



**DELAWARE HEALTH
AND SOCIAL SERVICES**
Division of Public Health

SCHOOL-BASED WELLNESS CENTERS STRATEGIC PLANNING STEERING COMMITTEE RETREAT

Location:

<https://healthmanagement.zoom.us/j/92302387433?pwd=SjRmQnpDUTJpNUJCRDF5d3BhcEpVdz09>

Date: **12.17.20**

Time: **9:00 AM - 4:00 PM**

- I. **WELCOME** – 9:00 AM
- II. **ROLES & GROUND RULES** – 9:05 AM
- III. **DATA, RESEARCH, & FINDINGS** – 9:15 AM
- IV. **CRITERIA FOR EVALUATING RECOMMENDATIONS** –
9:45 AM
- V. **BREAK** – 10:15 AM
- VI. **WORKGROUP PRESENTATIONS** – 10:30 AM
Infrastructure, Policy, & Operations
Data & Best Practices
Finance & Sustainability
- VII. **MOCK RECOMMENDATION EVALUATION** – 11:45 AM
- VIII. **LUNCH BREAK** – 12:00 PM
- IX. **PRIORITIZATION OF RECOMMENDATIONS** – 12:30 PM
Breakout Groups
- X. **BREAK** – 2:00 PM
- XI. **SHARE OUT** – 2:10 PM
- XII. **PUBLIC COMMENT** – 2:30 PM
- XIII. **REFINE RECOMMENDATIONS** – 2:40 PM
- XIV. **PLANNING & NEXT STEPS** – 3:30 PM
- XV. **ADJOURNED** – 4:00 PM

PREPARATION INSTRUCTIONS

During the retreat, the Steering Committee will prioritize and refine the draft recommendations developed by the three workgroups. Steering Committee members should come to the retreat having read and reflected on all research materials and recommendations on the [virtual binder](#) under the section titled “IN PREPARATION FOR THE RETREAT...”

Steering Committee members should be prepared to discuss and vote on each of the recommendations. During exercise **IX**, Steering Committee members will be split into 3 breakout groups each facilitated by two HMA team members and one DPH staff member. During these 90 mins, the Steering Committee will complete the following, 30-minute exercise 3 times (one per set of workgroup recommendations):

1. Initial vote/annotation of prioritization where members will mark recommendations to:
 - Prioritize/Keep
 - Discuss
 - Get rid of
2. 20-minute discussion on recommendations marked as “Discuss”
3. 10-minute response and Q&A with DPH representative
4. Final vote on recommendations:
 - Prioritize/Keep
 - Get rid of

During exercise **XIII**, Steering Committee members will further discuss the implementation and evaluation guidance and questions to give to the plan implementers for the prioritized recommendations.

In preparation for these activities, Steering Committee members are encouraged to:

- Print off the 3 sets of workgroup recommendations from the virtual binder
- Mark their initial votes for each recommendation (Prioritize/Keep, Discuss, Get rid of)
- Mark up the recommendations matrixes with initial thoughts on implementation, evaluation, and time horizons