

**IEP COORDINATORS RETREAT ACTION PLAN
AUGUST 1997**

ISSUE	PRODUCT	WHO	REV. DATE	DUE DATE
Determine Role and Involvement of COE	a) Contact COE and solicit interest b) Obtain decision	Geoff Chatfield Pat Coulston	November Coordinator Meeting	January 1, 1998
Coordinator Policy Development and Transmittal	a) A process to use b) Format for Management Memo	Long Range Planning Team + Herrgesell/Ford	December Coordinator Meeting	February '98 Coordinator Meeting
Process for Coordinator Agenda Development	Written process of how Mgt. Team will develop agenda	Management Team	Next four Coordinator Meetings	Dec.'97 Coordinator Meeting
Program Performance Evaluation System	a) Constituent list b) Questionnaire c) Agenda Review d) Program Review Format	Steve Ford	January Coordinator Meeting	March 1998
Enhancement of Management Team Role	a) Mission Statement b) List of Products c) Rec. On Budget Group d) Membership List	Management Team +Leo Winternitz	October Coordinator Meeting	January 1998
Project Work Team Guidelines	a) Mission Statement And Expectations b) Rec. On Relevance c) Rec. for Improvements	Management Team	October 1997	January 1998
Scientific Advisory Group Involvement	a) Elements to Review b) Review Schedule c) A Design Project	Leo Winternitz	October 1997	February 1998
Enhancement of Management Level Advisory Group	A written plan describing how to enhance involvement	Steve Ford	January Coordinator Meeting	April 1998
Development of Communications Group	a) Establish Team b) Communications. Plan c) Expected Products d) Team Assignments	R. Brown-lead Larry Smith Ken Lentz Perry Herrgesell	October Coordinator Meeting	November 1997
A strategy for IEP/ CALFED Integration	a) Concept Paper b) Director Review c) Completed Concept d) Establish Joint Mtg. e) Brief Lester Snow	a) Brown/Smith b) Each Coord. c) Long RangePlan Gr. d) Herbold e) Brown, et al	All Future Coordinator Meetings + September 2, 1997	a) Aug. 12 b) Aug. 17 c) Oct. 2 d) Sept. '97 e) Sept. '97
Comprehensive Monitoring Plan Closure	a) Pete Rhoads Written Response b) Completed Report	Pat Coulston Steve Ford Zac Hymenson	August &Sept. Coordinator Meetings	a) August 7, 1997 b) Oct. 1, 1997