Child Support Schedule Workgroup
Subcommittee Meeting Logistics

- Meetings will be held virtually a minimum of twice per month (or as much as needed) and be approximately 1.5 hours long.
- A DCS staff member will be assigned as facilitator:
  - Schedule and setup WebEx meetings and send invitations.
  - Ensure important notes, tasks, and deadlines are captured by the note taker and in the final minutes.
  - Help the subcommittee meet milestones and deadlines.
- Subcommittees are expected to do their own research outside of the time scheduled for subcommittee meetings. Facilitators may assist with additional resources and information when needed.
- If subcommittees <u>within</u> a subcommittee are formed, clarify what level of consensus the overall subcommittee is hoping to achieve.
- Meeting minutes will be created by:

  1) Designating a note-taker prior to each subcommittee meeting.

  2) After the meeting, the note-taker will send their compiled notes to the subcommittee facilitator.

  3) Subcommittee facilitator will post the meeting notes in track changes to the Dropbox for review and feedback from subcommittee members.

  4) **All subcommittee members are encouraged to take their own notes and provide feedback to the draft notes in Dropbox.**

  5) Subcommittee facilitator will incorporate additional feedback and finalize subcommittee meeting minutes to be posted to the workgroup materials webpage.
- Report out to the workgroup at each scheduled workgroup meeting about their progress, findings, options and/or preliminary recommendations.
- Produce a final report that summarizes research completed by the subcommittee and provides a recommendation to the workgroup.
  - The subcommittee's final report will be presented to the workgroup and will become the starting place to obtain overall workgroup consensus.
  - Document and cite all sources from research.
  - Send all source materials to supportschedule@dshs.wa.gov so they can be posted to the workgroup materials webpage.