

## Taskforce Working Group

### Agenda

- Update on William MacLeod (Matt)
  - Issued Director's appointment letter today and Staff Director Welcome Letter
  - Targeting a formal announcement tomorrow (January 17, 2020)
- Hiring (OHC/OPS)
  - Updates
  - Space for support team
- Upcoming Engagements (Week of January 20, 2020) (OHC/Matt)
  - Swearing in
  - Todd Zywicki meeting with Director
- Orientation and Kick off (OHC/OPS/Matt)
  - Review OHC draft agenda
  - Review draft outline for day 2/3

### Day one agenda (1/30)

NOTE: On January 21, the effective date of the Expert appointments, OHC will need to remotely swear in Beals, Durkin, Noonan and MacLeod, as well as have them complete their I-9 and OF-306. This is an absolute requirement for appointment effective dates. Tosin will be sending a Welcome Letter to these 4 Taskforce Members that will address this need. Tosin will be responding to this email with a draft of the letter so that everyone has an opportunity to provide feedback and any necessary edits.

Orientation will be in B102

### Orientation Schedule

8:30 – Taskforce Members Arrive – Kim is coordinating ABC staff to escort members as they arrive

8:45 – 9:55 – OHC to work with the Taskforce Members to complete tax forms and other paperwork

10:00 – 11:00 – Director Welcoming Marks and Swearing in Ceremony

- Kim will coordinate Director's swearing-in with Bryce – in open area in basement

11:00 – 11:15 – Break and Headshots with Bryce

11:15 – 12:00 – Badging – OHC to coordinate

12:00 – 1:00 – Lunch

1:00 – for remainder of the day – Hilary to coordinate the following Briefings:

- Records Briefing
- Ethics Briefing
- Travel
- OCR Briefing
- FOIA Briefing

#### Day two agenda (1/30)

Goal of day 2 is to conduct more granular introductions to key Bureau stakeholders, to allow for Q&A with Divisional leaders, and to begin sharing past/current activities that could be of interest to the Taskforce

#### Morning Session

- Resource discussion
  - Data: What's available and how to request new data
  - Complaint Analytics demo
  - Research team
- Markets & Regulation Bureau stakeholder discussion
- Legal on Law & Policy Bureau stakeholder discussion

Lunch: 1 hour, everyone on their own

#### Afternoon Session

- Timeline discussion (public engagement and 1 year constraint)
- Taskforce visioning

#### **IDEAS & TO DO:**

- Contact Division Deputies to obtain roster of SMEs
- Provide talking points and SMEs to help prepare for conversational intros of offices

### Day three agenda (1/31)

Goal of day 3 is for the Taskforce to begin discussing time, report scope, meeting cadences/how the work will be accomplished in time permitted, and to requested resources (reports, data sets, etc) to be ready at their next meeting.

#### Morning Session

- Continue Taskforce Visioning

Lunch: 1 hour, everyone on their own

#### Afternoon Session

- Tactical planning
  - Meeting cadence
  - Establishing when milestone dates for work can be set
- What's available and needed
  - What resources/studies/information should the support team acquire for the members prior to next meeting

#### **IDEAS & TO DO:**

- Could be a good idea to have a facilitated conversation in the afternoon (Training used to have a facilitation resource that we may be able to tap)
- Develop high level timeline to run by Director (at least target milestones: table of contents, public engagement strategy [start/end], first draft of report, etc)
- Discuss potential interaction with ABC groups here or on day 2?