

# Advisory Committee Meeting Agenda

## May 30, 2024

### Introduction

#### Meeting Structure and Procedures (5 mins)

- Share Agenda
- Review committee purpose and goals
- Topics discussed at the meetings are meant to spur discussion to explore ideas to advise the Agency on updates to the ILSFA program, with a goal of increasing program participation.
- Format and Logistics
- Ground rules

#### Topic: Restructuring the ILSFA Advisory Committee (40 mins)

##### **PURPOSE OF THIS MEETING:**

For the Program Administrator to receive feedback on proposed changes to the structure of the Advisory Committee. These changes are meant to meet the needs of the committee and encourage continued engagement in future meetings.

##### **PROPOSED UPDATES FOR DISCUSSION:**

- Create standing dates for meetings for the AC and subcommittees for one year
- Full Advisory Committee
  - Meeting interval
    - Once a quarter virtual meeting
    - Annual or Bi-annual in person workshops
- Subcommittees
  - Each subcommittee may meet once a month or a minimum of two meetings per quarter.
  - Breakout session for the subcommittee meetings at the in person bi-annual in-person meetings to enhance engagement for subcommittee members.
  - Addition of a member to serve as leader for the sub-committee meetings.
- Meeting agenda
  - Include a line item to recommend the next meeting topics at the closing of each meeting.
  - Involvement of members to select topics for future meetings.

#### Closing (5 mins)

- What's next? (Recording/transcript, next steps)

| <b>Topic 1</b>             | <b>Restructuring the ILSFA Advisory Committee</b>   |
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| Background                 | <p>According to the IPA’s 2024 Long-Term Plan, the Advisory Committee is meant to develop and explore ideas and advise the Agency on the ILSFA program. The committee meetings are “meant to foster meaningful and informed conversation between all program stakeholder and agencies, provide education or information regarding participation in the program, encourage stakeholder and public feedback, and develop and propose incremental improvements to the ILSFA program.” (Section 8.16)</p>   |
| Issue/Topic for Discussion | <p>Proposed updates to the structure of the Advisory Committee and its functions to increase the engagement of members and to create a structure for proposing updates to the Agency. Proposed updates for discussion are:</p> <ul style="list-style-type: none"> <li>○ Create standing dates for meetings for the AC and subcommittees for one year</li> <li>○ Full Advisory Committee <ul style="list-style-type: none"> <li>▪ Meeting interval <ul style="list-style-type: none"> <li>▪ Once a quarter virtual meeting</li> <li>▪ Annual or Bi-annual in person workshops</li> </ul> </li> </ul> </li> <li>○ Subcommittees <ul style="list-style-type: none"> <li>▪ Each subcommittee may meet once a month or a minimum of two meetings per quarter.</li> <li>▪ Breakout session for the subcommittee meetings at the in person bi-annual in-person meetings to enhance engagement for subcommittee members.</li> <li>▪ Addition of a member to serve as leader for the subcommittee meetings.</li> </ul> </li> <li>○ Meeting agenda <ul style="list-style-type: none"> <li>▪ Include a line item to recommend the next meeting topics at the closing of each meeting.</li> <li>▪ Involvement of members to select topics for future meetings.</li> </ul> </li> </ul> |