

	2021 - 2027 LGAC/LLWG Work Plan
Objective	Sub Objective
Work with governors' offices (or mayor's office for the District of Columbia) to develop and maintain an active and engaged membership of local government officials who represent the full diversity of communities in the watershed. For example, ensure that membership includes local government officials who reside and/or represent environmental justice and low-income communities.	<p>Staff will continue to work with jurisdictions to identify possible candidates for the CB watershed Governors/Mayor taking into account full diversity of representation of communities.</p> <p>Staff will continue to provide CBP orientation resources and opportunities, and mentoring for new members as requested.</p>
Develop reports and talking points for the chair of LGAC to advise the Executive Council (EC) at their annual meeting.	<p>The LGAC Coordinator will draft the letter of recommendations based upon feedback from the members during quarterly meetings on issues confounding local government ability to support local watershed restoration efforts. The draft will be circulated for review, comment and approval to LGAC prior to being finalized.</p> <p>The final letter of EC recommendations will be submitted to the partnership by the deadline set by the Executive Council planning team to ensure the EC Members have adequate time for briefing on the issues and recommendations.</p> <p>Using the LGAC letter of recommendations, the LGAC Coordinator will prepare talking points for the Chair during the EC meeting ensuring the recommendations are both in the Chair's own voice and reflective of the LGAC members' consensus recommendations.</p> <p>The LGAC Coordinator will seek opportunities to promote the recommendations during the year with the CBP as well as externally</p>
Explore ways to continuously improve engagement among the LGAC Members and the Chesapeake Bay Program at various levels in the CBP organization.	<p>Working with the Enhancing Partnering, Leadership, and Management Goal Implementation Team (GIT 6), LGAC Staff will explore potential governance document revisions to:</p> <p>Formalize a process to follow-up on LGAC Annual Recommendations including opportunities for the PSC and MB to review the recommendations and direct them to appropriate GITs or workgroups for response and/or action;</p> <p>Discuss options to codify expectations and timeliness of Bay Program response to LGAC-developed reports and letters;</p> <p>Clarify guidelines and an efficient method of distributing LGAC reports and letters to MB/PSC/EC and related interested parties with CBP established email distribution lists.</p> <p>Continue to connect and support LGAC Members to participate in GITs, workgroups, and Action Teams with particular alignment to LGAC priority topics.</p> <p>Actively recruit additional CBP Partners to attend LGAC quarterly meetings.</p> <p>Contact GIT Chairs and Coordinators to participate or listen during the LGAC meetings when an agenda topic is relevant to their work.</p>

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<p>Prepare and support the chair of LGAC, who participates in monthly Management Board (MB) meetings and three or four PSC meetings per year.</p>	<p>The LGAC Coordinator will ensure the LGAC Chair is on the appropriate email listservs and calendar invites for the Management Board and Principals' Staff Committee.</p> <p>The LGAC Coordinator will confirm meetings availability with the Chair and work to find a Vice-Chair to replace the Chair, if the Chairperson is not available to attend a MB and PSC meeting.</p> <p>The LGAC Coordinator will review the meeting agendas and, depending on the topics for decisions, either email or schedule a time to talk through the agenda with the Chair and offer connections to ensure providing a local government perspective.</p>

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Serve as the administrator for LGAC, which includes arranging quarterly meetings, facilitating information-sharing among LGAC members and their constituencies, and coordinating efforts with the CBP partnership's leadership, GITs, and workgroups.	<p>At the end of each quarterly meeting, the agenda allows for ideas from the LGAC members on future agenda topics and corresponding meeting locations where stakeholders may be a part of the meeting. Under the direction of the LGAC Coordinator, the LGAC Staffer researches meeting facilities, requests proposals from hotels and conference centers willing to offer accommodations at or below the federal per diem rate, documents the procurement process including researching facilities on System for Award Management (SAM.gov) for eligibility. Once the facility is deemed appropriate, the Alliance initiates the contract with the facility.</p> <p>The LGAC Coordinator drafts the meeting agenda and, working with the Chair, Executive Committee of LGAC and CBP EPA liaison, finalizes the meeting agenda and speakers.</p> <p>The LGAC Coordinator offers suggestions on holding an in-person meeting or virtual depending on speaker access, topic, the will of the Members and other considerations.</p> <p>The LGAC Coordinator gathers background information to serve as briefing materials for the LGAC members prior to the meeting.</p> <p>The LGAC Coordinator provides discussion topics to the Deputy Director or other CBP EPA speaker to address both questions from LGAC and updates from the CBP Partnership.</p> <p>The LGAC Staffer maintains the email list of LGAC Interested Parties and sends notices of meeting dates and the agenda.</p> <p>The LGAC Staffer manages the LGAC email listserv that is used to relay information and facilitate responses among all members in one email thread.</p> <p>The LGAC Staffer posts all meeting material on the LGAC meeting page on the chesapeakebay.net website.</p> <p>The LGAC Coordinator serves on a number of workgroups and action teams within the CBP. The LGAC Coordinator is generally the point person for helping to make introductions and organize LGAC Members who are available and have interest in serving on CBP GIT or Workgroup as well as coordinating for a member to represent the LGAC when requested.</p>
Advise the Management Board, GITs, and workgroups to help the CBP partnership meet its goals, mandates, and agreements	<p>The LGAC Coordinator reviews most all GIT and workgroup agendas and regularly attends a number of Goal Implementation Team, workgroup and action team meetings relevant to the LGAC priorities. This helps the staff maintain awareness of issues moving throughout the CBP, the discussions that underpin them and the issues surrounding decisions.</p> <p>The LGAC Coordinator will seek opportunities during partnership meetings to relay advice and feedback from LGAC meetings.</p> <p>Working with the LGAC Chair, the LGAC Coordinator relays background information and recalls LGAC discussion and positions so the Chair feels comfortable offering advice to the Management Board in particular, when appropriate.</p>

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Provide input during the biennial assessments of the local leadership outcome of the Stewardship goal (and provide input on local elected official engagement related to other goals and outcomes as appropriate) of the 2014 Chesapeake Bay Watershed Agreement.	<p>The LGAC Coordinator participates in the MB meetings to stay abreast of the Strategic Review System (SRS) progress and issues.</p> <p>The LGAC Coordinator will continue to participate in the LLWG by supporting the local leadership outcome and will confer with the Chair of key topics in the management strategies, outcomes and workplans as they relate to local governments.</p> <p>The LGAC Coordinator will continue to review SRS documents for LGAC opportunities to engage.</p>
Review and recommend updates of LGAC bylaws as needed and as determined by LGAC and/or based on revisions that may be required as a result of changing circumstances.	<p>The LGAC Coordinator and Staffer keep track of LGAC governance issues and work with the Executive Committee to facilitate changes with full committee approval. The LGAC Coordinator encourages the members to keep the bylaws general so there is built-in flexibility and adaptability for LGAC operations. On average the LGAC bylaws are updated about every 5 years.</p> <p>The LGAC Staff will work with the Members to explore revisions of the LGAC bylaws to capture DEIJ values, the intention of LGAC to be representative of the diversity of Bay watershed local officials, and to adapt LGAC operations in response to the ongoing work of the PSC's DEIJ Action Team.</p>
Organize quarterly LGAC meetings that address strategic policy topics that relate to implementation of Bay goals, including the headwater states (Delaware, New York, and West Virginia). These sessions should represent the diverse interests of local governments throughout the watershed.	<p>The LGAC Coordinator will draft agenda topics for Executive Committee input that provide opportunities for Members to consider and advise CBP staff on local government priorities that also include Bay goals.</p> <p>The LGAC Staff will utilize recently-learned best practices of virtual engagement and explore hybrid virtual meeting approaches to enhance access to leading experts and stakeholders for quarterly meeting presentations and offer Members flexibility for virtual or in-person attendance.</p> <p>The LGAC Coordinator will focus on PSC and MB efforts and work with LGAC members to clarify how these efforts resonate with local decision makers.</p> <p>The LGAC Coordinator will invite presenters with various perspectives on Bay goals to quarterly meetings so members are fully informed and can share their perspectives.</p> <p>The LGAC Coordinator will work with the Executive Committee following quarterly meetings to determine actions to be taken, decisions to be made, or feedback to be provided based upon the presentation.</p>

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Seek opportunities for and facilitate LGAC representatives in peer-to-peer interaction to share and discuss strategies for meeting Bay and local goals.	<p>The LGAC Coordinator will seek opportunities for local elected official roundtables and peer-to-peer engagement to understand local priorities and share local watershed restoration strategies.</p> <p>The LGAC Coordinator will facilitate these opportunities and encourage participation from LGAC members in the area.</p> <p>The LGAC Coordinator will summarize these discussions for CBP leadership consideration.</p>
Seek opportunities to more effectively understand obstacles to implementing restoration activities and policies facing local governments.	<p>The LGAC Coordinator will work with jurisdiction representatives and trusted sources to seek opportunities to discuss and learn about local impediments to restoration efforts and share this information with CBP leadership.</p> <p>The LGAC Coordinator will seek opportunities for jurisdiction delegations within LGAC to meet with their jurisdiction leadership to share local priorities and learn about jurisdiction efforts.</p>
Develop outreach and communication tools and content to assist and inform local governments of Bay protection and restoration efforts.	<p>The LGAC Staffer, with feedback from the LGAC Coordinator, will create content that emphasize and highlight LGAC members and LGAC initiatives.</p> <p>Staff will continue to develop the quarterly resource-based local government newsletter: Watershed Currents for an LGAC and LLWG audience for as long as members find it worthwhile.</p> <p>Staff will provide content from/on behalf of LGAC members to be highlighted in the Bay Journal: Local Government Edition publication when requested.</p> <p>The LGAC Staffer will continue to participate in monthly meetings of CBP Communications editorial calendar with an eye to local government engagement.</p> <p>The LGAC Staffer will attend the monthly meetings of the CBP Communications Workgroup to stay abreast of Bay Program messaging, the timing of key communication products, and opportunities to connect LGAC Members or LGAC recommendations to those stories and media releases.</p> <p>The LGAC Staffer will attend any communications strategy-related meetings in order to broaden LGAC's reach throughout the Bay Program partnership.</p>

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Coordinate and transmit LGAC suggestions to CBP partnership management about the Small Watershed and Innovative Nutrient and Sediment Reduction grant programs.	<p>The LGAC Coordinator and the Director of Chesapeake Programs at the National Fish and Wildlife Foundation (NFWF) will continue their efficient approach to supporting the LGAC NFWF grant reviewers in the conflict of interest process, review, scoring, and comment on grant applications to the Chesapeake Bay Stewardship Fund, including the Small Watershed Grants and the Innovative Nutrient and Sediment Reduction grant programs.</p> <p>The LGAC Coordinator will continue to support the LGAC Members who annually volunteer to provide reviews and submit them on the member's behalf compliant with NFWF's procedures.</p>
In congruence with the Executive Council's DEI Statement and PSC's DEI Action Statement, incorporate DEI principles in LGAC activities, including meeting topics, communication products, and LGAC membership selection, to ensure that perspectives of all watershed residents are represented, and especially those from historically underrepresented stakeholder groups.	<p>Staff will explore possible revisions of the LGAC bylaws and strategic plans to capture DEI values and offer the LGAC Executive Committee intentional agenda topics that addresses or incorporates issues and perspectives of DEI, tracking the progress of the CBP DEI work.</p> <p>LGAC Staff will offer local elected official membership consideration to Chesapeake Bay watershed Governors, and Mayor of DC, to ensure that perspectives of all watershed communities are represented, especially those from historically underrepresented stakeholder groups realizing that the LGAC membership decision is ultimately up to the jurisdiction EC member.</p> <p>The LGAC Staffer will attend the quarterly meetings of the CBP Diversity Workgroup to stay abreast of progress towards meeting Bay Program DEI goals, mutual learning opportunities, the sharing of best practices that support DEI in the Chesapeake Bay region and opportunities to connect LGAC members or LGAC recommendations with DEI-related initiatives within the partnership.</p> <p>The LGAC Staffer will attend any DEI strategy-related meetings in order to broaden LGAC's reach throughout the Bay Program partnership.</p> <p>LGAC Staff will continue attending DEI Action Team and related meetings and work in partnership with PSC and other teams that are working on such efforts to continuously improve how DEI considerations can be integrated into the mission and membership of LGAC.</p>