone assigned to implement them
- **Guide:** Guide the meeting, helping members work as a productive team, and managing time
- **End the meeting:** Summarize decisions made, follow-up actions needed, and focus items for the next meeting



Small group breakout

- Open the presentation in your browser
 - <https://docs.google.com/presentation/d/1OXANDQmvS4GuHpygGXFcHDwhD64NZtgewePA3HRUiYY/edit?usp=sharing>
- Select a recorder. The recorder will enter your group's responses to each question on the slide
- If you have additional time, look at how other groups responded to the questions

Small group breakout one: Jo Ann Vertetis, Danielle Brantley, Julian Hines, Joe Amrhein

- Think about a meeting recently that you facilitated or attended and describe a challenge and/or success.
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- Facilitation scenario: You are facilitating a virtual meeting on Microsoft Teams. What do you do to keep committee members engaged and get active participation? **If you get stuck, see handout *Virtual Meeting Tips (red tab)*

Small group breakout two: Lesa Nelson, McKinzie Woelfel, Tyrie Stanley, Larry McPherson

- Think about a meeting recently that you facilitated or attended and describe a challenge and/or success.
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- Facilitation scenario: You are facilitating and committee members continue to drift off-topic. You worry that you will not get through the agenda. What do you do? *If you get stuck, see handout *Keep the Group Focused (blue tab)*

Small group breakout three: Calvin Hillary Hylton, Jay Orne, Sarah Schiele

- Think about a meeting recently that you facilitated or attended and describe a challenge and/or success.
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- Facilitation scenario: You are facilitating and there is open conflict between two of the members. What do you do to help the members move forward and ensure you have a productive meeting? **If you get stuck, see handout *Dealing with Typical Challenges (yellow tab)*



Managing conflict of interest

Questions

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