

Timeline	Activity	Who	Expected Outcome/Next Step
Through Wed. 12/23/15	Listening sessions (as scheduled)	WPG Members, staff, and invited guests	Complete 2-3 listening sessions, if possible
	Research questions pursued	WPG Staff	Material provided to WPG members, per questions submitted, including summary of prior listening/comment sessions during earlier work (Working Families)
	Framing of policy elements completed	WPG Staff	Via email, WPG members identify work teams associated with specific policy elements
Week ending Fri., 1/8/16	Listening sessions (as scheduled)	WPG Members, staff, and invited guests	Complete 2-3 listening sessions, if possible
Mon., 1/11/16, 5:30 – 8 p.m.	WPG Business Mtg. #2	WPG Members and staff	<ul style="list-style-type: none"> ▪ Assess listening sessions thus far ▪ Establish additional listening sessions through 1/31/16 ▪ Consider policy elements in work teams (or as a whole)
Week ending Fri., 1/15/16	Listening sessions (as scheduled) and public forum (no pre-set attendees)	WPG Members, staff, and invited guests/general public	Complete 3-4 listening sessions, if possible, including public forum during an evening this week
Wed., 1/20/16, 5:30 – 8 p.m.	WPG Meeting (Business Mtg.?)	WPG Members and staff	Check-in on progress to assess concerns and affirm path forward
Mon., 2/1/16, 5:30 – 8 p.m.	WPG Business Mtg. #3	WPG Members and staff	<ul style="list-style-type: none"> ▪ Review data collected from all listening sessions ▪ Assess policy elements under consideration to-date ▪ Agree on policy recommendation elements
Mon., 2/8/16, 7:30 – 9 a.m.	WPG Business Mtg. #4	WPG Members and staff	Discuss content of agreed policy elements
Thurs., 2/11/16, 3 – 5 p.m.	WPG Business Mtg. #5	WPG Members and staff	Discuss content of agreed policy elements
Wed., 2/17/16, 7:30 – 9 a.m.	WPG Business Mtg. #6	WPG Members and staff	Agree on policy recommendations to be submitted to Mayor and City Council
Mon., 2/22/16	Final report submitted to Mayor and City Council	WPG staff	Final report outlining recommended policy elements submitted to the Mayor and City Council
Wed., 2/24/16, 10 a.m.	Presentation of final report with recommended policy elements to the Committee of the Whole	WPG Members and staff	WPG charge completed