



## 1<sup>st</sup> PARTNERSHIP STEERING COMMITTEE MEETING NOTES

Dec. 8, 2009: 9:30 a.m.-3:45 p.m.; Apache Gold Convention Center, San Carlos, AZ

On Dec. 8, 2009 the San Carlos Apache Tribe Partnership steering committee met for the 1<sup>st</sup> time. The purpose of the meeting was to:

- ESTABLISH THE PARTNERSHIP STEERING COMMITTEE (Roles, Agreements & Schedule)
- REVIEW INPUT FROM PARTNERSHIP KICK OFF MEETING
- FINALIZE THE PARTNERSHIP CHARTER
- IDENTIFY KEY STRATEGIC WORK PLAN ITEMS AND NEXT STEPS

There were 18 participants representing 7 partner groups including San Carlos Apache Tribe (Transportation Committee and Transit); ADOT; FHWA; Pinal County, Gila County and CAAG. The meeting was designed and facilitated by Joy Keller-Weidman, President of Holon Consulting. (see attached roster for complete list of attendees)

### MEETING HIGHLIGHTS

TOPIC	DETAILS
<b>INTRODUCTIONS</b>	<u>SEE CHART BELOW</u>
<b>COMMON THEMES (from steering committee members' responses)</b>	Commitment, communication, compromise, cooperation, understanding, teamwork, dedication, action, enthusiasm, strength, lifting up, integration, creativity, regional, collaboration, resources, enjoyment, safety, community, Tribal, contacts and relationships

Name/Org/Role	Personal Vision	Ingredient for successful partnership
Tom Engel/ADOT -Safford	Personal Awareness of understanding of tribal culture re: transportation	Maintain a sense of humor
Bernie Kniffin /SCAT – TANF & TRANSIT, Director	Have good communication Teamwork Integration of services/ resources Improve mobility for Gila/Graham Counties	Cooperation Honesty Do- not just talk about it “Action”
Michelle Fink /ADOT- CCP	Effective communication to facilitate sharing of resources (personnel & equipment) for the benefit of San Carlos Apache Tribe and the Partnership	Active participation of subgroups to meet deadlines and goals established by the Partnership
Michael Pastor – Gila County	Develop better	Acceptance to new ideas



**1<sup>st</sup> PARTNERSHIP STEERING COMMITTEE MEETING NOTES**

*Dec. 8, 2009: 9:30 a.m.-3:45 p.m.; Apache Gold Convention Center, San Carlos, AZ*

Government Supervisor	understanding of Partnership to the benefit of all groups involved	
Paul J. Buck, SCVAT- Soil Conversation	Continued cooperation for continued & timely document updates and cooperative work towards overall goals.	Individual effort outside of steering committee meetings
Jerry Barnes - ADOT -Globe - District, DE	To have common goals and commitments	ADOT - Globe District Resources
Andre Stevens - SCAT T.A.N.F. Apache Transit, Supervisor	Enjoying each others' goals & fulfilling as much as possible	Share your strengths
Alicia Urquidez - ADOT ROW Acquisitions	I would like to contribute ideas & my knowledge, and to gain experience in all related areas.	Honesty and the ability to communicate and express unique ideas; brainstorming; awareness of resources available; willingness to entertain all ideas & suggestions; and knowing the rules, laws, etc. governing all agencies
Frank Barba - ADOT- ROW	To perform without difficulty	Find all necessary resources
Doug Hansen - Pinal County	Contacts, cooperation, commitment	Open and honest discussions
Misty Dayzie - ADOT- MPD	Meet transportation needs of the Community	Creativity
Felipe Sanchez - ADOT- MPD	To create a product that will be used and continue to grow	Commitment
Stephanie Titla - SCAT, Transportation	To improve tribal roads	Teamwork
Nathan Banks - FHWA	Help tribe with transportation issues	Commitment
Bill Leister - CAAG	Foster regional cooperation	Compromise

TOPIC	DETAILS
<b>PARTNERSHIP GUIDELINES AND</b>	<b>AGREED TO THE FOLLOWING: GUIDELINES</b>



**1<sup>st</sup> PARTNERSHIP STEERING COMMITTEE MEETING NOTES**

*Dec. 8, 2009: 9:30 a.m.-3:45 p.m.; Apache Gold Convention Center, San Carlos, AZ*

<b>STEPS TO REACH CONSENSUS</b>	<ul style="list-style-type: none"> <li>◆ Be Open &amp; Honest</li> <li>◆ Understand the goals of other partners</li> <li>◆ Determine other’s goals</li> <li>◆ Future meetings/timelines</li> <li>◆ Commitments</li> <li>◆ Keep it simple</li> <li>◆ Respect, kindness and simplicity</li> <li>◆ Keep Open Mind</li> <li>◆ Respect others’ beliefs and rights</li> <li>◆ Agree to commit to participate and contribute- to achieve the goals and objectives of the partnership</li> </ul> <p><b><u>STEPS TO REACH CONSENSUS:</u></b></p> <ol style="list-style-type: none"> <li>1. Describe the decision to be made.</li> <li>2. Agree why using the consensus process is the best approach to make this decision.</li> <li>3. Determine guidelines for the decision (criteria that is specific to the decision being made).</li> <li>4. Evaluate the options (<i>begin with brainstorming, so all participants are heard and ideas are considered, without interruption or editing</i>).</li> <li>5. After all options are recorded, review and clarify; and combine/ eliminate the options where possible.</li> <li>6. Seek to identify a decision that all members can support.</li> <li>7. Get each team member’s commitment to the decision.</li> <li>8. Plan action steps to follow-up.</li> </ol>
---------------------------------	---

<b>TOPIC</b>
<b>STEERING COMMITTEE MEMBERS’ ROLES/ RESPONSIBILITIES</b>

<b>DETAILS</b>
<ul style="list-style-type: none"> <li>◆ No questions or comments</li> <li>◆ Nate Banks used a Navajo Nation Partnership example of animals and vendors in the Right of Way as a subcommittee project</li> </ul> <p><b><u>AGREED TO THE FOLLOWING ROLES:</u></b></p> <p><b>PARTNERSHIP LEADERS</b></p> <ul style="list-style-type: none"> <li>◆ Assign and support representative(s) from own partner group in role of steering committee member</li> </ul>



**1<sup>st</sup> PARTNERSHIP STEERING COMMITTEE MEETING NOTES**

*Dec. 8, 2009: 9:30 a.m.-3:45 p.m.; Apache Gold Convention Center, San Carlos, AZ*

- ◆ Provide guidance, information and resources as needed for the success of the Partnership
- ◆ Attend and participate in the annual meeting

**ALL PARTNERSHIP MEMBERS**

- ◆ Review accomplishments annually
- ◆ Provide input to steering committee re: direction, key issues and recommendations for next steps
- ◆ Evaluate partnership’s progress annually
- ◆ Support success of the Partnership

**STEERING COMMITTEE ROLE**

- ◆ Support each other
- ◆ Make recommendations
- ◆ Discovery (issues/opportunities)
- ◆ Build relationships
- ◆ Build Trust
- ◆ Learn about partners’ processes & procedures
- ◆ Provide any requested input to Task Teams

**TASK TEAM ROLE**

- ◆ Identify issues, and discuss & agree upon ways to proceed/resolutions
- ◆ Make recommendations to managers/leaders
- ◆ Update Steering committee
- ◆ Request input from steering committee as needed

TOPIC	DETAILS
<b>WEB SITE REVIEW</b>	Misty Dayzie provided a review of the following: <ul style="list-style-type: none"> <li>◆ Review of the ATSPT web site and San Carlos web pages</li> <li>◆ The Transportation Planning and Programming - Guidebook for Tribal Governments CD was shared and the link is located on the web site under ‘Hot Topics’.</li> <li>◆ Members agreed to send updates and new information to Misty</li> </ul>

**PARTNERSHIP CHARTER: (see attached final version)**

**Partnership Mission**

Add Apache to the statement

- ◆ **DRAFT PARTNERSHIP MISSION (see final attached):**

- PROVIDE ~~BETTER~~ effective AND SAFE ~~public safety~~ TRANSPORTATION RELATED SERVICES and resources ~~which include to the San Carlos Apache Tribe and TO LOCAL~~



**1<sup>st</sup> PARTNERSHIP STEERING COMMITTEE MEETING NOTES**

*Dec. 8, 2009: 9:30 a.m.-3:45 p.m.; Apache Gold Convention Center, San Carlos, AZ*

AND ADJOINING COMMUNITIES, by DEVELOPING & PROVIDING **THE Partnership** STRUCTURE TO ENHANCE **THE UNDERSTANDING, IDENTIFYING** AND ADDRESSING OF TRANSPORTATION OPPORTUNITIES, WHILE MAINTAINING **strengthening** GOOD WORKING RELATIONSHIPS .

**PARTNERSHIP GUIDING PRINCIPLES: Additions in red**

- ◆ Patience & Understanding
- ◆ Timely Feedback & Decisions
- ◆ Being Open & Honest
- ◆ Develop Trust & Respect
- ◆ Conflict Resolution- Issue Resolution
- ◆ Listening
- ◆ Cooperation & Collaboration
- ◆ Participation
- ◆ Partnership
- ◆ Commitment
- ◆ Escalation process
- ◆ Dissemination of accurate information
- ◆ **Note: Felipe Sanchez reminded the committee that we need to develop and include Transit goals – bus, rail, pedestrian, bicycle- in subgoals**

TOPIC	DETAILS
<b>COMPLETE CHARTER</b>	◆ See attached finalized charter

TOPIC	DETAILS
<b>ISSUE RESOLUTION PROCESS</b>	<ul style="list-style-type: none"> <li>◆ Follow following Issue Resolution steps</li> </ul> If an issue is not an emergency <ul style="list-style-type: none"> <li>◆ Assign to task team and report back to next meeting</li> </ul> If an issue <u>IS</u> an emergency <ul style="list-style-type: none"> <li>◆ Follow the Issue Resolution chart below</li> </ul>

**ISSUE RESOLUTION LEVELS CHART:**

Level	San Carlos Apache	ADOT	BIA	FHWA	Gila Cty	Pinal Cty	CAAG	DPS	Time
Operations / Steering Committee Member	Matt Hopkins	Jerry Barnes Bill Harmon	Steve Alday	Nate Banks	Mike Pastor	Doug Hensen	Bill Leister	Dan Long	1 day



**1<sup>st</sup> PARTNERSHIP STEERING COMMITTEE MEETING NOTES**

*Dec. 8, 2009: 9:30 a.m.-3:45 p.m.; Apache Gold Convention Center, San Carlos, AZ*

Supervisor / Tech leader	Barney Bigman	Jerry Barnes Bill Harmon	Brenda Astor	Nate Banks	Mike Pastor	Doug Hensen	Bill Leister	Jack Johnson	2-3 days
Group Mgt/ Senior Leader	Terry Rambler	Floyd Roehrich	Brenda Astor	Nate Banks	Mike Pastor	Greg /Rick Stanley	Bill Leister	?	3 - 5 days
Senior Mgt/ Director	Wendsler Nosie, Sr. Chairman	John Halikowski	Allen Anspech	Bob Hollis	Chairman Shirley Dawson	Board of Supv	Maxine Brown	Roger Vander Pool	As needed

TOPIC	DETAILS
<b>PEP (Partnering Evaluation Program) RATING FORM</b>	<p><b>Goals:</b></p> <ol style="list-style-type: none"> <li>1. Develop Strong Intergovernmental Relationship</li> <li>2. Sharing of Resources</li> <li>3. Develop Safe &amp; Efficient Transportation</li> <li>4. Demonstrate the Guiding Principles</li> </ol>

TOPIC
<b>SAN CARLOS APACHE TRIBE PARTNERSHIP STRATEGIC WORK PLAN (see attached final)</b>

DETAILS
<p><b><u>GOAL #1: Develop Strong Intergovernmental Relationship</u></b></p> <p><b>Subgoals:</b> Identify types of agreements  <b>Strategy:</b> Do an inventory of existing agreements (Determine whether they are currently effective or not)  <b>Measure:</b> Produce a list of agreements by category (Form a Task Team 6/30/10 Completion)</p> <p><b>Subgoals:</b> Keep tribal leaders, partners, decision makers informed thru proper channels about partnership activities  <b>Strategy:</b> By working with the San Carlos Apache Tribe transportation committee Liaison, Barney Bigman  <b>Measure:</b> report back at Quarterly Meetings</p> <p><b>Subgoals:</b> Develop separate and specific SOPs for resource sharing under The Incident Command Systems (ICS) during emergency and disaster incidents (Form a Task Team)  <b>Strategy:</b> ID issues in Jurisdiction command/control during an incident that will affect operations of shared resources between agencies.</p>



**1<sup>st</sup> PARTNERSHIP STEERING COMMITTEE MEETING NOTES**

*Dec. 8, 2009: 9:30 a.m.-3:45 p.m.; Apache Gold Convention Center, San Carlos, AZ*

**Measure:** Incorporate into all agencies emergency Ops Plans

**GOAL #2: Sharing of Resources**

**Subgoal:** IGA for Maintenance.

Implement the process for IGA Maintenance agreement for San Carlos Apache Roads in Gila County prioritized by the SCAT by March 31, 2010.

**Strategy:**

1. Tribe prioritize the projects
2. Identify Key personnel – include Graham County
3. Identify Materials
4. Identify Equipment
5. Define timeline
6. Include Emergency Response Incident Demand

**Champion:** Public Works Department (PWD)  
Transportation Dept.

**GOAL #3: Develop Safe & Efficient Transportation**

**Subgoal#1:** Long Range Planning for Transit

**Strategy:** Obtain PARA Program funding

**Measure:** Long range plan completed and passed by Tribal Council by December 2010 and then to apply for FTA 5311 Grant due January 2011.

**Subgoal #2:** Upgrade existing roads

**Strategy:** Define safety and beautification, capacity and functional features that need to be improved.

**Measure:** to evaluate main roads by January 2011.

TOPIC	DETAILS: LEAD AND MEMBERS		
<b>TASK TEAMS</b>	<b>TASK TEAM</b>	<b>LEAD</b>	<b>MEMBERS</b>
	#1: <b>TERC</b> (Transportation Emergency Response Committee): <b>Support</b>	<b>Paul Buck- SCAT</b>	<b>Paul Buck- SCAT</b> Bernie Kniffin - SCAT Tom Engle - ADOT Jennifer Brown – FHWA Mgr - Graham Cnty (ask) Dan Long – DPS (ask)



**1<sup>st</sup> PARTNERSHIP STEERING COMMITTEE MEETING NOTES**

*Dec. 8, 2009: 9:30 a.m.-3:45 p.m.; Apache Gold Convention Center, San Carlos, AZ*

	<b>#2: Support and establish IGAs</b>	<b>Barney Bigman - SCAT</b>	<b>Barney Bigman - SCAT</b> Bill Leister - CAAG Mike Pastor - Gila Felipe Sanchez - ADOT Misty Dayzie - ADOT
--	---------------------------------------	-----------------------------	--

TOPIC	DETAILS
<b>FUTURE MEETING/ AGENDA ITEMS</b>	<p><u>Date, time &amp; Location:</u>  <b>March 30<sup>th</sup>, 2010 from 9:30-3:30 (location: Apache Gold Convention Center)</b></p> <p><u>Agenda Items:</u></p> <ul style="list-style-type: none"> <li>◆ Opening prayer</li> <li>◆ Task Teams Updates</li> <li>◆ Sign final charter</li> <li>◆ Identify key issues (apply Issue Resolution Process)</li> <li>◆ Review and Complete 1<sup>st</sup> PEP</li> <li>◆ Closing prayer</li> </ul>

TOPIC	DETAILS
<b>CLOSING COMMENTS</b>	<ul style="list-style-type: none"> <li>◆ Enjoyed the day.</li> <li>◆ Open and Close the meeting with a prayer by Andre.</li> <li>◆ Thanks to San Carlos Apache for hosting the meeting, lunch and facility.</li> <li>◆ Confirmation of meeting value</li> <li>◆ Great sense of humor</li> </ul>

**ACTION ITEMS**

Topic	Action	Responsible Person(s)	By When
Tribal Guidebook	Send electronic copy and link to Joy and include with notes	Misty	By Dec. 10
Topic	Action	Responsible Person(s)	By When
Web Page	Review home page paragraph and revise finalize and send to Misty	Felipe	Before March 30, 2010 Steering Committee meeting



## 1<sup>st</sup> PARTNERSHIP STEERING COMMITTEE MEETING NOTES

*Dec. 8, 2009: 9:30 a.m.-3:45 p.m.; Apache Gold Convention Center, San Carlos, AZ*

<b>Topic</b>	<b>Action</b>	<b>Responsible Person(s)</b>	<b>By When</b>
Web Page	Add website review as agenda item to March Steering committee meeting	Joy	March 30 meeting
<b>Topic</b>	<b>Action</b>	<b>Responsible Person(s)</b>	<b>By When</b>
PEP Rating form	Send draft PEP Rating form, to all members with deadline for changes	Joy	Jan. 2010
<b>Topic</b>	<b>Action</b>	<b>Responsible Person(s)</b>	<b>By When</b>
GOTO meetings	Task Teams can set up GOTO meetings through Michelle Fink at Mfink@azdot.gov	Paul Barney	March 30 Meeting
<b>Topic</b>	<b>Action</b>	<b>Responsible Person(s)</b>	<b>By When</b>
TERC	Paul to contact TERC support task team to coordinate and conduct first meeting.	Paul Buck	Feb 1, 2010
	Provide update to steering committee		March 30, 2010
<b>Topic</b>	<b>Action</b>	<b>Responsible Person(s)</b>	<b>By When</b>
Task Team meeting	Contact Barney to set up the first task team meeting for intergovernmental agreements	Matt Hopkins	Dec. 15, 2009
Task Team meeting	Coordinate and conduct first Task Team meeting for intergovernmental agreements.	Barney	Feb. 1, 2010
	Provide Task Team update to steering committee		March 30, 2010
Partnership Steering Committee meeting	Attend 2 <sup>nd</sup> steering committee meeting	All steering committee members	March 30, 2010, from 9:00-3:30 at the Apache Gold Convention Center
Partnership Steering Committee meeting	Contact Apache Gold Convention Center to reserve either the Magnus or Cochise room for the March 30 Steering committee meeting from 9:00 to 3:30	Gloria	Dec. 31, 2009



**1<sup>st</sup> PARTNERSHIP STEERING COMMITTEE MEETING NOTES**

*Dec. 8, 2009: 9:30 a.m.-3:45 p.m.; Apache Gold Convention Center, San Carlos, AZ*

**PARTICIPANT FEEDBACK:**

**How valuable was this Partnership Steering Committee meeting for you? AVERAGE RATING= 3.5 out of 4.0**

This meeting was not valuable 0.5    1.0    1.5(1)	This meeting was somewhat valuable 2.0    2.5	This meeting was valuable 3.0 (2)    3.5 (6)	This meeting was very valuable 4.0 (8)
--	---	--	--

**What about this Partnership Steering Committee meeting was most valuable to you?**

- ◆ Information about partners and issues.
- ◆ Networking with the team
- ◆ Building relationships
- ◆ CAAG has been trying to engage the SCAT for years
- ◆ I enjoyed the break-out sessions. It was interesting.
- ◆ Meeting the different representatives from the various agencies.
- ◆ That was working together - together.
- ◆ Yes- able to listen to all input from various sectors/partners involved in partnership.
- ◆ Meeting with members of the committee
- ◆ The meeting helped me feel like the committee has some value.
- ◆ Good participation- comments.
- ◆ Discussion on goals (3) giving insight as to group’s direction.
- ◆ Getting across the ideas of separating day-to-day resource sharing and emergency operations.
- ◆ Experiencing the tasks
- ◆ Steering committee member is an honor
- ◆ Introductions; names/faces- understanding mission/goals

**What would have improved the effectiveness of this Partnership Planning Committee meeting?**

- ◆ More break-out sessions
- ◆ If Barney Bigman could have participated.
- ◆ Nothing
- ◆ Starting prayer & ending prayer.
- ◆ Having more original participants involved.
- ◆ To have more people in attendance.
- ◆ More tribal participation or representation, but glad there were substituting attendees.
- ◆ We had good representation. So far, so good.
- ◆ Full participation from groups that couldn’t be here.
- ◆ Graham County should have been there.
- ◆ For myself I think Barney would attend these meeting- his input would be more valuable; include prayers



**1<sup>st</sup> PARTNERSHIP STEERING COMMITTEE MEETING NOTES**

*Dec. 8, 2009: 9:30 a.m.-3:45 p.m.; Apache Gold Convention Center, San Carlos, AZ*

**How do you rate the effectiveness of the Facilitators/Presenters? AVERAGE RATING= 3.7**

Was not effective 0.5    1.0    1.5	Was somewhat effective 2.0        2.5	Was effective 3.0(2)    3.5 (5)	Was very effective 4.0 (10)
--	--	------------------------------------	--------------------------------

- ◆ Nice Job.
- ◆ Joy kept everyone focused and on track.
- ◆ Well prepared.
- ◆ Made process comfortable to work with- also understands how to involve group in participation.
- ◆ Very experienced; kept us going.
- ◆ Did a good job.
- ◆ Joy has been doing an excellent or beyond excellent presentation at every meeting

**How do you rate this Partnership Steering Committee’s potential for successfully reaching its goals? AVERAGE RATING= 3.5**

This steering committee has no potential for success 0.5    1.0    1.5	This steering committee has some potential for success 2.0        2.5(1)	This steering committee has good potential for success 3.0 (2)    3.5(8)	This steering committee has very good potential for success 4.0(6)
---	---	---	---

- ◆ Good energy and commitment to the team
- ◆ Good communication/open/honest/spontaneous
- ◆ Potential is good if everyone comes to the meetings.
- ◆ As long as all partners stay committed.
- ◆ Making important contacts & communication
- ◆ Lots of inertia to overcome
- ◆ The committee is doing an excellent job also- excellent participation from all entities

**Other Comments:**

- ◆ The SCAT did well in hosting this meeting. Thanks.
- ◆ Thanks San Carlos for hosting/breakfast/lunch
- ◆ It was interesting and was great.
- ◆ Good first meeting!!
- ◆ I love the group work (small group)
- ◆ Looking forward to progress
- ◆ Keep the partnership going

**Attachments:**

- Steering Committee Roster
- Partnership Charter
- Strategic Work Plan