

# Community Engagement Program Staff Support

Priority Ranking: (1) high (2) moderate (3) low – Priorities Provided by CCI, July 31, 2017<sup>1</sup>

## CPO Assistance

	Priority	Staff Task	Staff Comments
<b>Membership</b>			
• Maintain participant lists including address and emails	1	X	Ongoing
• Maintain CPO leadership list	1	X	Updated at elections
• Connect with new member inquiries and introduce them to appropriate CPOs	1	X	Ongoing / Further discussion
<b>Training</b>			
• Organize and conduct training courses on relevant topics to include	2		
○ CPO Bylaws and Robert's Rules of Order		Underway	
○ Public meetings		Underway	
○ Meeting management		Underway	
○ Land Use 101		LUT	
○ Transportation 101		LUT	
○ County/city structure and resources		Underway	
○ Who and how to contact for meeting speakers		Underway	
○ Social Media			Further discussion
• Mentor new leaders	1	Underway	Further discussion
• CPO Leaders Handbook	3	X	Developing online version
<b>Resource</b>			
• Connect CPO leaders with speakers as needed	1	X	Upon request
• Connect speakers with CPO leaders as needed	1	X	Suggest as opportunities arise

<sup>1</sup> Initially provided by CCI, July 31, 2017. Further discussion with CCI, September, 2017  
 F:\Shared\CPO Program\CE-Program-Support-w-Priorities\_Sept2017.docx

• Provide ideas for meeting topics as needed	1	X	Upon request and suggest as opportunities arise
• Provide expertise on land use and county issues	1	X	Upon request and internal coordination
• Connect CPO leaders and community leaders with others who have experience and expertise in various areas	1	X	Upon request and suggest as opportunities arise
• Produce and distribute quarterly newsletters - Active CPOS	3		
• Produce and distribute quarterly newsletters - Inactive CPOS	1		
• Connect and develop relationships with jurisdictional staff	1	X	
• Connect and develop relations with interagency staff	1	X	
• Outreach to other organizations	1	X	
Agendas			
• Set and communicate deadlines for individual CPO agendas	1	X	
• Prepare (structure and style) for printing and distribution	1	X	
• Coordinate with printers for printed agenda	1	X	
• Distribution of agenda via	1	X	
○ Email		X	
○ Mailings		X	
○ Web Posting		X	
○ Meetings		X	
Assist with obtaining meeting locations		X	
• Provide AV equipment as needed	1		Upon request
• Attend meetings to provide support and expertise in managing meetings and answering land use specific questions, as needed.	1	X	Per R&O , additional support upon request
Communications			
Communication of relevant land use applications and decisions			
• Communicate pertinent information to CPO leaders from Board of Commissioners meetings	1	X	
• Communicate pertinent information to CPO leaders without CCI representation	1	X	Further discussion
• Communicate pertinent land use information from community newspapers and meetings	1		Further discussion

• Communication of Livability issues	1	X	
• Day of agenda reminders	1		
• CPO and CCI Website maintained	2	X	Ongoing
•	1		
Structure and Legal Compliance			
Maintain CPO Bylaws			
• Maintain volunteer created annual CPO, CCI Calendar	1	Underway	
• Maintain storage of meeting minutes, attendance roster and written CPO correspondence.	1	X	Per regulatory requirements
• Provide expertise to ensure Public Meeting Law and other applicable laws are being adhered to	1		

### CCI Assistance

	Priority	Staff Task	Staff Comments
• Maintain CCI Bylaws	1	X	
• Maintain CCI membership list	1	X	
• Coordinate meeting location	1	X	
• Coordinate with speakers for CCI meeting	1	X	
• Agenda printed	1	X	
• Agenda distribution via	1	X	
○ Mail		X	When needed
○ Email		X	
○ Website		X	
• Provide nametags for CCI reps	1	X	
• Set up meeting room with AV equipment, attendance roster, agendas, etc	1	X	
• Record and distribute meeting minutes	1	X	
• Maintain storage of meeting minutes, attendance roster and CCI written correspondence	1	X	
• Provide expertise to ensure Public Meeting Law and other applicable laws are being adhered to	1	X	
• Assist with Harold Haynes Award nominations	1	X	
• Assist as needed with CCI subcommittees including, but not limited to Marketing, Code and Ordinance, and Transportation.	1	X	Upon request

• Assist with Communication of pertinent CCI issues to CPO leadership and/or members thru email or personal contact	1	X	Upon request
• Attendance at CCI Meeting	1	X	

### CCI Steering Committee Assistance

	Priority		
• Maintain Steering Committee and officer list	1	X	
• Coordinate meeting location	1	X	
• Agenda printed for Steering Committee Meetings	1	X	Upon request
• Agenda distribution via	1	X	Upon request
○ Mail			Upon request
○ Email			
○ Website			
• Set up meeting room with AV equipment, attendance roster, agendas, etc	1	X	
• Maintain storage of meeting minutes, attendance roster and written correspondence	1	X	As provided by SC Secretary
• Provide expertise to ensure Public Meeting Law and other applicable laws are being adhered to at CPOs, CCI and Steering Committee Meetings	1	X	
• Communicate with Steering Committee Chair(s) on potential issues or concerns	1	X	
• Communicate with Steering Committee on potential program changes	1	X	
• Attendance at CCI Steering Committee Meeting	1	X	
• Develop and continually improve processes for smooth operations of CPO Program, CCI and Steering Committee	1	X	