# Sample Resources for

# “Suggestions for CAC-Community Meeting Organizers and Participants”

(last updated 3/1/2023)

## About this Document

This document is intended to be a resource for communities and County Agricultural Commissioner (CAC) staff as one of a variety of tools (see the Department of Pesticide Regulation’s [***Resource Hub for Local Engagement***](http://www.cdpr.ca.gov/docs/resource_hub/)) produced by a collaborative, diverse group of both community and CAC partners to improve and enhance communication and engagement across the state. The following sample resources complement the suggestions for CAC-community engagement that were developed to support ongoing efforts of CAC offices and Community-Based Organizations (CBOs) to provide accurate and transparent information and promote engagement between community members and CAC staff.

Some of this content was adapted from the State Water Resources Control Board’s ***Community Accountability and Engagement Plan*** for Administrators, with their permission.

## Sample Resources

The following templates could be useful when planning for CAC-community meetings:

* **Community Interest Survey:** ask community members about their experience with previous CAC meetings and events and what engagement formats and communication methods they prefer for engaging with the CAC office, including preferred languages.

This can be adapted and administered well in advance of public meetings as well as handed out at events to continually collect engagement preferences from your community.

* **Public Meeting Notice:** announce an upcoming CAC-led public meeting.
* **Public Meeting Agenda:** list potential topics to cover at a CAC-led public meeting.

In the following templates, we use **green text or “INSERT”** to indicate where county- and event-specific details can be incorporated.

## [INSERT COUNTY NAME] County Agricultural Commissioner Office

## Community Interest Survey

**Help our County Agricultural Commissioner Office get to know our community!**

**They are the first point of contact for local pesticide use questions and concerns,**

**and they can use these responses to better understand our community’s**

**communication and engagement preferences.**

***Please Print Clearly***

**Full Name (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street Address (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, Zip (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number (optional)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Have you participated in any public meetings regarding County Agricultural Commissioner Office issues (for example, pesticides, weights & measures)?**

**\_\_Yes No** If no, why not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What language(s) are spoken by you or in your community? \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Would you attend an in-person meeting related to the County Agricultural Commissioner Office?**

**\_\_Yes No** If no, why not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Would you participate in a virtual, online meeting, like Zoom, Microsoft Teams, or on the phone?**

**\_\_Yes No** If yes, do you prefer Zoom, Teams, or phone? (circle)

1. **What is the best day of the week and time to hold a public meeting?**
2. **What is the best way to provide you with information regarding the County Agricultural Commissioner Office? Please rate the following tools on a scale of 1 to 5** (1 = least preferred and 5 = most preferred):

| Small group meetings/discussions | 1 2 3 4 5 |
| --- | --- |
| Mailed fact sheets | 1 2 3 4 5 |
| Website/internet | 1 2 3 4 5 |
| Information through schools | 1 2 3 4 5 |
| Information through churches | 1 2 3 4 5 |
| Public notices in a newspaper | 1 2 3 4 5 |
| Workshops (open houses) | 1 2 3 4 5 |
| Community/public meetings | 1 2 3 4 5 |
| E-mailed information | 1 2 3 4 5 |
| Social media (Facebook, Twitter, Instagram) | 1 2 3 4 5 |
| Information posted in public areas | 1 2 3 4 5 |
| Press releases/newspaper articles | 1 2 3 4 5 |

1. **Are there other ways for us to keep you better informed?** (circle) Yes No

**Please describe.**

### Join us!

**[INSERT COUNTY NAME]** COUNTY AGRICULTURAL COMMISSIONER

PUBLIC MEETING

The **County Agricultural Commissioner** (CAC) is a person appointed and funded by the County Board of Supervisors

that promotes and protects our local public health,

environment, and agriculture and is locally responsible for enforcing pesticide use rules in agriculture and other settings.

**In plain language, write a 1-2 sentence description about the purpose of this meeting. For example, “Learn more about your CAC, their role, and upcoming plans to protect public health and the environment.”**

We will also cover:

* + **[INSERT SPECIFIC TOPICS FOR THIS PUBLIC MEETING]**
	+ **[INSERT Example – Local project timeline and updates]**

**Date/Time**: **[INSERT DATE AND TIME]**

**Location**: **[INSERT ADDRESS]**

**For more information, contact**:

**INSERT CAC STAFF POINT OF CONTACT**

**PHONE, EMAIL,**

**MAILING ADDRESS**

#### PUBLIC MEETING # [INSERT Meeting Number]

**[INSERT County Name] County Agricultural Commissioner Office**

**[INSERT DAY OF THE WEEK, MONTH, DAY, 2023 from 00:00 PM – 00:00PM]**

**[INSERT Meeting Venue Name and Room, Meeting Venue Address] or [INSERT Zoom Link and/or Conference Line]**

#### MEETING PURPOSE

**In plain language, write a 1-2 sentence description about the purpose of this meeting. For example, “Today we will cover how to reach out to the CAC office and report any pesticide concerns.”**

#### AGENDA

* + 1. Introductions and Overview of Meeting Format
		2. Public Meeting Topics:
			- Role of the CAC
			- How to effectively report a pesticide incident complaint in a timely manner
			- Update on major projects or plans
			- Update on any changes to CAC-related laws or regulations
			- Public comments, questions and answers
		3. Next Public Meeting Date and Time [If scheduled]
		4. Adjourn