



Outreach & Recruitment Work Group Meeting

Agenda

June 16, 2011

6:30 – 7:20 pm

Alameda County Public Health Department

1000 Broadway, 5th Floor, Room A or B

| Start Time | Item |
|------------|---|
| 6:30 pm | Welcome and introductions |
| 6:35 pm | Review and approve minutes |
| 6:40 pm | Recruitment <ul style="list-style-type: none"> • Reviewing our process • Amending OFPC's terms of reference (Sabrina) • Recruitment strategy (short-term) |
| 6:50 pm | Communications Plan <ul style="list-style-type: none"> • Reviewing deliverables and timeline proposal • Talking points (2nd draft) • Drafting next steps (project assignments) |
| 7:00 pm | Power-Mapping <ul style="list-style-type: none"> • Whole council activity • Enhancing tool effectiveness and efficiency |
| 7:10 pm | Outline 2-min report for Chair to make at next OFPC meeting <ul style="list-style-type: none"> - Use template provided in meeting packet |
| 7:15 pm | Set tentative agenda for next work group meeting <ul style="list-style-type: none"> - Use template provided in meeting packet - Include reports on action items assigned today |
| 7:20 pm | Report back to entire group |
| 7:30 pm | Adjourn |

Timeline for Membership Recruitment/Application Process:

June 9 - Release 2011 membership applications

July 30 - Applications due

August 11 - Finish reviewing applications, submit all review forms to staff

August 18 - Discuss proposed members, create proposed slate of new members (this should be in closed session, separate from work group meeting, since we'll be discussing info on each applicant)

August 25 - Send proposed slate of new members to OFPC for approval within 1 week

Sept 1 - Announce new members

Sept 8 - Hold orientation for new members

Sept 15 - Swear in new members at OFPC meeting