

TO: Members of the NCEC

FROM: Howard Blin

DATE: April 5, 2012

SUBJECT: Special NCEC Meeting on April 11th

In place of the regularly scheduled NCEC Committee of the Whole meeting on April 11th, a special meeting of the Commission has been called to begin the capacity building process with the Commission. This effort is intended to develop a collective vision and improve processes for commission decision making.

The process is expected to involve the Commission over the next six months. To help with the effort we have we have contracted with Lissa Jones, a local organizational consultant. Ms. Jones will attend the April 11th meeting and describe the key steps going forward. A summary of the proposal for her work is attached.

The special meeting is intended to be the kick off to the process. It will be an opportunity for Commissioners to discuss the expected outcomes, ask questions and prepare for the next steps.

The meeting will be held in room N-270 of the Central Library. Sandwiches will be served.