

- 1) Commission Name Change (coordinate the decision to change the name and complete the full process to allow this to take effect)
- 2) Review and Coordinate Other Commission Changes (such as meeting date and review current seating requirements)
- 3) Create an On-boarding Process for New Commissioners (to include reaching out to other Commissions to learn of their - if any - processes)
- 4) Coordinate our website migration to the new website design (and also review/create/revise the current text on the website)
- 5) Study and Confirm current meeting requirements regarding City government procedures, Sunshine Law and Brown Act (to include the process for ADA requests)
- 6) Assisting with the Orientation Manual completion (including the confirmation of current related laws/ordinances - and possibly working in the future with DPH and BOS towards addressing any that are out-of-date or no longer relevant)
- 7) Assisting (or leading) with outreach to obtain department support for the Commission
- 8) Assisting with the Commission archiving project