**Approach to Voting on Recommendations -To Provide Agreed Upon Recommendations by COB, January 15, 2016**

***Step 1: Workgroup(s) Respond to Survey Regarding the Package of Recommendations***

Utilizing a survey format, each workgroup member will rate their workgroup’s preliminary recommendations under consideration. Workgroup members will respond using a Likert scale. For each recommendation, responses will be scored as follows:

* “Strongly agree” 3 points
* “Agree” 2 points
* “Disagree” 1 point
* “Strongly disagree” 0 points

Any recommendation garnering at least **51%** of the maximum possible points (based on the number of members participating in the survey) will be included in the package of recommendations from the workgroup.

Examples (if all workgroup members participate in the survey):

* In the Seamless workgroup, this will require 17 points to be included in the package (assuming all 11 Workgroup members participate). If 6 Workgroup members strongly agree with or 9 members agree with a recommendation, it will be included in the package. Additionally, if 4 people strongly agree and 5 people disagree (but do not strongly disagree) with a recommendation, it will be included in the package.
* In the Barriers workgroup, a recommendation will need to receive 13 points.
* In the Health Care Delivery Design & Sustainability workgroup, a recommendation will need to receive 13 points to be included in the package.

Under this approach, a proposal that a small fraction of the group feels strongly about but the majority only disagrees with, could make it into the final recommendations forwarded to the Task Force. While more complicated than a simple “agree/disagree” vote, this approach allows the Workgroup to take into account the strength of people’s preferences.

This approach should also eliminate any items that lack support and strengthen the likelihood that workgroup members will support the majority of recommendations in steps 3 and 4.

Responses to the survey will be publically available and provided to the full task force.

***Step 2: Manatt Drafts Package Summaries with Input from Workgroup Leads***

The Manatt team will summarize each Workgroup(s) package of recommendations, providing opportunity for review and comment by Workgroup leads, noting the most salient pros and cons and identifying where there was disagreement among the Workgroup members. The goal will be that the considerations and caveats will make some who are on the fence feel more comfortable with what is being forwarded to the Task Force.

***Step 3: Workgroup(s) Review, Discuss, Vote Up or Down, and Amend their Packages***

In early January, the Workgroups will review, discuss, and vote on their package of recommendations. It will take a simple majority (51%) of the voting Workgroup members, or better, to approve the package of recommendations to forward to the Task Force for their consideration. Workgroup members will be asked to consider the package of recommendations in its entirety and vote to approve if they agree with most (but not necessarily all) of the recommendations.

If the simple majority vote is not passed, members will have the opportunity to offer amendments to build consensus and common ground around the package. However, for the package to be amended, a supermajority (3/5) of the voting members will need to vote in favor of the amendment. During the amendment process, workgroup leads will set a pre-determined timeframe and facilitate the discussion. Staff will keep time during this part of the process. Workgroup members must amend the recommendation with modifications to the currently presented recommendations, or with previously deliberated/discussed ideas. No new items or new recommendations will be allowed at this time.

It is expected that each workgroup will approve their package of recommendations prior to January 15, 2016.

***Step 4: Task Force Reviews, Discusses, Votes Up or Down and Amends the Full Package of Recommendations***

The full package of recommendations, which will include all approved packages from each workgroup, will be provided to all voting members prior to or during the January 15, 2015 task force meeting. Task Force members will review, discuss, and vote on the full package of recommendations. It will take a supermajority (3/5) of the voting members, or better, to approve the full package of recommendations for inclusion in the Final Report. Similar to the Workgroup level, Task Force members will be asked to consider the full package of recommendations in its entirety and vote to approve if they agree with most (but not necessarily all) of the recommendations.

If the 3/5 supermajority vote is not passed, members will have the opportunity to offer amendments to build consensus and common ground around the full package. However, for the package to be amended, a supermajority (3/5) of the voting members will need to vote in favor of the amendment to change the package at the Task Force level. During the amendment process, Co-Chairs will set a pre-determined timeframe and facilitate the discussion. Staff will keep time during this part of the process. No new items or new recommendations will be allowed at this time.

Voting on the full package of recommendations will take place at the January 15, 2016 full task force meeting. It is expected that the full task force will approve a set of recommendations by the close of the January 15, 2016 Health Care Financing Task Force meeting.

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