Members Present: Heather Daniels, Lisa Rutherford, Carol Hillmer, Barb McPherson, Barb Peters, Lisa Rutherford, Gary Sandefur (chair), Dorothy Steele, Debbie Weber, Carl Hampton (for Damon Williams), Kevin Walters (for Leland Pan)

Members Absent: Sue Babcock, Elizabeth Bolt, Brenda Krueger, Leland Pan

Ex-Officio Members Present: Al Crist, Maury Cotter, Alice Gustafson, Eden Inoway-Ronnie, Steve Lund, Luis Pinero, Mark Walters

Others Present: Mike Fay, Scott Hildebrand

1. Agenda review
   • No changes.

2. Meeting minutes from January 13, 2012
   • Approved

3. Revisit whether Advisory Committee meetings should be open
   • Committee will decide whether to permit observers on a meeting-by-meeting basis when there is a request to allow an observer. Committee members will send requests for permitting observers to the chair.

4. Status Update
   • Mark Walters provided an update on the progress of the seven Phase 1 work teams
     o All seven teams have been meeting- either once or twice per week
     o They have set ground rules for the meetings, are getting to know each other and are asking questions about the scope of their charge.
     o The project leads have been meeting with the team leads and facilitators individually to discuss scope, process and their needs for support.
     o The team members are enthusiastic, engaged and working well together.
     o There are three cycles for the work teams.
       ▪ In January, there are clarifying scope, seeking education on their area and identifying data and information needs.
• In February, they are exploring options, identifying themes and beginning to identify recommendations.
• In March, they are finalizing their recommendations.
  o Reviewed the responsibilities and progress of the support teams.
  o Identified the project team data coordinator, Darlene Younger, who is responsible for obtaining and providing the teams’ data needs.
• Several Committee members stated that the feedback they had received from team members was positive.
• Barb Peters asked about the status of concerns expressed at the previous meetings about the parameters not referencing classified employees specifically. Steve Lund stated they would be addressed at the next meeting.

5. Committee adjourned