

Notes from Conference Call JAG Meeting April 20, 2009

Desired Outcomes:

1. To identify specific strategies to improve the efficiency and effectiveness of all JAG meetings and processes.
2. To identify specific solutions to some of the questions regarding subcommittee structure, process and membership.

What Worked and Is Working So Well for JAG?

Working

- Refer to work plan and answer the questions in the work plan
- Committees bring specific recommendations to JAG for action
- Importance of experts input into JAG work
- Feedback from the JAG to subcommittee work
- Refer to entire management plan
- Commitment and passion on JAG

Not Working

- Not referring to management plan – the work is fragmented
- Committee tasks are ambiguous – too much work is being done in the subcommittees and then we need to go over everything in the whole of JAG – could lead to tension down the road
- Reports on process rather than substantive issues
- Not getting the best value out of our meetings – spending time on process rather than on real issues
- Circular conversations and not sticking to the work we need to do.
- We don't have a good track record on doing the work in our charter
- We struggle with definitions - we don't know whether we have agreement or are talking about the same thing
- Committee structure is based on a board of forestry approach because of limitation of staff and Bagely Kean requirements
- Attendance at JAG meetings is a challenge. We are often missing key people
- Some members are able to put more time in than others – we need to adapt to the realities of our actual availabilities and commitments
- Our facilitation process – we haven't been making good use in terms of prior preparation and in the meetings themselves to control the meeting agenda and flow – discussions just keep going that are not that important
- Issue of principles – spending a lot of time with out people being clear about outcomes or principles – we spend a lot of time

discussing our differences rather than getting into the issues and clarifying, resolving the issues, making agreements and moving on.

What specific changes, if any, do we want to make in the following areas?

- Use of subcommittees as a primary mode of moving the work forward - necessary as long as disciplined
- Role of subcommittee members and non-members, and formal subcommittee assignments for JAG members – committee members
- Protocols for subcommittee work and interface with the whole JAG – report back in written form with specific recommendations for discussion and action
- Redesign of the JAG ‘monthly’ meetings – presentations – committee actions – breakout time
- Use of alternative structures to accelerate the work of subcommittees (e.g. teleconferences) – as long as you have something in writing – seeing what CalFire can do to support our work
- Support structures for JAG – e.g. compilation of JAG charge, agreed upon goals, principles and decisions – never adopted the goals
- Use of outside experts - absolutely

Summary and Recommendations

We agreed on the following principles for defining the processes and structures of JAG:

1. The work of JAG and the subcommittees will be operationalized and action-focused.
2. We will organize the work of the subcommittees to be very targeted and specific within the context of the overall charter of JAG
3. Each JAG meeting will be focused on hearing feedback from the subcommittees specific to JAG direction; making decisions on this feedback; and setting new direction for the subcommittees

4. We need to build a strong foundation of agreement based on goals and principles and document such agreements so that we minimize coming back to the same conversations.
5. After any agenda item – conversations, presentations the whole of JAG will agree on next steps and provide specific direction to the appropriate subcommittee or staff and the due date for completion.
6. The whole of JAG is to be used as the meter and filter for the work of the subcommittees
7. The input of “experts” is valuable and necessary from both inside of JAG and from outside stakeholders specific to the key questions arising out of the work
8. Subcommittees will experiment with the meeting methods that best match their work and the time constraints of the membership

We agreed on the following directions for the future:

1. The JAG as a whole will focus the work of each subcommittee and identify specific questions, tasks, research and areas for developing recommendation back to JAG for action.
2. We will continue to use subcommittees as the primary mechanism for moving action items forward as identified by JAG
3. For the time being we will focus JAG work on Landscape Allocation rather than running parallel paths. The primary task work will be done in the subcommittee.
4. Subcommittees will specifically identify what actions/decisions they need from JAG in order to move forward
5. JAG will work from agreed upon set of goals and principles that are specific enough to address the work within committees

Next Steps:

1. Steve to work with Mike Jani and Brad to developed a focused process to minimally achieve the following at the April 28th meeting:
 - Adopt a set of proposed landscape allocation goals and principles for consideration and adoption by JAG
 - Clearly articulate where the Landscape Allocation Committee is in terms of its tasks – what has been agreed to and can be forwarded to JAG as recommendations

- Identify a set of recommended next steps/questions for consideration by JAG
 - Identify a set of recommendations for stakeholder input
 - Identifying specific allocations questions for Research Committee in addition to what the committee has already provided
2. John, Russ, Vince and Steve to develop the May JAG agenda
John will schedule a meeting shortly after the April 28th Landscape Allocation meeting to discuss the meeting outcomes and agenda.
Suggested agenda topics from today's meeting include:
- Articulation of the role of subcommittees, their membership and the role of non-members
 - Clarifying the necessary inputs from Research Committee regarding Landscape Allocation
 - Developing a strategy for stakeholder input and involvement to both Landscape Allocation and Research Committees