Project Evaluation Criteria and Process – Commissioner Feedback

Topic	Sub-topic	Commission Criteria and Process
Establishing Due Dates	Considering staff time needed to process the data received Deadline to be within regular work hours Confirmation of receipt of evaluation	Staff will communicate to the Commission the earliest and latest possible dates that data needs to be submitted to staff. Deadlines will be within the regular workday, set in the morning to allow time for troubleshooting.
Methods for Submitting Evaluations	Email or Shared Folder Consideration of Brown Act, Commissioner Handbook, Technology Use Policy	Data will be submitted through a shared folder system, which will be time stamped, and staff will send an email to all Commissioners at the due date to let them know what data has been received. Staff will email Commissioners to confirm if their information was received or not. If the shared folder cannot be accessed, data can be sent to staff through email.
Transparency of Submitting Data	Time stamp data submitted Publishing data in the commission agenda as an attachment	Submitted data will be timestamped. Extensions granted will be updated on a calendar viewable to the public.
Guidelines for Extensions	Will extensions be allowed Who will grant extensions (Director, Chair, or Commission) How will extensions be communicated (via email or in a public meeting) Qualifications for an extension (emergency situations)	The Commission will be responsible for granting deadline extensions, which can be requested and approved through email and updated on a calendar viewable to the public.