

AGENDA

HOURLY TASK GUIDELINES WORKGROUP

AUGUST 23, 2005

10:00 A.M. – 1:00 P.M.

HEALTH AND HUMAN SERVICES DATA CENTER
9323 TECH CENTER DRIVE, CONFERENCE RM. 2
SACRAMENTO, CALIFORNIA

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|----|--|---------------|
| 1. | Introductions/Recap/Meeting Goals | 10:00 – 10:45 |
| | ○ Input on Task Detail and Methodology | |
| 2. | Overview | 10:45 – 11:15 |
| | ○ Update on Activities | |
| | ○ Overview of Questionnaire | |
| | ○ Instruction for Breakout Groups | |
| 3. | Break | 11:15 – 11:45 |
| 5. | Breakout Groups | 11:45 – 12:15 |
| 6. | Group Reports | 12:15 – 12:45 |
| 7. | Next Steps/Meeting Closure | 12:45 – 1:00 |

A toll free call-in line is available for those unable to attend this meeting. The toll free number 1-888-677-1820; The pass code is 50944. Leader: Brian Koepp.

Note: If you need a reasonable accommodation due to a disability to attend this meeting, or if you need the meeting materials provided to you in an alternate format including Braille, large print, computer disk or tape cassette, contact Andrea Allgood by August 19, 2005, at (916) 229-3494.

Conference Call Etiquette Do's and Don'ts

Do:

- **If possible, call in 5-10 minutes early.**
- **Provide your name and the organization you represent to the phone monitor. CDSS staff will take roll call at the start of the meeting and make your introduction.**
- **Turn off cell phones, and any other type of electronics.** This can be very disruptive during a meeting and can cause interference such as static.
- **Use the “Mute” button.** This will prevent any background noise. When someone needs to speak simply release the “Mute” button.
- **Stick to the topic out lined on your Agenda.** Try to stay focused and be respectful of other's time.

Don't:

- **Never put your phone on “Hold” to do something else.** If your hold feature plays background music it will play into the conference call and make it impossible for the other participants to continue the meeting in your absence!
- **Shuffle paper, scrape chairs, pencil tap, or make any other distracting noisy activities during the conference call.**