

# Cradle-to-Career Data and Tools Advisory Board Staff Report

Date Report Issued: September 17, 2024  
Attention: Members of Data and Tools Advisory Board  
Subject: **Data and Tools Advisory Board Liaison (Agenda Item 13)**  
Staff Contact: Stephanie Gutierrez-Valdez, Board Liaison and Governance Specialist

At this meeting, the Data and Tools Advisory Board (DTAB) members will have the opportunity to designate a fellow member to be the DTAB Liaison and one member to serve as the DTAB secondary Liaison for the Community Engagement Advisory Board.

## Requested Action:

After review and consideration of the duties and time commitment associated with being the DTAB Liaison, Staff recommends that the DTAB designate one member to serve as the Liaison and one member to serve as the secondary Liaison.

- ❖ Move to designate one member to serve as the Data and Tools Advisory Board Liaison and one member to serve as the Data and Tools Advisory Board secondary Liaison for the Community Engagement Advisory Board.

## Background:

At the June 6, 2023 Data and Tools and Community Engagement Joint Advisory Boards meeting, a DTAB member suggested the implementation of an Advisory Board liaison, a designated individual from the DTAB that reports out at the Community Engagement Advisory Board (CEAB) meetings. As the Advisory Boards only have one joint meeting, this enables both Advisory Boards to be informed of the other Board's work and progress in the interim. The liaison has a standing agenda item on the CEAB meeting agenda and is asked to present updates, findings, or pertinent details to CEAB members.

At the October 12, 2023 DTAB meeting, the DTAB appointed the first DTAB Liaison, to serve a year-long commitment through Fall 2024. Delegation of a new DTAB Liaison will take place again at the Fall 2025 DTAB meeting.

### Future Community Engagement Advisory Board Dates:

#### **Wednesday, March 26, 2025**

- ❖ Tentative start time: 10:00 a.m.
- ❖ Tentative location: Office of Cradle-to-Career Data, 400 R Street, Suite 140 in Sacramento. Members of the public will also have the option of being able to log on remotely via Zoom.

#### **Friday, July 11, 2025 (Joint Advisory Boards meeting)**

- ❖ Tentative start time: 10:00 a.m.
- ❖ Tentative location: This meeting will be hosted via Zoom. Members of the public will also have the option of being able to log on remotely via Zoom.

#### **Friday, October 24, 2025**

- ❖ Tentative start time: 10:00 a.m.
- ❖ Tentative location: Office of Cradle-to-Career Data, 400 R Street, Suite 140 in Sacramento. Members of the public will also have the option of being able to log on remotely via Zoom.