

## WORKLOAD ANALYSIS WORKSHOP AGENDA

**Date:** 4/30/2020

**Time:** 10:00 am – 2:30 pm

**Purpose:** Board and Administration Workshop

**Facilitator:** Doug Thomas (HEI)

**Assisting:** Lori Han (HEI)

**Attendance Required:**

CLFLWD Board of Managers (President: John Spence, Vice President: Jackie Anderson, Treasurer: Steve Schmaltz, Manager: Jim Dibble, Jen Oknich: Secretary) and Administrator (Mike Kinney), Houston Engineering

TIME	TOPIC	GOAL
10:00 am – 10:15 am	<b>Purpose and Goals</b>	Visioning for the next 10 years
10:15 am – 10:30 pm	<b>Frame the Discussion</b>	Review prep questions for discussion
10:30 am – 12:00 pm	<b>Topic Area Discussion – Part 1</b>	First half (3 topics)
12:00 pm – 12:30 pm	<b>Lunch</b>	
12:30 pm – 2:30 pm	<b>Topic Area Discussion – Part 2</b>	Second half (4 topics)
2:30 pm	<b>Adjourn</b>	

Meeting link:

**Remote Attendance Instructions**

Join Zoom Meeting

Online: <https://zoom.us/j/189134191>

Or dial by phone: 301-715-8592

Meeting ID: 189 134 191