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Subject: CALAFCO 6-9 Month Action Plan Update
Date: Saturday, July 12, 2025 12:24:11 PM
Attachments: [CALAFCO_Retreat_ActionPlan_FINAL-Jul_11_update.pdf](#)

Item 5-ATT A

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Member LAFCOs and Associate Members,

Here is an update on the 6-9 month action plan from your transition team. Much of the work from the past few months will culminate at the July 25 Board meeting, followed by ongoing implementation and additional structural work and reforms. You may have already noticed enhancements to the 2025 Board election process in the nomination packet documents and pre-and-post election process.

- On the education front, 3 CALAFCO U sessions are scheduled between this month and September, followed by the annual conference in October. As an FYI - the conference program team is hard at work having met 3 times with another meeting on the 14th to finalize sessions and keynote speakers. A save-the-date announcement and program outline is coming very soon.
- On the action plan, you will notice two new additions. The first is the development of a mentor program, which is a result of your feedback at the staff workshop and regional focus groups. A Mentorship Committee was formed with volunteers Deborah Gilcrest/Nevada, Brian Spaunhurst/Fresno, Kate McKenna/Monterey, Shannon Costa/Butte, and Kristi Grabow/Sacramento. The Committee has met twice since mid-June to develop the program guidelines centered around mentor/mentee pairing, networking events, new member welcoming and program rollout and implementation. The Committee will meet again August 6.
- The other addition is the LAFCO Academy, developed by Joe Serrano, which is in process of being finalized and intended to enhance CALAFCO's current education offerings with this specialized certification program. More details on both programs will be provided in the future.
- We are very close to bringing forward a highly qualified candidate to replace José as the Interim ED. Our hope is to be able to conduct an interview with this person during the July 25 Board meeting. This has been an exhaustive search, with 6 people (all retired EOs) already turning us down. As mentioned in our last update, we needed to do our due diligence in ensuring that an arrangement that is equitable for both parties is both long term and sustainable before presenting it to the Board.

Please let us know if you have any questions.

José, Steve, Pamela, Jeni

CALAFCO Six- to Nine-Month Action Plan

Monthly updates on progress of the action plan will be included as part of this plan.

IMMEDIATE	Q2 - 2025	Q3 - 2025	Q4 - 2025	2026
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hire Interim Executive Director <i>Lead:</i> CALAFCO <i>Note:</i> Approved at 4/4/25 Board meeting <i>Progress:</i> Transition Team actively working on search <input checked="" type="checkbox"/> Re-establish CALAFCO U <i>Lead:</i> CALAFCO <i>Progress:</i> Completed <input checked="" type="checkbox"/> Conduct LAFCO Staff Focus Group <i>Lead:</i> Miller MCG & CALAFCO <i>Progress:</i> Completed <input checked="" type="checkbox"/> Support Legislative Committee <i>Lead:</i> CALAFCO <i>Progress:</i> Completed <input checked="" type="checkbox"/> Conduct Focus Groups <i>Lead:</i> Miller MCG & CALAFCO <i>Deadline:</i> 6/30/25 <i>Note:</i> Include All 4 Regions for LAFCO Commissioners & Staff <i>Progress:</i> Completed all regions + Assoc. Members 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Conduct Comprehensive Review of Structures <i>Lead:</i> Miller MCG <i>Deadline:</i> 7/31/25 <i>Note:</i> Includes Regional, Board, Regional Officers, Dues & Committees <input checked="" type="checkbox"/> Conduct Review of Bylaws & Policies <i>Lead:</i> Miller MCG <i>Deadline:</i> 7/31/25 <i>Progress:</i> Completed <i>Note:</i> Present recommendations to the Board on 7/25/25 <input checked="" type="checkbox"/> Conduct Cultural Assessment <i>Lead:</i> Miller MCG & CALAFCO <i>Progress:</i> Completed <input checked="" type="checkbox"/> Establish a Mentorship Committee <i>Lead:</i> CALAFCO <i>Progress:</i> Completed 	<ul style="list-style-type: none"> <input type="checkbox"/> Activate Membership Advisory Committee <i>Lead:</i> CALAFCO <i>Note:</i> To be activated after 7/1/25 <input checked="" type="checkbox"/> Develop Reform Recommendations <i>Lead:</i> Miller MCG <i>Deadline:</i> 7/31/25 <i>Note:</i> Following completion of all feedback, analysis & research <input checked="" type="checkbox"/> Adopt Board Meeting Rules of Order <i>Lead:</i> Miller MCG & CALAFCO <i>Deadline:</i> 7/31/25 <input type="checkbox"/> Solicit Legislative Proposals from Member LAFCOs <i>Lead:</i> CALAFCO <i>Deadline:</i> 8/31/25 <i>Note:</i> For 2026 Legislative Year <input type="checkbox"/> Solicit LAFCO Staff Volunteers For Legislative Committee <i>Lead:</i> CALAFCO <i>Deadline:</i> 8/31/25 <i>Note:</i> For the 2025-26 Legislative Committee <input checked="" type="checkbox"/> Conduct Two CALAFCO U Sessions <i>Lead:</i> CALAFCO <i>Progress:</i> Three sessions booked (Jul-Sep); flier sent; Jul registration open 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Adopt CALAFCO & Board Code of Conduct <i>Lead:</i> Miller MCG & CALAFCO <i>Progress:</i> Board Code presented to Board on 7/25/25; CALAFCO Code pending <input type="checkbox"/> Adopt Communications Code of Conduct <i>Lead:</i> CV Strategies & CALAFCO <input type="checkbox"/> Develop Communications Framework <i>Lead:</i> CV Strategies <input type="checkbox"/> Schedule 2026 CALAFCO U Sessions <i>Lead:</i> CALAFCO <i>Note:</i> Should launch with the 2026 annual calendar <input type="checkbox"/> Continue Membership Engagement/ Input on Recommended Reforms <i>Lead:</i> Miller MCG & CALAFCO <i>Note:</i> For potential adoption of bylaws changes at annual meeting <input type="checkbox"/> Conduct Annual Business Meeting <i>Lead:</i> CALAFCO <i>Note:</i> 10/23/25 <input type="checkbox"/> Develop Draft Mentor Program <i>Lead:</i> CALAFCO <i>Deadline:</i> 10/31/25 	<ul style="list-style-type: none"> <input type="checkbox"/> Implement Mentor Program <i>Lead:</i> CALAFCO <i>Deadline:</i> 12/31/25 <input type="checkbox"/> Conduct 2026 CALAFCO U Sessions <i>Lead:</i> CALAFCO <input type="checkbox"/> Recruit & Hire Permanent Executive Director <i>Lead:</i> CALAFCO & Miller MCG <input type="checkbox"/> Roll out marketing of LAFCO Academy <i>Lead:</i> CALAFCO



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An outcome of the Board retreat, March 20-21, 2025

Update as of:
July 11, 2025

Pending Start In Progress Completed