

Community Oversight Advisory Board (COAB) Reporting and Communications Process, Revision 1

(Approved by COAB Executive Committee 12/18/2015)

Purpose:

- Inform and engage stakeholders and parties in COAB through regular reporting and communications on status, issues, and plan.
- Ensure smooth functioning of COAB by creating shared and transparent awareness of subcommittee and full COAB status, issues, and plan.
- Empower COAB's plan and direction through regular validation and input on any course-correction with stakeholders and parties to the Settlement Agreement.
- Foster a planful approach to COAB and its subcommittees, allowing better focus on the public's need to understand work, recommendations, and status and provide input.

Reporting:

1. Each subcommittee chair shall complete their subcommittee's report using the attached format. Note the emphasis on brevity and bullet points while capturing key concepts in the public interest regarding what was done since the last report, what is coming next, any key dates upcoming, and any issues impeding progress.
2. Review or vote by subcommittee membership are not required prior to submittal; however, each subcommittee may adopt their own process, so long it is in keeping with the COAB's Bylaws and does not impair adherence to the following due date for submittal.
3. Each subcommittee chair shall submit their subcommittee's report to COCL's local admin (at the time of this writing, Mandi Hood) no later than 9am, 4th Monday of each month.
4. Executive Committee Chair shall create and submit the overall COAB status report consolidating subcommittee reports into one report or presentation by 9am on the 4th Friday of each month.

Communications:

1. Subcommittee chairs shall attend the regular executive committee meeting on a rotating basis (so as to avoid a full COAB quorum) to discuss status and answer questions (reports should be distributed and reviewed prior).
2. Subcommittee chairs shall notify COCL of any changes in subcommittee membership, including addition, removal, or resignation from the subcommittee of voting members or community volunteer members (as per COAB Bylaws (see: <http://www.cocl-coab.org/library/cocl-coab-governance/coab-bylaws>)).
3. COAB stakeholder appointees (HRC, PCod, City Council) shall share and discuss the COAB status report with their sponsors monthly.
4. COCL shall share and/or discuss the COAB status report as appropriate with parties, including AMAC, within 7 calendar days of the COAB meeting in which the overall COAB status report is presented to the public at large.

Community Oversight Advisory Board
<Subcommittee Name> Monthly Report
Period: From <mm/dd/yy> to <mm/dd/yy>
Presented by: <Chair>
on: <date submitted>

Goals and Objectives of this Subcommittee:

1. <insert BRIEF numbered objectives, should not change, mainly here for records and public understanding>

Last Subcommittee Meeting Date:

Subcommittee Meeting Attendees (note voting COAB members in bold):

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Accomplishments (at the last meeting and as of the date of this report):

- <List accomplishments>

Next Meeting Date: <mm/dd/yy>

Next Meeting Objectives: (expected to complete/accomplish during next reporting period):

- <List expected accomplishments>

Issues (things impacting Plan Status or subcommittee work for escalation to Exec Committee):

- <List issues>

Key Events (milestone dates proposed by subcommittee and agreed with COCL for inclusion in the COAB Workplan, ex: Form recommendations on Policy x, Start Survey, Finish Survey, Provide Round 1 CEO Plan input, etc... . Planned complete is the current scheduled completion according to COCL's Project Manager and Current Forecast is the date when the subcommittee chair expects actual completion as of the date of this report):

Event	Planned Complete	Current Forecast
<list 2-5 events>	<mm/dd/yy>	<mm/dd/yy>