The Co-Chairs met and had extensive discussions about the following:

<u>Meeting Location</u>: Based on room availability, an earlier start time, availability of individually purchased food/coffee at the cafeteria, and the possibility to stream and record meetings, we recommend holding the December 13, December 20, and January 10 meetings at the capitol (room TBD) with a 12:30 start time on December 13 and 20. The remaining meetings would be at MDE CCA, as planned.

<u>Number and Length of Meetings</u>: With the holidays and the February 15 deadline, the initial schedule of meetings looks good. We recommend extending the January 10 meeting to a 9am-4pm meeting.

<u>Topics Addressed</u>: We have addressed and will address a number of topics both at this meeting and the last meeting. Based on the discussion at the first meeting, we have categorized topics that each of you have brought up. In the time allotted, we can address three topics per meeting in three 40 minute segments. In some cases, there will be opposing viewpoints. Because of the short time, much of what experts present will be in writing. We also want to set aside ample time for questions. Just because a topic is listed and gets its own 40 minute segment does not mean that it is more or less important than any other topic or that it will be part of the final recommendation.

In looking at the proposed schedule of topics we will provide you shortly, the questions we will have to address are:

- The one or more issues that you personally want to see addressed, are they included?
- Can we get experts to address us on the suggested dates (in person, on phone, via Skype)?
- Whom should we invite as experts (knowing that there may be some opposing views)?

We recommend that presenters be given an initial statement and that we would hold questions until the end.

<u>Citizen Input</u>: Although our charge indicates that we should consult experts, and mindful of the fact that there have already been legislative hearings on this topic, if citizens want to provide written materials to the task force, we should distribute them to the task force. In addition, we recommend setting aside one 40 minute segment to hear from a cross section of people who want to address the task force. This would be very limited (10 people @ 3 minutes each), but those who are not able to make an oral address could still submit written comments.

<u>Task Force Report</u>: The recommended voting procedures will be addressed in another document to be distributed to you shortly. In general, we recommend that we avoid voting early and attempt to reach a consensus. The second-to-last meeting (on the proposed schedule, to be given to you shortly) would be going over the first part of the draft report (the non-controversial parts like who spoke to us and what written materials we received) and morph our discussions into concrete ideas. At the final meeting, we will project the second part of the report on the screen and work through a document that we can support.