



One Voice 2019 Kick-Off Meeting

Thursday, December 13, 2018
3:00 pm

Merced County Association of Governments
369 W 18th Street, Merced CA

1. Welcome and Introductions
2. Program Overview
 - A. 2018 Debrief & program changes*
 - B. Program Development/Meeting Schedule/Deadlines*
 - C. Trip Logistics: April 30 – May 2, 2019 / Hotel: Holiday Capitol Inn
 - D. Delegate Agreement and participation fee*
3. Roundtable: Report on status of project prioritization and delegate selection
4. Comments/Questions from committee or public
5. Adjourn: Next Meeting – **January 10, 2019** at 3:00 pm, MCAG

Due next meeting for each jurisdiction:

- Final delegate selection and associated signed agreements
- Participation fee for each delegate
- Final list of priority projects

*attachment

ITEM #

MEMORANDUM	
DATE:	July 27, 2018
TO:	Technical Review Board
FROM:	Eva Garibay, Public Programs Specialist II
RE:	2019 One Voice Program Development

BACKGROUND

One Voice is a legislative advocacy program for the Merced County region that promotes issues of regional significance to federal legislators and agencies through an annual advocacy trip to Washington, DC. The purpose of the program is to advocate for increased funding and/or new or amended legislation.

Merced County Association of Governments contracts with Townsend Public Affairs to support the planning process, coordinate the trip itinerary and assist with post-meeting action items.

The 2019 One Voice trip to Washington, DC is scheduled for April 30 – May 3, 2019.

2019 PROGRAM DEVELOPMENT
Program Goals:

- Limit delegation size to 20 (3 MCAG staff, 3 Townsend staff, 14 delegates – 2 per jurisdiction)
- Make clearer connections to current legislation related to our major issue areas
- Develop project/issues list earlier for time to discuss with Costa's office and others in advance of the trip (refine messages, etc.)
- Encourage Congressman Costa's office to send a delegate on the trip
- Require a \$50 participation fee - revenue collected would be used to pay for a specific cost of the trip such as a group meal, etc. The fee would not be refundable.
- Require participation in planning process and all trip activities
- Hold at least one practice session for speakers prior to the trip

Logistics

The 2019 One Voice trip is scheduled for April 30 – May 2, 2019, with April 30 and May 2 serving as travel days. A contract will be secured with a hotel for a reduced group rate. Individuals who are interested in participating in the 2019 trip to Washington, D.C. will be asked to confirm their participation by January 10, 2019.

Program Development Process and Schedule:

August 17, 2018	Call for Projects - Send out Staff report, Call for projects and meeting calendar to councils/staff
December 13, 2018	Planning Meeting – 3:00 pm at MCAG office
January 10, 2019	Planning Meeting – 3:00 pm at MCAG office
February 14, 2019	Planning Meeting – 3:00 pm at MCAG office
March 14, 2019	Planning Meeting – 3:00 pm at MCAG office – <i>if needed</i>
March 21, 2019	MCAG Governing Board action to adopt the legislative platform
April 11, 2019	Planning Meeting – 3:00 pm at MCAG office
April 25, 2019	Final Planning Meeting – 3:00 pm at MCAG office
2019 One Voice Trip	April 30 - May 2 – Washington, DC
May 16, 2019	Debrief Meeting – 1:30 pm at MCAG office

NEXT STEPS

Staff will kick-off the 2019 One Voice program planning effort by sharing the program development and a call for projects to member agencies. The first planning committee meeting is scheduled for December 13, 2018 at MCAG. Delegates will be expected to bring their draft issues/projects to this meeting to begin the platform development process.

Staff will provide regular updates to the CAC, TRB and Governing Board throughout this planning process. If you have any questions about the One Voice program or are interested in participating in the 2019 program, please contact Mary-Michal Rawling at mary-michal.rawling@mcagov.org or 209-723-3153 x 119.

FISCAL IMPACT

The FY 18-19 OWP includes element 550 – One Voice Legislative Program. This element budget includes a total program budget of \$79,200 for the federal One Voice program and the federal and state Valley Voice program. This budget includes costs associated with professional services, travel and staff time.

If you have any questions regarding this staff report, please contact Mary-Michal Rawling at mary-michal.rawling@mcagov.org or 209-723-3153 x 119.

REQUESTED ACTION

For information only.



PROGRAM DEVELOPMENT SCHEDULE 2019

Kick off – Call for projects (No Meeting)	August 17, 2018
<ul style="list-style-type: none"> • <i>Send out Staff report, Call for projects and meeting calendar to councils/staff</i> 	
Planning Meeting – 3:00 pm @ MCAG	December 13, 2018
<ol style="list-style-type: none"> 1. <i>Discuss program changes & meeting schedule</i> 2. <i>Delegate agreement due</i> 3. <i>Review issues/projects</i> 4. <i>Participation fee \$50 (due 1/10/19)</i> 	
Planning Meeting – 3:00 pm @ MCAG	January 10, 2019
<ol style="list-style-type: none"> 1. <i>Finalize issues and projects</i> 2. <i>Identify leads for each issue and speakers</i> 3. <i>Distribute block room rate code</i> 4. <i>Finalize delegation list and participation fee due</i> 	
Planning Meeting – 3:00 pm @ MCAG	February 14, 2019
<ol style="list-style-type: none"> 1. <i>Review platform & Identify key messages</i> 2. <i>Fact/Summary Sheets due</i> 	
Planning Meeting – 3:00 pm @ MCAG (Tentative – if needed)	March 14, 2019
<i>MCAG Governing Board – Adopt platform</i>	<i>March 21, 2019</i>
<i>Deadline to secure block hotel rate</i>	<i>March 22, 2019</i>
Planning Meeting– 3:00 pm @ MCAG	April 11, 2019
<ul style="list-style-type: none"> • <i>Discuss itinerary; legislative update from Townsend (Are there any bills or legislative efforts we want to support/oppose?)</i> • <i>Review rough draft of brochure and fact sheets</i> • <i>Deadline to confirm delegates</i> 	
Final Planning Meeting – 3:00 pm @ MCAG	April 25, 2019
<ul style="list-style-type: none"> • <i>Review final itinerary</i> • <i>Practice talking points; transitions between speakers</i> • <i>Review logistics, final questions</i> 	
2019 One Voice Trip	April 30 – May 2
Debrief Meeting– 1:30 pm @ MCAG	May 16, 2019



Delegate Agreement

One Voice 2019

April 30 – May 2, 2019

The purpose of the Merced County Association of Governments One Voice program is to develop a shared platform of projects and issues of regional significance that serves as the foundation for a federal advocacy effort.

The goals of the program are to:

- Communicate the region's legislative priorities clearly and succinctly;
- Communicate the need for additional federal funding for local projects;
- Advocate for legislation or policy changes that will benefit the region.

In order to accomplish these goals, a delegation of community leaders from throughout the region come together as a unified voice to communicate key messages to legislators, federal agencies and staff in Washington, DC. The platform and unified message are developed through a coordinated and collaborative process that involves delegates, staff from local jurisdictions, partner agencies and community organizations.

To participate in this federal advocacy effort, delegates are required to:

- commit to the goals of the program,
- regularly attend planning and debrief meetings,
- participate in all scheduled appointments during the two-day itinerary, including group dinner events (no-shows will be invoiced for the cost of their meal),
- only communicate shared messages developed through the collaborative planning process,
- respect the roles of the designated speakers and refrain from presenting information other than the agreed upon platform, projects and messages during the two days dedicated to the trip,
- avoid using your cell phone at meetings (if you must take a call please step out),
- refrain from using the "One Voice" name to promote issues that are not part of the shared platform,
- dress appropriately for meetings; business casual.

To confirm your participation as a 2019 One Voice trip delegate, please sign and return this agreement by **January 10, 2019**. By signing this document, you agree to comply with the intent and procedures of the One Voice trip and will participate according to the statement above.

Delegate Signature

Date

Print Name