

**EEAC Process Assessment Recommendations**

Category	Recommendation	DOER proposed prioritized timeframe: Immediate Short-Term (Pre-Planning/Planning) Long-term (Post-planning) Not recommended	December Mtg topic?	Brainstorm
EEAC Role	Clarify EEAC roles and responsibilities, generally, and specific to: 1. Planning process 2. Implementation review and ongoing council activities 3. Implementation when PAs are meeting goals 4. Implementation when PAs are not meeting goals	Short-term for planning process Long-term for other roles	Y	Define role for planning process as part of strategic engagement plan in December EEAC mtg
EEAC Role	Develop stepwise process for addressing underachievement of goals	Long-term	N	
EEAC Role	Define role and purpose of "senses of the council"	Long-term	N	
EEAC structure	Orientation for new councilors	Short-term	Y	Webinar for councilors on the planning process first and what to expect during planning process
EEAC structure	Develop behavior groundrules and process for councilor replacement	Short-term	Y	Ground Rules document
ExCom Structure	Set up formal process for periodic review of ExCom membership, consider fixed terms and an additional C&I and resi seat	Short-term	Y	see Charter
EEAC Consultants	DOER and council provide clearer direction to consultants and more proactively manage their areas of focus	Short-term	N	Work Plan 2015
EEAC Consultants	Ensure consultants are not lobbying individual councilors on positions	Short-term	N	
EEAC Consultants	Improve working relationship with PAs	Ongoing	N	
EEAC Consultants	Resolve data issues	Ongoing	Y	
EEAC Consultants	DOER and ExCom intervene to resolve as many PA/Consultant conflicts outside of full council mtgs	Immediate	N	
EEAC Consultants	Council should conduct detailed evaluation of consultant prior to next bid process	Long-term	N	
PAs	Resolve data issues	Ongoing	N	
PAs	Improve working relationship with consultants	Ongoing	N	
PAs	DOER? Better manage PA participation in ExCom and Council mtgs	Ongoing	N	

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DOER	Ensure sufficient admin support	Not easily addressed		
DOER	DOER weigh in on positions at EEAC and ExCom as councilor, separate from facilitator			
DOER	Consider hiring an independent facilitator to run EEAC mtgs and provide coaching on ExCom mtgs	Short-term	Y	Discuss in terms of facilitation of strategic engagement plan, not facilitation of council mtgs
EEAC Meeting Changes	Clearly identify voting and non-voting members on table cards and seating arrangement	Immediate	N	
EEAC Meeting Changes	Allow voting members to speak first	Not recommended	N	
EEAC Meeting Changes	Allow for more free-flowing discussion during brainstorming, more time for discussion	Short-term	N	
EEAC Meeting Changes	Revisit EEAC schedule during planning and implementation phases	Short-term (planning) Long-term (implementation)	Y	part of strategic engagement plan for planning process
EEAC Meeting Changes	Consider 3.5 hour morning meetings			
EEAC Meeting Changes	Agenda: reduce topics, include clear description of the purpose of the topic, identify any important discussion questions, and identify what action is needed by council			
EEAC Meeting Changes	Remove general updates and data from meetings and provide in writing or webinars	Not recommended		
EEAC Meeting Changes	Clarify expectation of councilors to review material ahead of EEAC meeting and come prepared	Ongoing		
EEAC Meeting Changes	Cut presentation times in half			
EEAC Meeting Changes	Post all council materials on website 4-5 business days before meetings, no more emails from multiple people	Immediate	N	
EEAC Meeting Changes	Sound system for room and consider different room	Not easily addressed		
ExCom Meeting Changes	Delineation of ExCom members in seating arrangement	Not recommended	N	
ExCom Meeting Changes	ExCom members get priority to speak first	Immediate	N	
ExCom Meeting Changes	More detailed agendas with topics, times, objectives/questions distributed 3-4 days in advance of mtg	Immediate	N	
ExCom Meeting Changes	More general meeting notes, not transcripts	Immediate	N	
ExCom Meeting Changes	Approve mtg minutes at ExCom mtgs not Council mtgs	Not recommended	N	does not work logistically, not voting at ExCom mtgs
ExCom Meeting Changes	Firmer facilitations	Ongoing	N	Outside facilitation not recommended