

Assignment 2: Getting the staff team Ready for the Task Force Meeting

Ellen was pleased with her meeting with other members of McCallister's internal staff. Working as a group, Ellen and other staff members completed their analysis of the individual stakeholder positions by sharing their perspectives on stakeholders. They also created a list of questions that they intend to pose to members of the task force. As they were completing that stakeholder analysis, the team decided that they also needed to find data to support several aspects of the evolution of the pandemic moving beyond simple counts of the number of infections, hospitalizations, and deaths. They planned to include information on employment, economics, impact on schools and other community organizations, etc. Their plan is to gather as much information as possible so that they could ask members of the task force for additional sources of data. The team is also interested in learning more about the pandemic and the virus itself, and luckily, they found themselves a [PowerPoint slide-deck](#) from DCD with key concepts, so they are planning to study it and understand the problem.

Ellen's Second Assignment

Ellen understands that her second assignment involves working with the other members of McAllister's staff. They are getting ready for the meeting of the external Task Force on March 22 and they have been given the assignment of posing probing questions to members of the task force. In addition, Ellen and her team are looking forward to the final report that they will be assigned to write as staff. They are interested in presenting a comprehensive summary of the evidence that they have found thus far. They hope that the questions being posed will help them with their final efforts to craft sound policies for McCallister's office and that the summary of evidence will be an important product for their final position paper. Hence, they plan to produce a second memo that first describes the evidence that they have been able to gather concerning the main impacts of the pandemic in Albon County and then moves on to pose a set of questions to focus discussion with the Task Force. They think the memo would start

To: Sean McAllister, Albon County Executive
From: Ellen Worthley, Assistant Manager
Subject: Evidence of the COVID-19 Epidemic in Albon County:
Cases counts, economic development, and community impact

McCallister has made it clear that he is most interested in their recommendations for key questions to focus discussion with the external Task Force. ¹

¹ Eugene Bardach and Eric M. Patashnik, *Practical Guide for Policy Analysis: The Eightfold Path to More Effective Problem Solving*, 1st edition (Los Angeles: CQ Press, 2015), 98–111.