

# 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <div><div><input checked="" type="checkbox"/></div><div><b>Hire Interim Executive Director</b><br/><b>Lead:</b> CALAFCO<br/><b>Note:</b> Approved at 4/4/25 Board meeting<br/><b>Progress:</b> Completed. Michelle McIntyre hired as new Interim ED effective 11/1/25</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Re-establish CALAFCO U</b><br/><b>Lead:</b> CALAFCO<br/><b>Progress:</b> Completed</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Conduct LAFCO Staff Workshop Focus Group</b><br/><b>Lead:</b> Miller MCG &amp; CALAFCO<br/><b>Deadline:</b> 5/2/25<br/><b>Progress:</b> Completed</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Support Legislative Committee</b><br/><b>Lead:</b> CALAFCO<br/><b>Progress:</b> Completed</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Conduct Focus Groups</b><br/><b>Lead:</b> Miller MCG &amp; CALAFCO<br/><b>Deadline:</b> 6/30/25<br/><b>Note:</b> Include All 4 Regions for LAFCO Commissioners &amp; Staff<br/><b>Progress:</b> Completed all regions + Assoc. Members</div></div> | <div><div><input checked="" type="checkbox"/></div><div><b>Conduct Comprehensive Review of Structures</b><br/><b>Lead:</b> Miller MCG<br/><b>Deadline:</b> 7/31/25<br/><b>Note:</b> Includes Regional, Board, Regional Officers, Dues &amp; Committees<br/><b>Progress:</b> Structural review began and to be continued through Q1 2026.</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Conduct Review of Bylaws &amp; Policies</b><br/><b>Lead:</b> Miller MCG<br/><b>Deadline:</b> 7/31/25<br/><b>Progress:</b> Completed<br/><b>Note:</b> Present recommendations to the Board on 7/25/25</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Conduct Cultural Assessment</b><br/><b>Lead:</b> Miller MCG &amp; CALAFCO<br/><b>Deadline:</b> 6/30/25<br/><b>Progress:</b> Completed</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Establish a Mentorship Committee</b><br/><b>Lead:</b> CALAFCO<br/><b>Deadline:</b> 6/30/25<br/><b>Progress:</b> Completed</div></div> | <div><div><input checked="" type="checkbox"/></div><div><b>Continue Review of Structures</b><br/><b>Lead:</b> Miller MCG<br/><b>Deadline:</b> 7/31/25<br/><b>Progress:</b> Committee formed and meetings/work underway</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Develop Reform Recommendations</b><br/><b>Lead:</b> Miller MCG<br/><b>Deadline:</b> 7/31/25<br/><b>Progress:</b> Many recommended &amp; approved 7/25/25; more to be developed</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Adopt Board Meeting Rules of Order</b><br/><b>Lead:</b> Miller MCG &amp; CALAFCO<br/><b>Deadline:</b> 7/31/25<br/><b>Progress:</b> New meeting rules of order used in April &amp; July; codification pending</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Solicit Legislative Proposals from Member LAFCOs</b><br/><b>Lead:</b> CALAFCO<br/><b>Deadline:</b> 8/31/25<br/><b>Note:</b> For 2026 Legislative Year<br/><b>Progress:</b> Completed; Omnibus solicitation out 4/23/25 (deadline 7/1/25) &amp; stand-alone bills solicitation out 8/26/25 (deadline 9/15/25)</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Solicit LAFCO Staff Volunteers For Legislative Committee</b><br/><b>Lead:</b> CALAFCO<br/><b>Progress:</b> Completed; Solicitation out 8/12/25 (deadline 8/31/25)</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Conduct Two CALAFCO U Sessions</b><br/><b>Lead:</b> CALAFCO<br/><b>Progress:</b> Completed. Three sessions delivered - Jul-Aug-Sep</div></div> | <div><div><input checked="" type="checkbox"/></div><div><b>Develop Communication Plan For Distribution of Report &amp; Recommendations</b><br/><b>Lead:</b> Miller MCG, CV Strategies &amp; CALAFCO<br/><b>Note:</b> To disseminate info. Association-wide<br/><b>Progress:</b> Completed</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Distribute Report &amp; Recommendations For Change</b><br/><b>Lead:</b> Miller MCG &amp; CALAFCO<br/><b>Note:</b> Of comprehensive review, feedback and recommendations to Board &amp; membership<br/><b>Progress:</b> Completed 7/25/25</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Board Meeting</b><br/><b>Lead:</b> Miller MCG &amp; CALAFCO<br/><b>Note:</b> To adopt recommended reforms &amp; approve support of recommended bylaws changes on 7/25/25<br/><b>Progress:</b> Completed</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Membership Outreach on Recommended Bylaws Changes</b><br/><b>Lead:</b> Miller MCG &amp; CALAFCO<br/><b>Progress:</b> Info packet sent 8/15/25; Outreach continues</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Finalize LAFCO Academy</b><br/><b>Lead:</b> CALAFCO<br/><b>Progress:</b> Academy curriculum in final review stage; Program announcement at Annual Conference</div></div> | <div><div><input checked="" type="checkbox"/></div><div><b>Adopt CALAFCO &amp; Board Code of Conduct</b><br/><b>Lead:</b> Miller MCG &amp; CALAFCO<br/><b>Progress:</b> Board Code adopted 7/25/25; CALAFCO Code pending</div></div> <div><div><input type="checkbox"/></div><div><b>Adopt Communications Code of Conduct</b><br/><b>Lead:</b> CV Strategies &amp; CALAFCO</div></div> <div><div><input type="checkbox"/></div><div><b>Develop Communications Framework</b><br/><b>Lead:</b> CV Strategies</div></div> <div><div><input type="checkbox"/></div><div><b>Schedule 2026 CALAFCO U Sessions</b><br/><b>Lead:</b> CALAFCO<br/><b>Note:</b> Should launch with the 2026 annual calendar</div></div> <div><div><input type="checkbox"/></div><div><b>Continue Membership Engagement/ Input on Recommended Reforms</b><br/><b>Lead:</b> Miller MCG &amp; CALAFCO<br/><b>Note:</b> For potential adoption of bylaws changes at annual meeting</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Conduct Annual Business Meeting on 10/23/25</b><br/><b>Lead:</b> CALAFCO<br/><b>Progress:</b> Meeting Notice and Agenda distributed 8/30/25</div></div> <div><div><input checked="" type="checkbox"/></div><div><b>Develop Draft Mentor Program</b><br/><b>Lead:</b> CALAFCO<br/><b>Deadline:</b> 10/31/25<br/><b>Status:</b> Program developed; Program packet for rollout being finalized; Program introduction at Annual Conference</div></div> <div><div><input type="checkbox"/></div><div><b>Share Comprehensive Review of Structures</b><br/><b>Lead:</b> Miller MCG<br/><b>Deadline:</b> 12/5/25<br/><b>Note:</b> Share drafts with membership &amp; Board before/during 12/5/25 meeting for feedback &amp; continue work</div></div> | <div><div><input type="checkbox"/></div><div><b>Implement Mentor Program</b><br/><b>Lead:</b> CALAFCO<br/><b>Deadline:</b> 12/31/25</div></div> <div><div><input type="checkbox"/></div><div><b>Present Review of Structural Changes at Mid-year Business Meeting</b><br/><b>Lead:</b> Miller MCG<br/><b>Deadline:</b> 2/23/26<br/><b>Note:</b> Present proposed Bylaws changes (re: structural updates) to membership at mid-year membership meeting 2/23/26; Board to adopt policies to support Bylaws changes on 2/27/26</div></div> <div><div><input type="checkbox"/></div><div><b>Conduct 2026 CALAFCO U Sessions</b><br/><b>Lead:</b> CALAFCO</div></div> <div><div><input type="checkbox"/></div><div><b>Recruit &amp; Hire Permanent Executive Director</b><br/><b>Lead:</b> CALAFCO &amp; Miller MCG</div></div> <div><div><input type="checkbox"/></div><div><b>Roll Out Marketing of LAFCO Academy</b><br/><b>Lead:</b> CALAFCO</div></div> |

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

Update as of:  
October 1, 2025

☐ Pending Start ☒ In Progress ☒ Completed

