

MCCOA 2026 Retreat Meeting Guide

The meeting is divided into three segments (roles & relationships, successful outcomes, and determining goals and actions to support these goals. The decision process will involve first looking at the situation, then the possibilities, then selecting and determining an action plan for each item. Listed below are additional details.

1. Roles and Relationships:

- How can we improve our relationships with each other, with staff, with the community, appointing groups, and County Supervisors?
- How do we make Commission meetings more involving, engaging, and effective, with clearer outcomes and follow-through?
- How can we clarify staff and commission roles and responsibilities, so we work better together as commissioners, staff, and County Supervisors?

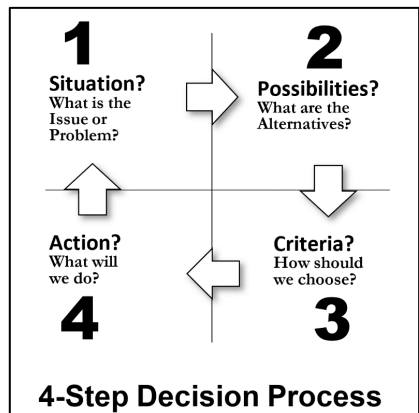
2. Successful Outcomes:

- What does “success” look like?
- How might we measure our success or results?
- How do we balance advocacy, recommendations, education, and actions? How do we gain support from within the Commission, community, and government agencies to support success?
- How can we make our advocacy and advisory roles more effective, so they lead to successful action? What is our strategy to recommend and support success?

3. Topics and Goals:

- What do we see as the key age-related issues or topics?
- What age-related issues or topics should we focus on during the coming year?
- What is our action plan for 2027?
- What are our goals and how will we assess progress? (Problems are often related. Working on one usually includes working on others, e.g. falls and isolation.)

RETREAT DECISION PROCESS



Morning Work Session

Afternoon Work Session

MORNING WORK SESSION

- Read the TOPICS/ISSUES ON Page 3. There are three topics.
- Each person. Write down, then tell your small group how you personally experience or see each of the Situation or Problem for each of the Three Topics, one at a time. (If you have an Action idea, i.e. Step 2, describe the issue that led you to that suggested action.)
- Do not comment on or discuss items. Discussion comes later.
- The group recorder writes what you say.
- Do this for each of the three TOPICS, one at a time. Three lists.
- Do the same for Step 2, Possibilities. Three lists.
- You should now have six lists.

AFTERNOON WORK SESSION

- Stand in front of the six morning's combined lists taped on the wall.
- Identify and group similar items on each list. Name each group.
- Return to small table groups.
- As a full group, list ideas on how we should choose from the Actions list, e.g. cost, legality, time, difficulty, etc.
- Discuss Topic 2. Successful Outcomes: What does "success" look like? How might we measure our success or results?
- Stand and return to the grouped Actions list. Each Commissioner: put your initials on Action items you are personally interested in working on.
- This is the MCCOA Plan for the year.
- Vote and approve goals, objectives, and action plan.

REVIEW - Discuss the day.

- What worked well?
- What should we change or do differently next time?
- Any final thoughts or ideas on next steps for the Action Plan?
- Vote and approve goals, objectives, and action plan.
- Conclude and Thank You's all around.

RECORDER ROLE

- The recorder writes what people say and keeps the group on track.
- Follow the Morning Work Session outline. Start with Topic 1. Roles and Relationships. Ask each person to write down on their pad the Situation with Roles and Relationships. When they finish, go around the group writing one item from each person until there are no more. If an item is like one already said, mark that.
- Use a separate list for each TOPIC. You will have three lists.
- You add your item(s) only if no one else mentioned it. Recorder goes last.
- Limit or stop any discussion. This step is listing, NOT discussing. Discussion will come later after we all understand the full Situation and Possibilities lists.
- After listing Step 1. For each Topic, do Step 2. Possible Actions for each TOPIC. Again, you make three lists.
- Read your notes for the six lists to the full meeting.