Work Plan for Administrative Support Team

Phase 1:

- Compile and share list of current standards for staffing Boards, Committees and Commissions. This will include standards for drafting minutes of meetings, standards for submitting agendas on time, etc.
- Email the list of standards to the Committee Staff email group soliciting feedback on best practices, gaps in processes, what is working well (Strengths and opportunities)
- Review survey results of committee staff with subject matter experts currently providing support with training etc. from the Common Council Office, IT, City Attorney's Office and Clerk's Office and Mayor's Office to discuss and address training needs and any modification of processes.
- Develop strategy to train and implement new processes.

Phase 2:

- Develop a set of questions that committee chairs can administer to committee members to assess their knowledge and comfort with their charge, their staffing needs, strengths of their committee and possible opportunities as well as knowledge of any committees conducting duplicative work.
- Review results with a hybrid team of Administrative support staff and committee staffers and develop strategies for training, process improvements and recommendations for consolidations to be presented to CCEC for the body to conduct its work on restructuring as recommended by the TFOGS report.