



Title: Citizens Advisory Committee Alignment Diagnostic Check and Recruitment Process

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Purpose:

At the July 20, 2022, meeting of the Citizens Advisory Committee (CAC), staff will provide a briefing on plans for a November 2022 diagnostic check-in about 2021 operational changes and the process and timeline for the 2023 CAC recruitment cycle. This memo provides an overview of the plans and processes that will be addressed at the July meeting.

Background:

According to MN Statute [§103D.331](#), the MCWD Board of Managers must appoint an Advisory Committee annually. On June 10, 2021, the MCWD Board of Managers approved [Resolution 21-042](#), in which they adopted the Citizen Advisory Committee Operational Recommendations Report (CAC Report) to align the CAC with the overall strategic direction of the organization. The recommendations included changes to the scope of work, schedule, content planning, prep materials, information flow between Board and CAC, and membership and recruitment. The CAC Report suggested that in November 2022, staff lead a diagnostic review to assess changes implemented to support CAC realignment.

The 2022 membership and recruitment process aimed to incorporate proposed changes from the 2021 Alignment Report. The 2023 membership and recruitment process will begin shortly and will be informed by lessons learned from 2022 recruitment.

CAC Diagnostic of 2021 Alignment Changes:

Staff has developed a process to assess the changes to the CAC that were adopted in 2021. For the July 20, 2022, meeting, staff will briefly present the proposed plan for the diagnostic check. Overall, the diagnostic will seek to answer the question, "Are the changes that have been made delivering the proposed value proposition of the CAC as defined in the 2021 CAC Report?"

The process will include the following milestones:

- **July:** Process plan presented to CAC and Board
- **August:** Staff refinement of diagnostic tools and methodology
- **September:** Preparation for diagnostic release
- **October:** Diagnostic data gathering
 - Release survey to CAC members
 - Interviews conducted with MCWD staff who presented since implementation of CAC Report recommendations
 - Data gathering with MCWD Board of Managers (approach to be refined with leadership)
- **November:** Analysis and interpretation
 - Staff prepare summary report of information gathered
 - Staff and CAC Executive Committee review and determine if any new recommendations needed
 - Findings and any recommendations presented at CAC meeting for discussion
- **December:** Findings and any recommendations presented to Board for consideration

2023 Recruitment and Appointment Timeline

Staff will also introduce CAC members to the proposed timeline for 2023 recruitment, which is reflected in the following table.

Timeline	Step	Parties Involved
August	Begin preparing 2023-2024 application materials Finalize recruitment plan and materials	MCWD Outreach Staff, District Administrator
September	Application opens and outreach to partners conducted to share and promote	MCWD Staff, Board of Managers, CAC members, District Partners
October	Recruitment concludes and application window closes Staff review applications received	MCWD Outreach Staff, Administrator, program managers
November 3 November 9	Staff lead discussion of CAC applications with Board of Managers Operations and Programs Committee CAC briefed on recruitment and appointment process status	MCWD Outreach Staff, District Administrator, Board of Managers CAC
December	Board of Managers appoints new members	MCWD Staff, Board of Managers
January – March 2023	New members begin their terms On-boarding of new CAC occurs	CAC members, Outreach Staff

CAC Meeting Focus and Next Steps:

On July 20, 2022, staff will provide a briefing on plans for a November 2022 diagnostic check-in about 2021 operational changes and the process and timeline for the 2023 CAC recruitment cycle. CAC members will be able to provide feedback about the information presented. Staff will incorporate feedback on the diagnostic into further refinement of the methodology, tools, and approach. Staff will also use CAC feedback to inform the 2023 CAC recruitment process as it moves forward.