MEMORANDUM

TO: Board of Trustees
FROM: Kendra Wong
Chairwoman, Board of Trustees
SUBJECT: Review, discuss and possibly approve process for reviewing the proposed IVGID Code
DATE: November 30, 2018

I. RECOMMENDATION

It is recommended that the Board of Trustees approve a process for reviewing the proposed IVGID Code.

II. BACKGROUND

At the November 13, 2018 Board of Trustees Meeting, a rough draft of the IVGID Code was presented to the Board by District General Counsel.

There was considerable discussion regarding the format of the Code, the source documents used to create the Code and the best way to review the Code and access the source documents. Timelines for review and possible approval of the Code was discussed as well.

As a result of this Board discussion, this item was placed on this meeting agenda to provide direction on the review process.

III. REVIEW PROCESS

Based on Board feedback, the draft document is being updated to include references to all source documents used to create the Code sections. This electronic document will include hyperlinks to all source documents. The updated draft will be available no later than 12 noon on December 12, 2018.

Given the complexity of the documents, I would recommend that we tackle one section at a time. Ideally, we could address one section per month at a Board Meeting. This would give us all of calendar year 2019 to review the proposal. If we find that the reviews are going quickly, we can start addressing more than one section per meeting.

This is a very important process which is not time sensitive and so I want to make sure we take whatever time is necessary to get it right. However, while it is not time sensitive, I think it is important that we create a regular schedule. If this process gets interrupted, we will lose time by having to get reacquainted with the document.