

Goal #1: Facilitate and Grow Outreach and Engagement			
Key Action Steps	Timeline	Expected Outcomes	Staff Lead: Gavin and Derek
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.	TBD after Shelter in Place orders have been lifted	The agency is represented by our strongest volunteers who can capitalize on public contact to begin new relationships, educate the public and capture feedback. Staff time to recruit volunteers for booth events is reduced.	Gavin
With staff support, deliver public outreach for awareness building, incorporating timely talking points based on Authority operations (events, grants, etc.) and deliver feedback to the CAC, Board and Staff.	TBD after Shelter in Place orders have been lifted	Feedback from presentations is delivered to the CAC and Staff along with observations and recommendations. A cumulative annual report is delivered to the Board.	Gavin
Assist with training new volunteers at scheduled quarterly volunteer intake meetings.	TBD after Shelter in Place orders have been lifted; possibly November 2020, February 2021 and May 2021	New volunteers receive the benefit of CAC member experience and insights and Staff is able to scale the volunteer intake process.	Gavin
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 2021 - May 2021	The CAC will retain full membership year-round.	Kellie
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.	Kellie

Goal #3: Assist the Planning Department with Public Access and Master Planning

Key Action Steps	Timeline	Expected Outcomes	Staff Lead:
Rancho Cananda del Oro Open Space Preserve (Phase 1 Project) - Review design for Llagas Creek Bridge crossing and day use area, and Blair access.	July 2020 - June 2021* <i>* timeline will be refined as the project progresses</i>	Review planning process, schedule, design progress and budget for Phase 1 public access and receive feedback from attendees to inform the design process.	Lucas
Coyote Ridge Open Space Preserve (Phase 1 Project) - Review design for Coyote Ridge Public Access Improvements.	July 2020 - June 2021* <i>* timeline will be refined as the project progresses</i>	Review planning process, schedule, design progress and budget for Phase 1 public access and receive feedback from attendees to inform the design process.	Lucas
Coyote Valley Open Space Preserve North Meadow Planning - update on project scope and review conceptual plans.	July 2020 - June 2021* <i>* timeline will be refined as the project progresses</i>	Review planning process, schedule, design progress and budget for public access and receive feedback from attendees to inform the design process.	Lucas
Five Year Capital Improvements Plan	July 2020 - June 2021* <i>* timeline will be refined as the project progresses</i>	Deliver feedback to Staff to inform next steps in the planning process.	Lucas
North Coyote Valley Conservation Area Planning - Engage the CAC and their constituents at various strategic points in the planning process, to be outlined in the community outreach and engagement plan	July 2020 - June 2021* <i>* timeline will be refined as the project progresses</i>	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
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<p>Assist the agency with the implementation of the Santa Clara Valley Agricultural Plan and raise awareness around potential funding measure.</p>	<p>Timeline is variable given various efforts underway with County staff, in partnership with the Authority. Especially variable with priority focus of public agencies being on COVID-19 responses.</p>	<p>CAC members to be available for potential outreach and advocacy opportunities regarding County policy and funding considerations that implement the Ag Plan to support our local agricultural/food systems.</p> <p>CAC members to provide input on ag policy and funding matters as topics are presented in CAC meetings.</p>	<p>Marc</p>
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Goal #5: Assist with Urban Open Space Grant Applications

Key Action Steps	Timeline	Expected Outcomes	Staff Lead: Megan
<p>Review Urban Open Space grant process, form a subcommittee if needed and review application content.</p>	<p>September 2020</p>	<p>CAC members will be informed of the 2020 review process and ready to review grant applications.</p>	
<p>Review Urban Open Space large grant applications in a Special meeting.</p>	<p>October 26, 2020</p>	<p>Grant applications will be discussed and comments will be captured for Board consideration.</p>	
<p>CAC Grant Subcommittee compiles feedback on grant applications.</p>	<p>November 2020</p>	<p>The Board will receive the CAC's recommended grant awards in their December 10 meeting packet.</p>	
<p>Staff delivers an update on the grant awards to the CAC and gathers feedback on 2020 grant cycle.</p>	<p>January 25, 2021</p>	<p>CAC is informed of awards and Staff receives feedback to use in next solicitation.</p>	

Goal #6: Assist with Agency Communications Efforts

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

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Gather periodic public testimonials about grantee projects and report feedback to Staff.	July 2020 - June 2021	CAC members to provide staff with valuable public testimonials from diverse communities, projects, etc. that showcase the importance of the Authority's work in our communities.	Alisha
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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.	July 2020 - June 2021	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 governance updates to the Board.	August 2020 - November 2020* <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.	
Identify training opportunities for CAC members and ensure members complete trainings.	July 2020 - November 2020	CAC members have the opportunity to grow professionally and contribute more fully to the Committee's work.	