



## Community Engagement Advisory Board Proposal Update Form

### Instructions:

Per the [Governance Manual](#), Advisory Board proposal authors may update or clarify their ideas in response to the Office of California Cradle-to-Career Data System's (Office) feasibility process. This form provides structure to the proposal updates, ensuring they effectively address the flagged issue and meaningfully advance the Office's work. Please note there should only be one update per form. An update should **clarify** the original proposal.

### Name:

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### Which proposal are you submitting an update for?:

Engagement Plans for Data Providers

### Identify which section should be updated (Check only one):

- 1. What action should be taken to address the issue?
- 2. Who could benefit from this action?
- 3. Who would implement this action?
- 4. How does the action relate to the mission and vision of C2C?

### What language do you want to change in the proposal?:

We recommend revising the train-the-trainer model proposal to clarify the sequencing of implementation. Specifically, the proposal should shift away from positioning the immediate facilitation of working groups as the first phase

of engagement and instead emphasize the need to first establish internal communication protocols, operational standards, and foundational materials before launching staff-intensive activities. The C2C Train-the-Trainer Ambassador Model is a long-term engagement plan designed to strengthen the office's statewide presence and standardize communication protocols.

What action do you want to take towards this language? (Check only one)

- Add language
- Clarify language/definitions
- Change the scope

What is your update for the proposal?

We propose that, prior to facilitating working groups, the C2C office focus on standardizing and formatting communication protocols and operational standards (e.g., best practices), particularly as the office prepares to expand public engagement through virtual and in-person events. Additionally, the office should cultivate relationships with former C2C advisory board members so they can remain engaged and serve as initial ambassadors. Because these individuals already have familiarity with the work, this approach creates an opportunity for them to meaningfully support and help advance ongoing efforts.

This phased approach would allow C2C to build greater long-term bandwidth and statewide presence by leveraging trained ambassadors while standardizing protocols. As part of this update, baseline materials should be developed, including communication best practices and standardized talking points about the data system.

What issue does your update address?

The update addresses the significant staff time required to develop and

facilitate working groups, while providing an opportunity for the C2C office to audit, standardize, and review key documents and protocols. By standardizing communication protocols and talking points for both former and current advisory board members, this approach strengthens neutrality and reduces risk. Additionally, it enables the office to reinforce connections with advisory board members, expand statewide presence, and leverage existing social capital to advance the work more effectively.

#### [How would your update resolve this issue?](#)

By prioritizing the standardization of communication protocols, operational standards, and talking points before facilitating working groups, the C2C office reduces the time and risk associated with ad hoc engagement. Engaging former advisory board members as initial ambassadors allows the office to tap into their familiarity with the work, maintain continuity, neutrality of the office, and strengthen relationships. This phased approach provides space to audit and refine documents, ensures consistent messaging, and expands the office's statewide presence, ultimately enabling more efficient and effective implementation of working groups in the future.

#### [Provide specific actions the Office could take to implement this update:](#)

To implement this update, the C2C Office could start by conducting a thorough audit and review of existing communication protocols, operational procedures, and talking points to identify gaps, redundancies, or inconsistencies. Based on this review, the office would standardize communication protocols and operational standards, creating clear guidelines for internal and external engagement, and develop foundational materials such as best practices guides and standardized talking points, particularly about the data system. Former advisory board members could be engaged as initial ambassadors, leveraging their familiarity with the work; they would receive orientation on the updated protocols and materials and be

assigned roles to support public engagement, virtual or in-person events, and future working groups. By taking these steps before launching resource-intensive working groups and training new ambassadors, the office can lessen staff burden, ensure consistent messaging, expand its statewide presence, and support a structured, efficient, and effective rollout of future initiatives.