MEETING GOALS
- Develop common understanding of purpose, roles, and responsibilities of the Task Force
- Receive initial briefing from Sentencing Guidelines Commission
- Establish groundrules and operating procedures, agree on decision-making process
- Select Co-Chairs
- Begin to develop a map of the criminal sentencing system
- List of ideas to begin addressing the three areas of focus of the Task Force
- Discuss Task Force schedule and workplan

8:30am  COFFEE AND TREATS

9:00am  WELCOME AND INTRODUCTIONS

9:20am  REVIEW AGENDA AND DISCUSSION GROUNDRULES
1.) Amanda and Chris review the agenda and discussion groundrules.

9:30am  BACKGROUND AND OVERVIEW
1.) Representative Goodman will provide an overview of the events that led to the creation of the Task Force.
2.) Keri-Anne Jetzer will provide an overview of the Sentencing Guidelines Commission history and recent work.

*Purposes: to orient members who were not involved in the Sentencing Guidelines Commission and discussions leading up to the creation of the Task Force. Develop a common understanding among all members.*

Questions/Comments from Members

10:15am  FINDINGS FROM CONVERSATIONS WITH TASK FORCE MEMBERS
1.) Amanda and Chris will share key findings from conversations they had with Task Force members.

Questions/Comments from Members

10:45am  BREAK
11:00am OPERATING PROCEDURES AND DECISION-MAKING PROCESS
1.) Amanda and Chris will present and walk through a first offer of draft, suggested
operating procedures and the consensus decision-making process.
2.) Members will discuss, offer input, ideas, and suggested modifications.

Goal: To discuss and agree on roles, responsibilities, groundrules, and decision-making process.

12:00pm Lunch

1:00pm DECIDE ON TASK FORCE CO-CHAIRS
1.) Amanda and Chris will discuss criteria for selecting co-chairs.
2.) Using decision-making process, members will discuss and select Co-Chairs.
3.) Members will discuss and agree on role and responsibilities of Co-Chairs.

1:45pm WHAT IS THE CRIMINAL SENTENCING SYSTEM?
1.) Amanda and Chris will lead a facilitated discussion to begin to map the criminal
sentencing system.

Goal: to begin to develop a shared understanding of what the criminal sentencing systems is and what parts of
the system the Task Force will and will not be addressing.

2:30pm FACILITATED BRAINSTORM – THE THREE FOCUS AREAS OF THE TASK FORCE
1.) Amanda and Chris will lead a facilitated brainstorm exercise to generate a list of
each Task Force member’s thoughts and ideas on the three focus areas of the Task
Force (i.e. 1. Reducing complexities and errors; 2. improving effectiveness; 3. Public
safety)

Goal: Learn from one another and advance the thinking on each of the 3 focus areas.

3:10pm Break

3:25pm FACILITATED BRAINSTORM CONT. – WORK GROUPS
1.) Amanda and Chris will lead a facilitated discussion to develop three temporary
workgroups of Task Force members.

4:00pm DECISIONS, SCHEDULE, NEXT STEPS, REFLECTION
1.) Review meeting decisions, agreements, and achievements.
2.) Review Action Items & Parking Lot
3.) Recurring Meeting date every month. Location?
4.) Next meeting agenda, issues, (any carry-over, unfinished business)?

4:20pm MEET AND GREET – TASK FORCE MEMBERS AND PUBLIC

4:30pm ADJOURN