



WEBINAR QUESTIONS AND ANSWERS

Let's Work: Developing Work Plans for Part A Planning Councils/ Planning Bodies

Wednesday, January 27th, 2021 | 3:00 p.m. to 4:30 pm ET

WORK PLAN DEVELOPMENT, IMPLEMENTATION, AND MAINTENANCE - GENERAL QUESTIONS

Are work plans a requirement by HRSA?

Work plans are not a legislative requirement. The work plan is a tool designed to help track the progress of your integrated plan. The work plan outlines your goals, objectives, action steps, completion dates, evaluation methods, and responsible parties for your integrated plans.

HOUSTON EMA'S EXPERIENCE WITH WORK PLANS

Can [the Houston EMA] expound on how the Co-Chair provides the work plan quarterly reports?

We took all of the HRSA mandated activities, added some additional activities, assigned each activity to a RWHAP Committee and then created a quarterly report which committee Co-Chairs fill out. The report serves as a reminder for what the committee needs to accomplish in the planning year and keeps the Council informed on the status of addressing each activity.

BOSTON EMA'S EXPERIENCE WITH WORK PLANS

Can you share how you make staffing plan for PCS?

The three PCS staff in Boston are employed by the Boston Public Health Commission (BPHC), (the RWHAP Part A recipient) and our job descriptions/hiring are handled by BPHC. I do not have specific details on how the number of positions/organizational structure was determined. In terms of how work is allocated, we are three full time equivalents (FTE), one manager and two program coordinators. The coordinators are each assigned three subcommittees to oversee and liaise. As the manager, I oversee the work of my two staff and dedicate time to quality assurance and compliance with PC operating procedures and deliverables.

Does coffee hour violate the Sunshine Law?

Because the coffee hour is not germane to required PC operations, but rather an added support to encourage team building and discourage isolation, we do not take minutes. We do post a topic or brief agenda ahead of time and advertise the Zoom link for members.



In MA, on 3/12/2020 certain aspects of the open meeting law were modified by Governor Charlie Baker, and currently we are not required to host meetings in a physical space that is open to the public. We conduct meetings through adequate means. "Adequate, alternative means" may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body in real time."

Our PC meetings meet the requirements for open meetings in MA. Though held virtually, all materials are posted to our website in advance, minutes are posted after they are approved, and people from the public can request the zoom link and attend as a guest. This website has info on the MA open meeting law: <https://www.mass.gov/the-open-meeting-law>. Sunshine laws may vary by state. It is important to review your local/state ordinances for guidance.

WORK PLAN TOOLS

Did [Boston EMA] fund Basecamp with [their] annual budget? Any issues with legal departments to get it implemented?

The Basecamp software was purchased with Part A funds, I think the non-profit rate is \$1200 annually. The at Boston Public Health Commission's IT department set up the contract and oversees the security.

Can you confirm Basecamp is just an app, or is there a desktop version? Florida's open meeting requirements prohibit members from having outside conversations about planning council business outside of meetings. Can Basecamp be used without the messaging/pinging feature?

It is available both as an app and as a desktop. The only place it does not work is on Kindle Fire, but Apple, PC, and Android products have apps to support Basecamp. This might be a question for Basecamp sales. If you are interested in the product, you can do a free trial and ask questions about the features. I also know they offer discounted rates for public health programs and COVID-19 response operations. We do not require members to use the ping feature but it helps us to keep conversations going and encourage learning and continuity in between meetings. Overall, it seems like FL open meeting laws are more prohibitive than MA.

