



## CALIFORNIA COMPLETE COUNT COMMITTEE WORKING GROUPS INFORMATION



The California Complete Count Committee (CCCC) is expected to collaborate, to offer expertise, insights and knowledge in reaching hard to count (HTC) communities, to identify and help coordinate effective outreach efforts in local communities, leverage statewide connections to facilitate outreach and support grassroots efforts across the state.

The Committee may create working groups as necessary and solicit participation from relevant census experts and practitioners. Each working group will define topics they will focus on and address. Working groups will determine how often they will hold meetings/conference calls and the working group chair must inform the CCCC liaison if they need assistance with scheduling presentations and posting specific agenda items on the website to meet Bagley-Keene requirements. Working groups will draft recommendations for the initial report due to the Governor one month prior to report due dates. The first report is due October 1, 2018. Work groups shall contribute to the interim reports every January 1 and June 30 thereafter, with a final report due to the Governor no later than June 30, 2021.

### **Four Working Groups Established**

- 1) Access and Outreach
- 2) Trust and confidentiality (security and confidentiality questions)
- 3) Content and citizenship (Including citizenship and ethnicity questions)
- 4) Housing (Includes where people should be counted)

### **Working Group Chair Role**

- Facilitator role - ensuring meetings/conference calls and working group breakout sessions move forward.
- Initiate working group discussions to develop recommendations and outreach strategies to submit to the California Complete Count staff for inclusion in reports submitted to the Governor.
- Reports or assigns designee to report on their behalf during CCCC quarterly meetings, working group conference calls and during in person break-out sessions.
- Regularly communicates with CCCC Liaison in regards to logistical needs of the working group.

### **Working Group CCCC Liaison Role**

- Schedules meetings/conference calls and distributes meeting materials.
- Captures working group recommendations in meeting minutes, summarizes discussion, and key meeting outcomes.
- Reaches out to experts and specialized area practitioners to present during meetings/conference calls or working group in person meetings.
- Supports working group chair with logistics to ensure Bagley-Keene protocol is followed.