

- 4. Meetings and Communication:** Where will meetings be held? What is the best mode of communication for this group (email, monthly conference calls on a set date)? If Subcommittees have been established how often will they meet? Who will be responsible for meeting minutes?

- 5. Staff:** Do certain aspects of the initiative require staff assistance (e.g., data analysis, meeting coordination, etc.), or can these needs be addressed by the team and through ABA technical assistance?

- 6. Public/System Relations:** If necessary, what steps should be taken to inform the criminal justice system and/or community of your efforts? What should the message be? What are the advantages? Risks?

- 7. Budget:** Based on your planning to this point, is there a need for any revisions to your proposed budget?