

Cradle-to-Career Ad Hoc Committee for Selection of Advisory Boards Staff Report

Date Report Issued: June 22, 2023
Attention: Members of Cradle-to-Career Ad Hoc Committee
Subject: Summary of the Community Engagement Advisory
Board Recruitment and Selection Process
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and
Partnerships

At this meeting, the members of Cradle-to-Career's (C2C) Ad Hoc Committee will have the opportunity to discuss and slate candidates for the upcoming Community Engagement Advisory Board vacancies to recommend to the Governing Board.

Requested Action:

After review and consideration of the applications, rubric, and upcoming vacancies, Staff recommends that the Ad Hoc Committee approve six new members and six alternates for recommendation to the Governing Board.

- ❖ Move to recommend to the Governing Board to approve six applicants and six alternates.

Scope of Community Engagement Advisory Board:

Per the [Governance Manual](#), the Community Engagement Advisory Board has the responsibility for examining whether the Office of Cradle-to-Career Data System (Office) is creating strong feedback loops with data users, supporting evidence-based decision-making, analytical capacity, and ensuring equitable access to actionable information.

Background:

The Community Engagement Advisory Board consists of 16 public members appointed by the Governing Board. Members include the end users of the data

system, such as practitioners, families, students, adult learners and workers, community organization staff, research organization staff, and advocacy organization staff.

Community Engagement Advisory Board members serve three-year terms, with the initial appointment term staggered such that one-third of the positions expire each year. The following members of the Community Engagement Advisory Board were assigned a one-year term when they were appointed and will cycle off the Board in August: Anna Alvarado, Lauren Asher, Patricia Chavez, Tenisha James, Sasha Pérez, and Sara Sandhu. Moving forward, all new members will serve a three-year term.

Vacancy Analysis:

As the Community Engagement Advisory Board faces vacancies, it is imperative to analyze how those impending openings will affect the Advisory Board as the new selection process begins. In terms of the six members that will be cycling off the Advisory Board, two members represent advocacy organizations, two members represent community organizations, and two members are practitioners. Given their departure and pending the new selection of members, the Advisory Board will be composed of three members that represent advocacy organizations, three members that represent community organizations, and three practitioners. More information regarding the breakdown of member term limits and representation can be found below:

	One Year	Two Years	Three Years
Advocacy Organization	2 Vacancies	1 Vacancy	2 Vacancies
Community Organization	2 Vacancies	2 Vacancies	1 Vacancy
Practitioner	2 Vacancies	1 Vacancy	3 Vacancies

As the Governance Manual specifies, it is important for the Advisory Board to bolster the public's voice and cultivate a diversity of perspectives. Additionally, attention should be placed on recruiting members who have expertise in equity, and prioritizing community members who can be conduits of information to and from the data system's intended audiences.

Instructions for Ad Hoc Committee Members:

The Office received 54 applications for six slots. To support Ad Hoc Committee members in their review of the candidates, the Office prepared the following for members:

1. **A scoring rubric** which defines the criteria used for scoring the applications. Ad Hoc Committee members approved the rubric at the April 20, 2023 Ad Hoc Committee meeting.
2. **A PDF application packet** with the submitted applications.
3. **A summary spreadsheet** of the applicants assigned to each member for review.
4. **A Google Form** for members to submit the results of scoring the applicants based on the rubric.

Once all the rubric scores are in from members, the Office will collate the results and share the top candidates as a decision support tool at the June 23rd meeting.

Selection of Seats by Category:

To facilitate the Ad Hoc Committee's decision making, the Office organized the applications by category relative to the sector or population represented. Based on the applications received and the Governing Manual's guidance to aim for diverse perspectives and backgrounds, Staff recommends the following number of seats per category.

Advocacy Organization	1 representative
Community Organization	1 representative
Practitioner	2 representatives
Student	2 representatives