

2017 Work Schedule & MCCC Annual Report Timeline

January

- 1/26 Steering Committee Retreat - Planning for 2017

February

- Working Groups to develop work plans (*these plans will be due to Steering Committee for review at March meeting and final drafts will be voted on at the April Commission Meeting; Working Groups will want to incorporate discussion of report recommendations into plans for 2017 meetings*)
- 2/23 Steering Committee Meeting by phone due to session

March

- Early to mid March - Working Group Draft Work Plans due to Steering Committee for review; Work Plan drafts shared with Steering Committee
- 3/23 Steering Committee Meeting - comment on work plans and finalize agenda for April Meeting

April

- 4/19 Commission Meeting - work plans approved, review report timeline
- 4/27 Steering Committee Meeting

May

- 5/25 Steering Committee - Finalize report timeline and agenda for June meeting; (*Decide if June Steering Committee should be moved, be a call, or add a pre-meeting call*)

June

- Outline and write Table of Contents based on Steering Committee recommendations
- Begin drafting Report (particularly parts that are fairly standard/background, etc)
- 6/21 Commission Meeting - review timeline for report writing
- 6/22 Steering Committee discussion on recommendations for Report & general Table of Contents; finalize report writing timeline

July

- Template to State Agencies and organizational meeting (for agencies)
- 7/27 Steering Committee - Solicit report recommendations from Working Groups

August

- State Agencies Staff Call to check in on reports
- 8/24 Steering Committee - Review outline of report, Working Group Chairs discuss expected recommendations

September

- First week of September - receive final working group recommendations for the report
- First draft of report - in progress with working groups, done except for adding WG recommendations
- 9/14 - State Agency Reports Due to MDE; shared with Steering Committee
- 9/20 Commission Meeting - Review outline and recommendations with full MCCC
- Incorporate feedback into the report
- Working Groups review main points of report at their respective meetings (into October)

October

- 10/4 share draft report by email
- 10/18 Commission Meeting - review draft report
- 10/26 Steering Committee - deliver final draft report
- Conduct phone conferences with working groups to update on any changes
- Finalize Draft Report & Share for review before final vote

November

- 11/1 - Final vote on Report at full meeting
- 11/15 - Final Report due