

# Action Plan for Ad Hoc Committees

## Farmworker Advisory Commission of San Mateo County

Urban Habitat has developed this tool to help you identify your commission-related goals, to identify resources necessary to meet your goals, and to draft a plan on how to obtain your goals. The commission will form ad hoc committees and each committee will work on one goal that the full commission agreed to work on. These goals will be included in the commission's overall workplan.

The commission is responsible for having an annual workplan and reporting back to the Board of Supervisors on that workplan's goals and progress.

The commission is an advisory commission, which means that you advise the county board of supervisors on issues and policies that are necessary for the farmworker community to improve its well-being and economic health. You don't have the power to make policies, but you can inform policies and let the board of supervisors know what policies you would like to see and why.

One example: The farmworker community needs affordable, accessible, healthy, and secure housing. One goal an ad hoc committee could decide on is to ask the board of supervisors to study how to finance a land trust. This is a specific fund that could help farmworkers purchase their own homes. The price of the home is assessed without considering the cost of land. The land is purchased by the county or a nonprofit organization and the home is purchased by a farmworker family. This is one way to make housing more affordable.

The commission has asked community members to share their priorities and what they would like the commission to focus on in the community. As a commissioner, think about what changes you are also interested in working towards.

### **Structural change**

The change we want to work towards is structural change. Changes that make life better for everyone by making life better for those who are most vulnerable. These are big changes that can be attained through small steps.

Goals don't have to be about changing something. They can also support what's happening to make sure more people can participate.

- Think about how you can SUPPORT the good that's happening in your communities.
- Your goals can also tackle what's not working and you can help to STOP the bad that's happening in your communities.
- You may hear about a great program or idea. Think about ways to help CREATE new, equitable projects and policies that will change the lives of your communities.

Finally, when talking through these changes, don't forget to also ask yourself the following three equity questions:

- Who benefits by this plan/proposal?
  - Who pays for this plan/proposal?
  - Who has been involved in the decision-making or creation of this plan/proposal?
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Complete the following:

Ad hoc committee members with contact information. Agree with your ad hoc committee members how you will communicate. Is it OK to text? Do people prefer email or a phone call? Remember you can only communicate with ad hoc committee members outside of the official FAC meetings; otherwise, you will be violating the Brown Act.

Name	Cell phone number	Email

Issue(s) agreed to research/work on by the ad hoc committee

Timeline

Objective	Task(s)	Responsible Person(s)	Resources Needed	Status
Board of Supervisors votes to study how a land trust for farmworkers could be established.	<ul style="list-style-type: none"> <li>- Research land trusts in San Mateo County or the region</li> <li>- Identify speakers to share information at a commission meeting</li> </ul>	Housing Ad hoc committee (Larisa to take the lead)	<ul style="list-style-type: none"> <li>- Training on how resolutions can be written by commission</li> <li>- Training on BOS process to pass ordinance.</li> </ul>	- In progress (or delayed, completed, etc)

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Who can help you with your goals? You do not have to go through this process alone. Think about which community organization has experience working on the problems you are trying to improve or change. Think about a community partner, commission staff, other commissioners, and leaders in your community.

Necessary resources that your ad hoc committee has identified

Individuals or organizations to contact to help collect information

Name	Cell phone number	Email


Requests of the commission staff (this could include data on community, meeting notes, access to certain lawmakers, etc)

Requests for Larisa and Wendy from Urban Habitat. What additional help or questions do you have for our meeting(s)?

Wendy and Larisa will be meeting with each ad hoc committee to answer questions and help identify resources or other assistance. You do not need to wait until our meeting to reach out. You may reach us via email, Larisa ([lcasillas@urbanhabitat.org](mailto:lcasillas@urbanhabitat.org)) and Wendy ([waragon@urbanhabitat.org](mailto:waragon@urbanhabitat.org)).