Task Update for the Strategic Positioning Committee (2/23/2024)

Team,

It's been a couple weeks since we were all together, launching this effort, and I wanted to take a moment to provide an update of where we are and provide some answers to questions some of you have raised.

When we left our session, many of us felt we left with a sense of urgency to begin conducting interviews. These are pivotal to our efforts but understand that these will likely be ongoing throughout the summer. Some of us will have success in conducting our interviews with our targeted interviewees sooner rather than later, others will experience some delays and setbacks.

All the groups have done a great job with brainstorming and casting a wide net, and now we can focus on identifying our priority lists as well as backups. It would be great to hear from everyone we listed, but the reality is that likely will not be feasible. Please don't stress and feel like everyone listed needs to be interviewed. And there is the opportunity to continue to add to the lists, if needed and desired.

If possible, please **hold Thursday, March 7th at 1pm open for a Zoom meeting with Mitch** to answer other questions not captured below and a brief walkthrough of the listening sessions and what to prepare for. If you can't make it, we will record it and capture notes to share.

I'm working on a central database repository where all interview lists will be kept so that everyone has transparency into who's being interviewed. This repository will also have other information like links to registrations, event venues, committee members attending each listening session, and areas to add the responses from our interviews. This will also prevent us from having to work/update in 4 separate spreadsheets. This is the planned first version and additional components can be added. I'm hoping to have that ready to share by early next week.

Our Locations subcommittee is currently working on finalizing venues, but the locations are set. The final list is below. In preparation for these listening sessions, we will be developing a registration link so we can capture as close to accurate numbers as possible since we'll be providing food/drink. That will be shared with everyone and will be available in the repository as well. We will be putting together a landing page on our main website that will contain some background information and a list of our listening sessions that we can point the general public to when advertising the sessions.

Common questions from committee members

- *Any updates on how we navigate our data collection from Tribal communities across the state?*
  An Internal Review Board (IRB) form has been submitted to the Human Subjects Protection Program (HSPP) office here on campus. I'm told the review takes between 3-5 days for them to determine if additional documentation is going to be needed. If not, they will provide us with an official email indicating we're good to move forward. My apologies for taking so long with this, but it was a 9-page document to complete. But once we receive that clearance, I will communicate so we can begin making contact and scheduling/conducting interviews.

- *What is the timing looking like for everything?*
  Once we get the required clearances to move forward on our interviews, those can start immediately. And we expect some to be able to take place within days, others within weeks – it just depends on the schedules of our interviewees. But all interviews should be wrapped up by the time we meet for our second retreat in July to go over all the data collected, including feedback from our listening sessions.
- *How many interviews should each committee member conduct?*
  The guidance is to not focus on number-per-committee member, but number-per-category of our groups. Working within our subgroups (A, B, C, D) and across the subgroups, let's shoot for 5-7 interviews per category identified. For example, Group B has Program Participants as one of their categories. We should aim for 5-7 in that category – more if possible.
- *Is it ok to conduct the interviews via Zoom or Phone?*
  Yes, when possible, we should try in-person, but in many cases, it'll have to be conducted via Zoom or a phone conversation.
- *Are there any templates that can be used to communicate to our interviewees about what we're doing and how we'll use this information as well as what it will lead to?*
  This will be included in the repository for everyone to be able to access. It'll also include verbiage for "Thank you" letters/emails and next-steps messaging.
- *What should I be doing at this point in the process?*
  First thing is to enjoy the upcoming weekend. Second is to review the database when it's pushed live next week to review your group's list of targeted interviewees. I'll provide details on how to update the records, create new ones, and other workflows in the database to assist us with this effort. Finally, continue to meet with your subgroup and review your lists to make sure you're prioritizing them, adding new ones, collecting contact information, etc. The lists can, and will likely, change over the next several weeks as we learn about more potential interviewees.

Thank you all, again, for this vital work! I'm looking forward to our time putting something great together! Please reach out to me directly if you have any other lingering questions.

Thank you,

Dominic