

## **BOM-CAC Communication Flow**

Board of Managers Workshop July 13, 2022

## Communication Concern

#### Process to dismiss CAC member is undefined

- Absent members affect quorum
- Disruptive or inappropriate behavior can impact group dynamic
- Disruptive or inappropriate behavior can impact reputation of RPBCWD

#### **Potential solutions**

- Outline approach in CAC bylaws
  - Define valid reasons for dismissal (e. g. 80+% unexcused absences)
  - Require motion submittal to BOM for dismissal

## 2 Communication Concern

## Timing of flow of info/topics from BOM to CAC

- Delay in final approved minutes dissemination following BOM meeting
- CAC would like to be informed earlier about projects to allow for review/feedback
  - District-led project (capital improvement projects)
  - Permit applications for outside projects

#### **Potential solutions**

- Encourage all CAC members sign up for e-blasts that send out board packet including draft minutes of last BOM meeting
- Disseminate monthly project highlights from Administrator to CAC
- Continue to encourage one manager to attend each CAC meeting

## Communication Concern

### Lack of defined leadership transition process

- No standard onboarding steps in place for BOM or CAC
- Is there expectation of communication pathway between BOM president and CAC chair?

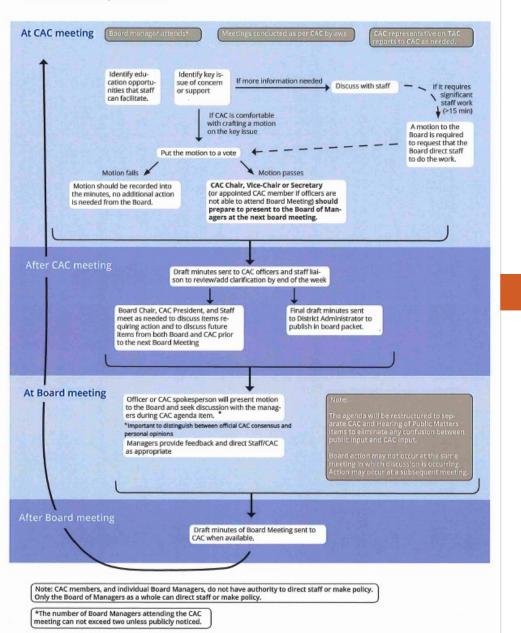
#### **Potential solutions**

- Develop checklist of items to cover during onboarding of new leadership
- Clearly define expectations for leadership including duties and extra meetings
- Set CAC annual meeting/event calendar based upon BOM annual calendar

#### Communication Process: Board-CAC

RPBCWD CAC & Board Last update: 5/16/2016

Goal: develop a communication process between the CAC and Board of Managers of the Riley Purgatory Bluff Creek Watershed District that is reasonable and acceptable to both.



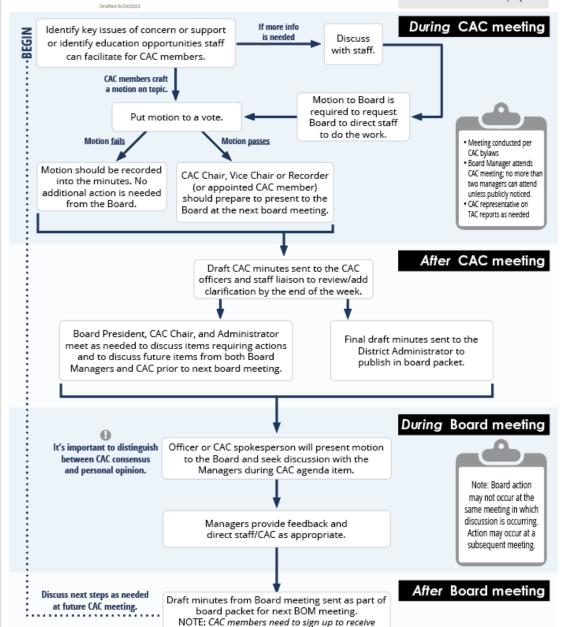
**New look** 



## BOM-CAC Communication Process



Keep in mind: The CAC and individual Managers do not have the authority to direct staff or make policy. Only the Board of Managers as a whole can direct staff or make policy.



board packet notifications by email.



# BOM-CAC Communication Process



**Keep in mind:** The CAC and individual Managers do not have the authority to direct staff or make policy. Only the Board of Managers as a whole can direct staff or make policy.

**During CAC meeting** If more info Identify key issues of concern or support BEGIN is needed Discuss or identify education opportunities staff with staff. can facilitate for CAC members. CAC members craft a motion on topic. Motion to Board is required to request Put motion to a vote. Board to direct staff to do the work. Motion fails Motion passes · Meeting conducted per CAC bylaws · Board Manager attends Motion should be recorded CAC meeting; no more than CAC Chair, Vice Chair or Recorder into the minutes. No two managers can attend (or appointed CAC member) additional action is needed unless publicly noticed. should prepare to present to the from the Board. · CAC representative on Board at the next board meeting. TAC reports as needed After CAC meeting Draft CAC minutes sent to the CAC officers and staff liaison to review/add clarification by the end of the week. Board President, CAC Chair, and Administrator Final draft minutes sent to the meet as needed to discuss items requiring actions District Administrator to and to discuss future items from both Board publish in board packet. Managers and CAC prior to next board meeting.

