Proposal:

1. Cabinet policy committee drafts a letter for Chair Walters to send to the chairs and staff of the relevant legislative committees. The letter:

* Explains the retreat and the selection of three priorities.
* Indicates that the Cabinet will conduct a series of meetings to address the priorities and prepare for the 2018 legislative session.

1. Cabinet policy committee invites all the designated agency representatives to an in-person meeting in Tallahassee in early October and a follow-up meeting later in the month.

* The policy committee requests that each agency designee complete the template document (prior to the first meeting), indicating all current work related to the three Cabinet priorities.

1. Cabinet policy committee hosts the early October meeting, with the following meeting goals:

* The participants will develop a comprehensive inventory of all communications/campaigns, operations/programming, and legislative bills/budget requests currently addressing the three Cabinet priorities.
* The participants will identify other agencies for outreach and involvement.

1. Cabinet policy committee conducts an analysis of the inventory and identifies:

* Possible gaps.
* Opportunities for collective impact.

1. Cabinet policy committee hosts the second meeting for the agency designees, with the following meeting goals:

* Review and discuss the analysis of the gaps and opportunities with the group.
* Prepare recommendations to make for the November Cabinet meeting.