

San Mateo County Independent Civilian Advisory Commission

Work Plan Template

Goals and Outcome: Community/Staff Engagement: Identify needs of communities and stakeholders

Activities/Action Steps & Level of Effort	Who is Responsible	Timeline	Resources/Partners	Outcomes/Indicators of Progress	Status
1. Identify 3 neighbor- hoods by service calls, Complaints, incarceration rates for forums	ICAC staff	4/2025	Comm. Groups SMC Thrive, NAACP City Councils, etc.	Areas identified	
2. Develop 3 open-ended Questions plus Exit Survey	Commissioners & ICAC staff	4/2025	Commissioners & ICAC Staff	Questions competed Exit Survey completed	
3. Set up meetings, publicize, Work w/ neighborhood orgs, Have translators available	ICAC staff	12/2025	Comm. Groups, City Councils, ICAC staff, Translators	3 meetings with min- imum 25 citizens each. List of concerns/suggestions Review Exit surveys	
4. Hear from SO Staff. Invite Union reps	ICAC staff	5/2025	SM Labor Council	Presentation to Commission	