1) **Initial Quadrant Placement**
   a. All services that have been submitted and scored were put into one of the four quadrants of the Mandate-No Mandate and More Importance-Lesser Importance rating box. This was done after calculating the z-score for all services.
   b. The group began to discuss whether the scoring results made sense for some of the services, when it was discovered that there were errors in the z-score calculation. The z-score will be recalculated and the group will address the results at the next meeting.

2) **Determination of “Mandate”**
   a. After an initial review of the services that had been identified as “mandated” the group began a discussion about the criteria for “mandate”.
   b. The task group developed a definition for mandate:
      i. “The service is required by law (which includes labor contracts, executive orders, requirements of accrediting bodies, etc.) irrespective of the relative importance of the service. A mandate does not relate to laws that may govern a service implementation. Further, it does not relate to how, or by whom, the service is provided”
   c. It was concluded that the question on mandate included in the report template was not clearly phrased to let the writers understand the distinction articulated in the definition.
   d. Reading the reports, and verifying mandate citations, the entire group made modifications to the team scores on “mandate” for several services. This work will be continued at the next meeting.