

Draft Fiscal Year 2023/2024 CAC Work Plan



Objective 1: Participate in volunteer intake & skills training and then take part in programs and activities such as outreach, stewardship, public programs
Staff Lead: Gavin Comstock
Goal
Acquire and communicate knowledge of the agency's history, initiatives and opportunities in interactions with the public and bring public input to the committee, Staff and Board.
Possible Tasks
Complete general volunteer intake that includes agency mission, vision, history and goals, volunteer roles and opportunities.
Attend an Interpretive Host Training led by staff members Michelle Garcia and Kat Hill.
Participate in at least three volunteer activities such as outreach booths, outdoor public education programs, Preserve Steward requests and public speaking opportunities.
Share public input with CAC members and Staff, and compile and deliver a report to the Board.
Objective 2: Support CAC recruitment to maintain full membership
Staff Lead: Caroline Hernandez
Goal
Implement a recruiting strategy informed by CAC member experiences to fill vacant positions and help the agency work towards a CAC membership that is representative of our community's diversity.
Possible Tasks
District Representatives meet with their District Director to identify Communities of Interest within their District and suggest strategies for reaching those populations.
Create a subcommittee to build or refresh a creative recruitment strategy that incorporates CAC member training, experience and insights to share opportunities to join the CAC.
Participate in implementation of the selected strategy.
Objective 3: Provide input on and support community engagement efforts for active Planning Department projects, including the Coyote Valley Conservation Areas Master Plan (CVCAMP)
Staff Lead: Lucas Shellhammer and Nick Perry
Goal
Support staff-facilitated initiatives to build awareness and strengthen relationships with community groups, neighborhood associations and the general public.
Expand the impact and audiences for specific public outreach activities for Planning projects.
Provide input to staff at appropriate stages regarding the planning and design of capital projects.
Possible Tasks
Assist the agency with promoting and hosting Coyote Valley Conservation Area Master Plan (CVCAMP) community engagement events and support the events with attendance.
Help staff build relationships with new and existing partners through networking, initiating introductions with relevant point persons, and sharing ideas and relevant information.

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With staff support, deliver public outreach presentations for awareness building, incorporating timely talking points based on Authority operations generally and CVCAMP specifically, and deliver feedback to the CAC, Board Attend staff presentations on projects and provide feedback and input. Follow up with staff, community groups and others as needed.
Objective 4: Provide input on policy, projects and initiatives as requested by the Board
Staff Leads: Elizabeth Loretto and Caroline Hernandez
Goal
In partnership with Staff, contribute perspective and expertise to significant agency endeavors.
Possible Tasks
Attend agency presentations regarding progress on justice, equity, diversity, inclusion and access work, and deliver feedback to Staff and the Board.
Share with the public through social media and other venues the agency's progress towards justice, equity, diversity, inclusion and access goals.
Support the Board of Directors with public engagement.
Other duties as assigned.
Objective 5: Assist with any updates to the Urban Grant Program guidelines
Staff Lead: Megan Dreger
Goal
In partnership with Staff, develop recommended updates to the UGP guidelines.
Possible Tasks
Provide feedback to staff on the grant program.
Review draft guidelines before they are presented to the Board.
Objective 6: Participate in the biennial Urban Grant Program award cycle
Staff Lead: Megan Dreger
Goal
Provide community expertise to the biennial Urban Grant Program award cycle.
Possible Tasks
Participate in outreach for the grant program.
Review grant applications in preparation for grant awards.
Make recommendations to the Board for grant awards.
Objective 7: Complete external trainings identified by CAC leadership and supported by Staff
Staff Lead: Lea Rauscher and Marc Landgraf
Goal

Exhibit J
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Grow professional development of CAC members.
Possible Training Topics
Governance
Conservation
Diversity, equity and inclusion
Objective 8: Evaluate and recommend improvements in CAC governance
Staff Lead: Lea Rauscher and Marc Landgraf
Goal
Strengthen and clarify governance to improve CAC operations.
Possible Tasks
CAC Chair and Vice-Chair hold conversation with Staff to identify potential considerations for improvements to CAC Governance.
Assess governance needs and capture ideas for improvements.
Work with Staff Liaisons to implement improvements by recommending governance updates to the Board.