

Approved CAC Work Plan FY 2019/2020

Goal #1: Facilitate and Grow Outreach and Engagement			
Key Action Steps	Timeline	Expected Outcomes	Staff Lead: Gavin and Derek
With staff support, engage members of the community, sharing the work of the Authority and relaying community input to the CAC, Board and Staff.	Active and ongoing	Episodic feedback from CAC on community input and needs.	
Increase the Authority's engagement of and deepen the relationship with the corporate and business sector by sharing personal contacts at key potential partner corporations and businesses. Introduce Authority Staff to contacts at a minimum of six businesses and facilitate opportunities for Staff to deliver presentations to educate partners and potential partners. Co-present or participate in presentations if possible.	February 2020 - April 2020	Of 6 business targets, convert minimum of 1 to ongoing stewardship partners.	
Increase the Authority's engagement of and deepen the relationship with the high school education sector by sharing personal contacts at a minimum of six key potential partner schools. Introduce Authority Staff to contacts and facilitate opportunities for Staff to deliver presentations to educate partners and potential partners. Co-present or participate in presentations if possible.	February 2020 - April 2020	Of 6 High School partners, convert minimum of 2 to ongoing stewardship partners.	
Increase cross-sector partnerships (ex: Neighborhood associations, Health sector) by introducing Authority Staff to contacts and facilitate opportunities for Staff to deliver presentations to educate partners and potential partners. Co-present or participate in presentations if possible.	January 2020 - June 2020	CAC delivers to staff a list of appropriate contacts within desired sectors and facilitates opportunities to present and cultivate.	

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Strengthen support and effectiveness of Community Outreach booths and strategic follow up events through CAC attendance and participation within their district. CAC member network contacts are recruited to join when possible.	September 2019 - June 2020	Community outreach booths and strategic follow up events each have a minimum of one CAC member and network contact in attendance.	
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Goal #2: Support CAC Recruitment			
Key Action Steps	Timeline	Expected Outcomes	Staff Lead: Kellie and Lea
Assist with annual recruiting to fill open positions and ensure the CAC membership represents our community's diversity by assisting with building a recruitment strategy, posting flyers, using social media and utilizing personal networks to share these opportunities with diverse groups.	February 2020 - May 2020	The CAC will retain full membership year-round.	
Assist with special recruiting to fill positions vacated during their term and ensure the CAC membership represents our community's diversity by assisting with building a recruitment strategy, posting flyers, using social media and utilizing personal networks to share these opportunities with diverse groups.	As needed when positions are open	The CAC will retain full membership year-round.	
Goal #3: Assist the Planning Department with Public Access and Master Planning			
Key Action Steps	Timeline	Expected Outcomes	Staff Lead: Lucas and Project Leads as Indicated Below
Coyote Ridge Open Space Preserve (Public Access and Use Plan) - Participate in joint CAC/Use & Management Committee meeting.	November - December 2019	Review planning process, schedule, conceptual designs and budget for Phase 1 public access and receive feedback from attendees to inform the design process.	Lucas
Coyote Ridge Open Space Preserve (Public Access and Use Plan) - Review updates to the design since November meeting.	January - April 2020	Deliver feedback to staff to inform next steps in the design process.	Lucas
Rancho Cananda del Oro Open Space Preserve (Phase 1 Project) - Review conceptual designs for Llagas Creek Bridge crossing and adjacent day use area.	February - May 2020	Deliver feedback to staff to inform next steps in the design process.	Lucas
Palassou Ridge Open Space Preserve Planning - Update on project scope and interim access concepts.	April - June 2020	Deliver feedback to Staff to inform next steps in the planning process.	Lucas

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Coyote Valley Open Space Preserve North Meadow Planning - update on project scope and review conceptual plans.	March - May 2020	Receive update on Project Scope and deliver feedback on Interim Access Plan Ideas to Staff.	TBD
North Coyote Valley Conservation Area Planning - Update on the status of conservation and planning in Coyote Valley.	January - March 2020	Deliver feedback to Staff to inform next steps.	TBD

Goal #4: Provide Input on Policy, Projects and Initiatives as Requested by the Board

Key Action Steps	Timeline	Expected Outcomes	Staff Lead: Indicated Below
Assist the agency with the implementation of the Santa Clara Valley Agricultural Plan and raise awareness around potential funding measure.	Variable as process with Santa Clara County gets underway, but anticipated funding needs for a regional conservation easement program could begin late 2019 and continue through Nov 2020 if a measure that includes ag funding is on the Nov 2020 ballot. This timeline for work under this workplan would be late calendar 2019 through June 2020.	CAC members to build awareness at neighborhood association meetings, other community meetings, generally through their network. CAC members to make suggestions to Staff on additional outreach opportunities. Those members with Ag Planning expertise to make suggestions on implementation as well as awareness building strategies.	Marc

Goal #5: Assist with Measure Q Urban Open Space Grant Applications

Key Action Steps	Timeline	Expected Outcomes	Staff Lead: Megan and Alexandria
Participate on the Joint Board/CAC Ad Hoc MQUOS Subcommittee to updated the Measure Q UOS Grant Program Guidelines.	October - December 2019	Document summarizing CAC member comments for recommended grant awards included in Board packet for award decisions.	
CAC subcommittee to summarize CAC comments to the Board on recommended grant awards.	May - June 2020	Document summarizing CAC member comments on grant applications included in Board packet for award decisions.	

Goal #6: Assist with Investments in the Community Report

Key Action Steps	Timeline	Expected Outcomes	Staff Lead: Alisha and Marc

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<p>Assist staff by making recommendations of projects and other accomplishments from MQ to highlight in report to the community.</p>	<p>November 2019 CAC meeting</p>	<p>Recommendations from CAC members regarding MQ-funded Authority accomplishments that they think would most resonate with the public.</p>	<p>Alisha</p>
<p>Interview grantees and public participants to gather testimonials and bring the communities voice to the project.</p>	<p>January 2020 - TBD</p>	<p>Several (10 to 20) quotes from members of the public who enjoyed benefiting from MQUOS grantee projects and programs. Include name of person providing quote and program they attended. Staff to draw best quotes from these to include in report, such as in sidebars. Remaining quotes could be used on website, newsletter, etc.</p>	<p>Alisha</p>

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Goal #7: Evaluate and Recommend Improvements in CAC Governance			
Key Action Steps	Timeline	Expected Outcomes	Staff Lead: Lea and Marc
Assess governance needs and capture ideas for improvements.	November 2019 - June 2020	A list of ideas to improve meetings, membership, communication and other governance topics will be created by the Chair and Vice Chair.	
Work with Staff Liaisons to implement improvements by recommending updates to the Board.	October 2019 - November 2019* <i>* updates are currently made at the end of the calendar year</i>	The CAC Handbook will be updated annually to ensure the Committee has clear and sufficient governance.	
Work with Board Chair and Vice Chair to strengthen Board and CAC communication.	November 2019 - June 2020	The CAC will gain clarity on the Board's priorities, facilitating stronger and more timely support of those goals.	
Assist with developing agenda topics for Joint Board/CAC meetings.	As needed throughout the fiscal year	The Board and CAC will jointly address common goals.	
Identify training opportunities for CAC members and ensure members complete trainings.	November 2019 - January 2020	CAC members have the opportunity to grow professionally and contribute more fully to the Committee's work.	