



Executive Steering Committee Meeting

Date: December 5, 2017 – Insurance Building Room 440 – 1:00 – 2:00 p.m.

Pre-reads:

Sent agenda, Steering Committee Roles and Responsibilities document, links to the Program Blueprint version 1, and the meeting presentation on December 1, 2017.

In Attendance:

x	Kelly Wicker (GOV)		Mike North (WSDOT)		Marcus Glasper (DOR)
	Pat Lashway (OFM)	x	Vann Smiley (DSHS)		Jessica Todorovich (DOH)
x	Stacey Scott (OFM)	x	Tracy Guerin (DRS)		Pat McCarthy (SAO)
x	Rob St. John (OCIO)	x	Randi Warick (LNI)		Theresa Berntsen (OMWBE)
x	Tom Jensen (LEAP)	x	Kaleen Cottingham (RCO)		Joe Stohr (DFW)
x	Chris Liu (DES)	x	Shawn Myers (OST)		Kim Dihn (Higher Ed)

Other Attendees: Brian Tinney, Lisa Illahee, Sue Langen, Kathy Pickens-Rucker, Dave Andrews, Vid Gopalakrishna in person and Heide Cassidy on the phone.

Agenda:

Agenda Item	Discussion Lead	Discussion
Follow-up from November	Stacey	<ul style="list-style-type: none"> In Nov, Tracy suggested we meet with the legislative liaisons and Communication Directors including a combo of large and small agencies. Also set up time with the union leaders and labor relations. Update: We are in the process of meeting with leg staff and members. Working on leg liaisons and communications. Stacey will follow up with Tracy and Pat re: union and labor relations. In Nov, Rob expressed interest in meeting with OCM to strategize the message with WaTech since they play a key role in support. Update: Liz will coordinate a meeting. In Nov, Tracy asked if we planned on using Accenture SMEs for the non-tech initiatives to help align the work to be better prepared for the solution workflow. Update: Rob said we need to charter the work crisply. In Nov, Chris Liu asked that we formulate our message based on outcomes rather than process and create messaging that provides outcomes from the agency

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		<p>perspective. Update: We will focus on achievements in the ESC discussions.</p> <ul style="list-style-type: none"> In Nov, ESC made suggestions that we talk about One Washington deliverables, what we are doing that is different with this effort and share lessons learned. Update: We are incorporating this key messaging in version 3 of the Program Blueprint.
Change Management updates	Lisa	<ul style="list-style-type: none"> Lisa provided an update on recent Change Management activities. (see slides) The distinction between the different advisory groups was asked for and provided.
Decision Package updates	Stacey	<ul style="list-style-type: none"> Stacey provided an update on the Decision Package. (see slides)
Program activity updates	Stacey	<ul style="list-style-type: none"> Stacey provided an update on recent Program activities (see slides).
Topic for January	Stacey	<ul style="list-style-type: none"> ESC members received the assignment to share the talking points and the one-pager and report back at the next meeting.
ESC Exercise	Lisa	<ul style="list-style-type: none"> Lisa collected insightful comments during an activity which asked, "What are you hearing about the One Washington Program." See attached document below. <div style="text-align: center;">  <p>Adobe Acrobat Document</p> </div>