

### SAPTA Advisory Board Member Expectations of State Staff

1. Utilize the meeting as a safe and respectful place to address concerns to develop solutions with the best outcome for all.
2. Provide good public relations on our behalf about our organizations and programs to other state offices and agencies.
3. Provide as much advanced notice as possible when making requests for information from us.
4. Include us when making decisions that will impact our agencies such as purchasing a new reporting system (ex: WITS).
5. Advise us of potential policy changes with as much notice as possible.
6. Provide clear and timely notices of policy changes, funding opportunities, and other announcements that will impact our agencies.
7. Provide immediate notification of grant opportunities and agencies funded.
8. Provide transparency in regard to policy decisions and funding announcements.
9. Partner with us when looking at new grant opportunities.
10. Follow projects through to completion. Do what you say you will do.