

# Minnesota Family Child Care Task Force

## Work Group Expectations

The Minnesota Family Child Care Task Force proposes utilizing small work groups that would explore issues on behalf of the Task Force and bring information and proposed recommendations to the group. Expectations for these groups would be:

1. Groups would be small (no more than 6 members). Task force members may serve on more than one work group.
2. Each group would include a provider member of the Task Force.
3. Each group will have a designated leader, who will be responsible for scheduling the meeting(s). Task force members may serve as leader for only one work group. The leader will be responsible for guiding the conversation back to the assigned duty if other topics come up.
4. While these groups would not be a quorum of the Task Force and would not make decisions on behalf of the Task Force, they would honor the spirit of the Open Meeting law by:
  - a. Working with DHS to post meeting times and access information on the Task Force web page and utilizing a virtual platform that allows the public to observe the discussion.
5. Each work group will discuss one of the task force's duties. Work groups would take their lead from full Task Force discussions and address questions raised by the full group.
6. Work groups would commit to at least one meeting outside of the regularly scheduled task force meetings to discuss their topics. This is NOT expected to require extensive time commitments.
7. Work groups are not expected to duplicate the work of state staff.
8. A subject matter expert from DHS will be designated as a point of contact for questions and insight about program requirements and implementation.
9. Work groups would prepare short (20 minute) presentations on their work and recommendations for delivery to the Task Force on their appointed date. Materials would be submitted to the Task Force coordinator 5 – 6 days prior to the Task Force meeting.
10. The goal of the work groups is to assist the Task Force in achieving consensus on direction and, if possible, to provide examples of potential legislative language if law changes are deemed necessary. The Task Force will review the work group recommendations, and may adopt, adapt or reject.