

Co-chairs Work Group Guidance

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1. Establish work group and work plan

Establish meeting schedule

Review assigned topics, grouping topics is optional

Use factors for prioritization to sort topics into priority order

Assign topics in priority order to meeting schedule

Invite observers as optional attendees to meetings

2. Review topics and consider recommendations

Identify and contact participating SMEs

Determine information needed from staff or SMEs

Work group chairs and staff determine preferred meeting agenda, structure, etc., for work groups to receive information from SMEs and facilitate analysis and discussion on each topic

Repeat this process as needed for each topic, or as additional information or context is needed

3. Develop work group recommendations

Work groups identify when they are prepared to make a recommendation


For each recommendation, work groups must demonstrate meeting the standards for analysis

Complete the HPAC recommendation SOA template


Submit recommendation to full HPAC for consideration

4. HPAC consideration of recommendation


Meeting 1: work group presents recommendation and analysis; HPAC members identify any additional information or analysis needed



Meeting 2: HPAC discussion on recommendation; identification of any further information or analysis needed; public testimony (*this may occur separately between meeting 2 and 3*)



Meeting 3: HPAC determines if they are adopting the recommendation on preliminary basis



December 2023: HPAC reviews all preliminary recommendations and adopts a final set of recommendations for the Governor



Questions