

3rd Hopi Tribe/ADOT/BIA/FHWA/Coconino County/Navajo County/Navajo Nation/NDOT Partnership:
 Steering Committee Meeting Notes
 June 20, 2008, 8:30 a.m.-2:00 p.m., ADOT Flagstaff District Training Facility

On June 20, 2008, 30 steering committee members, representing the 7 partner groups, came together at the ADOT Flagstaff District Training Facility to:

- Promote understanding, among six partner groups, of each other's processes & issues
- Review Issue Resolution partnership process, including the Routing Forms
- Identify strategies to support the Partnership Goals
- Complete 2nd Partnering Evaluation Program rating form
- Plan the September Partnership meeting

ATTENDEES

NAME/ORG	NAME/ORG	NAME/ORG
Evonne Aldana, ADOT-CCP, Partnering	Audra Merrick, ADOT	Ed Stillings, FHWA
Nathan Banks, FHWA	Mary Navanick, Hopi Tribe, Executive Assistant	Jesse Thompson, Navajo County
Omer Begay sr., Navajo Nation Council	Johnny Naize, Navajo Nation	Kee Yazzie, ADOT
Sampson Begay, Navajo Nation	Randal Pair, ADOT	James Young, ADOT-CCP, Partnering
Willie Begay, Navajo Nation	Bill Pederson, ADOT-CCP	
Tim Dalegowski, Coconino County	Davis Pecusa, Hopi Tribe	
Leslie Dele, Navajo Nation	Myra (Rusty) Rothman	
Archie Duwahoyeoma, Hopi Tribe	Manuel Sanchez, FHWA	
Clay Hamilton, Hopi Tribe, Office Real Estate Services	David Rico, Navajo Nation	
Gerri Harrison, Navajo Nation		
John Harper, ADOT	Leo Sheppard, Navajo County	
Kingston Honahni, Sr., Hopi Tribe	Fred Shupla, Hopi Tribe	
Wendell Honanie, BIA	David Silversmith, NDOT	
Chuck Howe, ADOT	Don Sneed, ADOT	

Facilitator: Joy Keller-Weidman, Holon Consulting

Note: Partnership Steering Committee roster will be updated & distributed next month.

MEETING HIGHLIGHTS:

Topic	Key Points
Introductions	<ul style="list-style-type: none"> ◆ Meeting agenda and Objectives (see above) were reviewed. ◆ Members introduced themselves with the following information: <ul style="list-style-type: none"> ● Name ● Partner Group ● Position
Meeting Foundation	Reviewed the following: <ul style="list-style-type: none"> ◆ Guidelines and identified following key ones:

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	<ul style="list-style-type: none"> ➤ Stay focused on common goals/purpose (2 check marks) ➤ Follow through on commitments (3 check marks) ➤ Communicate early & often ➤ Help build partners' capacity ➤ Communicate with openness = trust (a check mark) ➤ Learn about partners' organizations ➤ Commit to attend meetings ➤ Provide Feedback honestly ➤ Provide history and context <p>◆ Reviewed Consensus Checklist</p>
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Topic	Key Points
STEERING COMMITTEE ROLE	<ul style="list-style-type: none"> ◆ Support ◆ Make recommendations ◆ Discovery (issues/opportunities) ◆ Build relationships ◆ Build Trust ◆ Learn about processes & procedures (partners) ◆ Provide any requested input to Task Teams
TASK TEAM ROLE	<ul style="list-style-type: none"> ◆ Identify issues, and discuss & agree upon ways to proceed/resolutions ◆ Make recommendations to managers ◆ Update Steering committee/request input as needed

Topic	Key Points
ISSUE RESOLUTION	Reviewed Issue Resolution Process: <ul style="list-style-type: none"> ◆ Steps & Levels chart (and edited) (see attached) ◆ Reviewed the Routing forms that accompany issues when moved from one level to another

UPDATES

DESCRIPTION	Key Points
TRAINING TASK TEAM:	Nate will contact Ed and provide an update at the September meeting Working to develop a TTAP facility in Arizona
DESCRIPTION	KEY POINTS
RESOURCES TASK TEAM	Budget restraints holding up meetings Local gravel pits- data is being submitted

Description	DETAILS
EMERGENCY RESPONSE TASK TEAM	Chuck Howe – Lead- presented an update (electronic copy will be emailed to everyone) Goals Add Prevention Member Davis Pecusa will ask Arnold Taylor who should be on task team

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WEB SITE TASK TEAM:	ATSPT web site , address: www.aztribaltransportation.com Bill Pederson leads Bill presented update: web page is up and running Will add NDOT to the Partnership title
PROCESSES TASK TEAM	Action Plan Distributed Send any current IGA's to Rusty-help as develop templates (include resolutions Most for Hopi) Add Clay Hamilton, Hopi, Office of Real Estate Services to membership roster Add Chris Fetzer NACOG
ROUTE 60 TASK TEAM:	Wendell reported, with Fred Shupla's help: they will send written update
VENDORS IN THE ROW	Briefly mentioned: Hopi not currently part of team, but will contact them as needed. Add: Chuck Gillick & Danny Russell
ANIMALS IN THE ROW	David Silversmith presented- will send written update.

Topic	Key Points
STRATEGIC WORK PLAN	<ul style="list-style-type: none"> ◆ Identified strategies for Goals/subgoals (<i>see attached updated Strategic Plan</i>)

Topic	Key Points
Polacca Project presentation	<ul style="list-style-type: none"> ◆ Purpose: provide the process used for a real project to help partners understand the processes and procedures required; and to highlight challenges, opportunities, learning, successes, etc. ◆ Joy will discuss process with Kee Yazzie ◆ Following members will provide input to flow chart/presentation and help lead the presentation (panel members) during the Sept. 24th Partnership meeting: <ul style="list-style-type: none"> ➤ BIA: Wendell Honanie & Herb Begay ➤ HTTT: Phillip Quochoyewa, Sr. ➤ ADOT: Kee Yazzie, Rusty Rothman & Randy Pair ➤ Hopi Village (1st Mesa Consolidated): Ivan Sidney <p>NOTE: Julian (Flagstaff District) will help with flow chart</p>

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Topic	STEERING COMMITTEE DATE & FOCUS	STEERING COMMITTEE FOCUS
NEXT (expanded) STEERING COMMITTEE MEETING DATE & FOCUS	DATE & LOCATION: Sept. 24, 2008, 9 a.m.- 3 p.m. ADOT Flagstaff District Training Facility 1901 Milton Road Flagstaff, AZ	FOCUS FOR MEETING: Strategic Work Plan review and input to direction for 2 nd year Task Teams successes and accomplishments Process for Polacca Project Partners to provide overview of their processes and Org structure in written handouts Complete PEP for entire partnership

NOTE: See Attached Future Meeting dates for listing of all future meetings

ACTION /ITEMS: NEXT STEPS

STEPS (what)	By Whom	When
<ul style="list-style-type: none"> Develop and send a Save the Date to steering committee liaisons who will send to leaders Contact Sept Meeting planning sub team to schedule planning meeting 	Joy	July 10 th
<ul style="list-style-type: none"> Send Save the Date to partner group's leaders 	steering committee liaisons	Mid July
<ul style="list-style-type: none"> Work to plan Sept 08 Partnership meeting 	Joy Evonne John Nate Mary Kee	Mid July
<ul style="list-style-type: none"> Develop flow chart (written & PowerPoint) and narrative for formal Polacca Project presentation; and submit for reproduction – handouts for Sept. partnership meeting 	Kee (lead) Wendell H. Herb Begay Phillip Q. Rusty, Randy, Ivan Sidney	By Sept. 1 st
<ul style="list-style-type: none"> Send past Hopi Steering Committee notes to all new members; and distribute updated Partnership Roster 	Joy	mid July
<ul style="list-style-type: none"> Email Task Team updates to Joy who will distribute to all members 	Task team leads	As they are received
<ul style="list-style-type: none"> Check with Ed re: training Task Team updates 	Nate	By end of June
<ul style="list-style-type: none"> Ask Arnold Taylor to assign someone to the Resources Task Team and notify task team lead 	Davis	By end of June
<ul style="list-style-type: none"> Contact Stan and ask him to email Task Team update to Joy 	Randy	By end of June
<ul style="list-style-type: none"> Develop draft model of process for Task Team & share with Hopi partnership (develop early enough to be sent 	Chuck	By Sept 1 st

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for reproduction as part of Sept Meeting handouts		
<ul style="list-style-type: none"> Add “prevention” goal (i.e. analysis/learnings/recommendations) to Emergency Response Task Team (include as part of update sent to Joy) 	Chuck	By end of June- mid July
<ul style="list-style-type: none"> Add to Hopi partnership web page: past reports; Goals/subgoals- strategies (Strategic Plan)- see notes and attachments from June 20th meeting 	Bill	As completed
<ul style="list-style-type: none"> Send calendar of Task Teams & updates to Bill 	Task Team leaders	As received
<ul style="list-style-type: none"> Send Sept. 07 Large Partnership meeting notes to Bill 	Joy	By end of June
<ul style="list-style-type: none"> Send Partnership members copy of Road Maintenance Agreements between Navajo County & BIA 	Leo	By end of June
<ul style="list-style-type: none"> Bring topic of Turquoise Trail to steering committee (Navajo & Hopi groups are already dealing with this topic) 	Davis	As needed
<ul style="list-style-type: none"> Send electronic copy of Success story template to all steering committee members 	Joy	Attach to June meeting notes
<ul style="list-style-type: none"> Contact Chris Fetzer about joining partnership steering committee (include attending Sept. 24th Partnership meeting); and let Joy know his response 	John	By end of July
<p>Develop and send <u>Save the Date</u> to all members and reminder to liaisons below to send to their leaders within a week from when they receive it:</p> <ul style="list-style-type: none"> Evonne Aldana- ADOT Nate Banks- FHWA Mary Navanick – HOPI TRIBE Wendell Honanie- BIA David Silversmith – NDOT Leo Sheppard- Navajo County Tim Dalegowski- Coconino County Gerri Harrison & Jimmy Store - Navajo Nation 	Joy	By July 10 ^h
<ul style="list-style-type: none"> Contact your partner group leaders with Save the Date Review past participant attendees list and send any changes/additions to Joy 	Liaisons- see column above & to the left for names and groups	By July 15 th
<ul style="list-style-type: none"> Send electronic version of PEP and meeting feedback form to Davis 	Joy	Before Sept meeting
<p>Plan to attend the full Partnership meeting- place on Sept. 24, 2008 at ADOT Flagstaff District Training Facility: 1901 Milton Road:, from 9- 3 p.m. 8:30-9 a.m. Networking & refreshments</p>	Committee Members & leaders	9:00- 3:00 p.m. Sept. 24 th meeting 8:30-9:00 a.m. : networking & refreshments

PARTICIPANTS' FEEDBACK OF MEETING EFFECTIVENESS:

Ratings based on low of 0.5 and high of 4.0

(included below are number of responses for each rating, overall rating and comments)

1. How valuable was this partnership meeting for you? OVERALL RATING= 3.3

This meeting was not valuable			This meeting was somewhat valuable		This meeting was valuable		This meeting was very valuable
0.5	1.0	1.5	2.0	2.5(2)	3.0 (6)	3.5 (9)	4.0 (5)

2. What about this partnership meeting was most valuable to you?

- Discussion
- Feedback during task teams
- Getting specific questions answered
- Task Team Updates (1)
- See who are the partners and programs involved
- Restating what needs addressing
- Tribal process
- The participation of all who attended
- Status update on where the partnership is at this time. I have not been involved for the past 8-10 months.
- Networking
- Continuing to build relationships
- The members of the partnering group are working very well together and communicating
- Good update information- progress is being made
- Information and what the different task teams needed and/or accomplished
- Good discussion & interaction
- Open, honest dialogue
- Getting to know all the partners
- New opportunities for projects
- Exchange of information
- Re-evaluating what the partnership is primarily about
- Helping partners to be committed to this partnership

3. What would have improved the effectiveness of this partnership meeting?

- If would be great if people would stay engaged with the group & not have side conversations
- Everyone prepared (including me)
- It seems to be on track considering that this is the first year of the partnership
- Too much time going over same issue
- Okay
- Satisfactory- need tribal priorities
- If we all understood each other's role & responsibility
- Communication
- More focused based agenda
- More thorough preparation of Navajo staff
- Keep side conversations down; be on time.
- More problem solving
- Nothing, except side conversations.
- Partners need to show up to the meeting on time; too many side conversations
- Committed participation by all to save time from reviewing the course of this partnership

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4. How do you rate the effectiveness of the Facilitator? OVERALL RATING= 3.4

Was not effective			Was somewhat effective		Was effective		Was very effective
0.5	1.0	1.5 (1)	2.0	2.5 (2)	3.0 (2)	3.5 (10)	4.0 (7)

- This is a talkative but productive group. Please try and keep to schedule.
- Kept meeting going
- Joy is an excellent facilitator

5. How do you rate this partnership’s potential for partnering? OVERALL RATING= 3.5

This partnership has no potential for partnering			This partnership has some potential for partnering		This partnership has good potential for partnering		This partnership has very good potential for partnering
0.5	1.0	1.5	2.0	2.5 (1)	3.0 (3)	3.5 (13)	4.0 (5)

- ◆ Much potential. A little rough (young) yet.
- ◆ Everyone seemed to enjoy the meeting together- having fun and networking

6. What other comments do you wish to offer?

- Good discussions, even though some redundancy with previous meetings, good overview.
- Good job- need to know more about Governor’s sales tax
- We still have a long way to go; more commitment is needed in attending
- Place task teams first on the agenda: this will give group a sense of accomplishment @the beginning of the meeting= less frustration
- Excellent meeting
- Everyone offered a lot of good information and good questions were asked
- Good meeting
- We are all getting to where we want to be with better communication

Attachments:

- Hopi/ADOT/BIA/FHWA/Coconino County/Navajo County/Navajo Nation/NDOT Partnership Meeting Dates
- Hopi/ADOT/BIA/FHWA/Coconino County/Navajo County/Navajo Nation/NDOT Partnership Strategic Plan
- Success Story/Accomplishment Template