

2019 Community Connections Work Plan - Draft

Co-leads: Erin Nuñez and Melisa Mendoza

Team Members: Daniel (DJ) Glymph, Hailey Krueger, Kirstie Laatsch, Art Price, Nancy Saiz, Andrea Sanders, Tariq Saqqaf, Jule Stroick, Terrance Thompson, Annie Weatherby Flowers

RESJI Support: Tori Pettaway, Donna Collingwood

Meetings:
4th Tuesday of
every month
3:00 P.M. –
4:30 P.M.

Action	Responsible	Priority	Status	Start Date	End Date	Notes
Goal #1: Inventory City's current Public Participation practices						
1.	Identify questions for departments/divisions		Complete		10/23/18	
2.	Identify departments/divisions to interview		Complete		10/23/18	
3.	Interview departments/divisions	All	High	In Progress	10/23/18	6/25/19 <i>(Estimated date)</i>
4.	Review interview data (identify trends, needs, etc.)	All	High	In Progress		
Goal #2: Develop Outline for Public Participation Resource Guide						
1.	Clarify audience for Resource Guide	All Strategy Team		Complete	1/18/19	2/27/19
2.	Develop relationships with other initiatives and stakeholder groups (Performance Excellence, etc.)	Kirstie (PE)		In Progress	1/08/19	
3.	Finalize outline for Resource Guide	All	High			6/25/19 <i>(Estimated date)</i>
4.	Create template/formatting for resource guide to ensure overall consistency	Kirstie	High			6/25/19 <i>(Estimated date)</i>
5.	Assign Resource Guide items to team members					7/23/19 <i>(Estimated date)</i>
Goal #3: Compile and Publish Resource Guide						
1.	Compile completed draft of Resource Guide					9/24/19 <i>(Estimated date)</i>
2.	Get feedback from Action Teams and Strategy Team					
3.	Make any needed edits and finish graphic design (RESJI and/or City branding)					Work with Communication Team
4.	Finalize and publish Resource Guide					1/2020 <i>(Estimated date)</i>
Goal #4: Advance Community Connections Goals and Efforts						

1.	Draft meeting agendas	Co-Leads	Ongoing			
2.	Facilitate meetings	Co-Leads	Ongoing			
3.	Take & distribute meeting notes	Volunteer	Ongoing			
4.	Manage email list	Co-Leads	Ongoing			
5.	Take leadership in assuring Community Connections accomplishes its Team goals	All	Ongoing			
6.	Complete an Annual Report at the End of the Year	All			Dec 2019	