Consolidation Oversight

- Consolidation planning activities are going well at both facilities. Staff have been very willing to help wherever they can.
- Workgroup topics have been identified and are posted on OYA Net (link at the bottom of this page). Workgroup members and sequencing of work is underway.

Groundbreaking scheduled: There will be an event at MacLaren on June 23, 2016, from 1 to 2:30 p.m. to celebrate the new housing units and the renovation of Grover Cottage. More details coming soon.

Hot Topics this Month

Consolidation Oversight  Page 1
- Workgroup topics and attendees
- Groundbreaking scheduled

Campus and Building Naming  Page 1
- Building name recommendations being developed

Staffing  Page 2
- Staffing and organizational structure in progress

Medical Clinic Planning Page 3
- MacLaren clinic temporarily relocating to high school

Miscellaneous Updates Page 3
- McBride Cottage scheduled to move to Hall Cottage

Communication

- We now have 10-Year Plan webpages both on OYA Net and on OYA’s external website — the links are at the bottom of this page. Information on the internal site includes FAQs, a high-level visual timeline, workgroup topics identified to date, and a list of current workgroup attendees. Check it out!
- Communications boards are up in most areas at Hillcrest and MacLaren.
  If you don’t see one in your area or don’t know where they are located, please contact us.
- Both facilities are identifying locations for youth boards.

Campus and Building Naming

- The Campus and Building Naming oversight group has held two meetings. A recommendation on whether to rename the MacLaren campus was presented to Cabinet March 28. This discussion is still in the early stages. We will provide more information once we know more.
- Draft criteria for what can/cannot be used for renaming campus buildings (not programs) was developed. A sub-group of staff from both campuses drafted recommendations that fit the criteria, and those are being circulated on both campuses for feedback. If you have more ideas, email Nichole Kisor.

Naming Milestones

April 27  Focus group kicked off and discussed criteria.
April 27–June 3  Focus group meetings held and input sought from staff and youth.
June 3–15  Final recommendations will be drafted.
June 3–July 1  Recommendations will be approved by the Naming Oversight and Consolidation Oversight Committees.
Facility Administrative Structure

- A draft organizational structure has been developed and is being circulated through management meetings for input.
- The structure will receive a final review from the Hillcrest and MacLaren management teams to identify any “show stoppers.”
- We expect the organizational structure to be finalized by June 1, 2016, and we will begin discussions around placement of existing managers shortly thereafter.

Key Department Organizational Structures
Goal: Complete by June 2016

- **Campus Support Services** management team met the first week of April. Future CS functions have been identified based on feedback received from the CS teams on each campus. We will now work on resourcing the functions appropriately, which will be developed into the organizational structure and staffing schedule.

- **Food Services** management team has developed a draft organizational structure and staffing schedule. They are in the process of writing up their staffing proposal to include the services they can cover and how they will cover them. For example: How will food come from the kitchen to the units for all three meals each day?

- **Medical Clinic** management team has identified the support and CS assistance needed for the clinic and are working on evaluating the need for RN coverage. RN coverage needs were discussed during the April Medical Clinic planning meeting.

**Staffing Milestones**

**June 1**
- Finalize the administrative structure for new campus.
- Determine the draft organizational structure, staffing numbers, and schedule needs.
- Finalize department organizational structures and staffing plans.

**Summer 2016**
- Seek input from staff and develop a plan on the best way to move from current to future state.

**Fall 2016**
- Begin close monitoring of staffing levels. How do current levels match up to future needs?
- Begin moving to new structure wherever possible.
- Begin one-on-one discussions with Hillcrest staff on their thoughts about moving. Develop contingency plans to backfill staff who indicate they are not making the move.

**Construction View - Hall Cottage**

The physical plant team is refurbishing many of the cottages at MacLaren, starting with Hall Cottage. Youth helped build these storage shelves for the day room. See more photos online: [https://flic.kr/s/aHskuTNFbk](https://flic.kr/s/aHskuTNFbk)
Medical Clinic Planning and MacLaren Clinic Relocation

- The medical clinic planning group kicked off in mid-April. They are focusing on their staffing and organizational structure and then will be placed on hold until mid-summer.
- As a result of the clinic remodel budget, the MacLaren clinic will be relocated to the high school in June to allow contractors more access to the space. This is now the priority for the clinic. We expect the clinic to be fully operational in the school on June 13.
- Weekly meetings are occurring to develop the logistics and communication plan for the temporary relocation.

Medical Clinic Milestones

<table>
<thead>
<tr>
<th>June 2016</th>
<th>Relocate MacLaren clinic to the high school so construction can begin.</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2017</td>
<td>Clinic remodel expected to be complete.</td>
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</tbody>
</table>

Youth Services and Programming

- Work is in progress to identify the services that need to be provided and the best locations. We are looking at movement on campus, building locations, space availability, etc.
- A Campus Programming Oversight group met in April to develop the high-level plan for the school, Treatment Mall, and vocational, recreational, work, and enrichment activities on campus. Next, smaller focus groups will begin discussing the planning needs for each department. For example: the oversight group may determine that all youth ages X through Y will attend high school in a particular location. The small staff-driven planning group for that location would then work to develop all the operational details to best meet the identified needs.
- We also recently started a group to develop protocols for campus event and activity planning. This will allow us to have well-coordinated staffing and communication plans for all events in the next year and into the future.

Programming Milestones

June 1, 2016
The future population mix of each cottage should be known.
The high-level plan will be developed for where key activities will take place on campus and who is responsible for managing and organizing the operations within the area.

**Youth Services Programming Oversight workgroup to develop additional milestones.**