

## **RTOC Tribal Representative and RIPSC Retreat**

**Monday January 25, 2016 9-5:30 pm**

Graton Casino (288 Golf Course Dr W, Rohnert Park, CA 94928)

### **Overall Outcomes**

- 1) Build a stronger relationship between RTOC Tribal representatives and RIPSC;
- 2) Define, clarify and get general agreement on the RTOC representatives "job" i.e., roles and responsibilities;
- 3) Further clarify and get agreement on various RTOC processes (e.g., decisionmaking, etc.); and
- 4) Identify possible areas of focus and process for agenda development for FY6-17 RTOC meetings

**Facilitator: Lori Lewis**

**8:30 – 9:00 Meet in the room, get coffee and get settled.**

### **Final Agenda**

*Note: Times approximate and breaks will be taken when appropriate and needed in the morning and afternoon*

#### **Opening (15-20 min)**

- Welcome/Introductions

#### **RTOC Tribal Representative Roles and Responsibilities – Tribal Caucus Only**

*Outcomes: Define, clarify and get general agreement on the RTOC "job" i.e., roles and responsibilities and understanding of process if a representative is unable to fulfill their roles and responsibilities.*

- Review of official roles and responsibilities and presentations Clarifying questions
- Large and Small group conversations(by geographical area) to identify additions/deletions and possible challenges
- General agreement on a draft list of roles, responsibilities and code of conduct
- **Tribal Coordination prior to RTOC Meetings**

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#### **Afternoon Opening/Welcome (approximately 11 am - 15-25 min)**

- Welcome (Laura/Alan)
- Introductions
- Afternoon agenda and logistics review (Lori)

#### **Overview of Current Reality for US EPA (15-20 min)**

- Share current available information re. FY16 funding and issues. (EPA)

#### **Quick recap of Morning Discussions (as appropriate for RIPSC benefit) (Alan) (15 - 30 min)**

- Roles and Responsibilities
- Communication and Tribal Leaders meeting invites
- Use of Website, Webinars, Virtual Meetings
- Decision making

#### **RTOC Coordinator's Role (as time permits)**

- What Mariela does
- RTOC Website Demo
- Information Sharing

***Lunch (approximately @ 12:30 pm for 60 min)***

**History of RTOC Activity – (30-45 min)**

Review our history and identify key points and learnings (Lori/All)

**RTOC Decision making process (30-45 min) – RIPSC & Tribal Caucus**

Outcomes: Identify and clarify the RTOC decision making process and agree on process when tribes/ people are not in attendance

- Review the current process (Alan)
- Identify what types of topics need decisions by the RTOC Tribal Representatives (Alan/All)
- Identify the process and expectations for when tribes and/or reps are not present
- Clarify and revise process as necessary; Check for general agreement (All)
- Make sure to have a system in place before next meeting

**RTOC Charter and SOPs (15- 30 min) – if needed**

***Outcomes: Check in on any proposed charter changes and possible SOP's that need to be developed.***

**RTOC Workgroups/National Workgroups**

- Review Matrix – decide which groups are currently active
- What work they do
- How do we share info
- How to track action items

**2016 RTOC Agenda Focus and Development (20- 30 min)**

- Review list of 1) possible topics/areas/issues that the RTOC can raise and focus on at FY16 and FY17 meetings and 2) possible outside invitees
- Discuss Outcomes expected from each agenda item

**Tribal Leaders Meeting**

- How often do we hold these?
- Does the current format work?
- How do we track Action Items

**Next Steps and Closing (20 - 30 min)**

***Outcomes: Identify key points to share with caucus and full RTOC and Identify any additional ways to work together effectively (i.e. RTOC Tribal and EPA representatives)***

- Review bike racks
- Identify next steps
- RTOC report out
- Quick Evaluation and Closing comments

***Optional: Additional discussions may continue at an alternate location.***