

Planning Council Work Plan 2024-2025

Tasks/Goals/Objectives		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep
1.	Open Nomination of Officers									X			
2.	Close Nominations											X	
3.	Election of Officers												X
4.													
5.													
6.	Recommend Applicant(s) for Appointment	X	X		X	X	X	X	X	X	X	X	X
7.	Review Quarterly Expenditure & Utilization Report: Part A & EHE	X			X			X		X			
8.	Review Quarterly Expenditure & Utilization Report: Part B		X			X			X			X	
9.	Reallocations Requests (as needed)	X	X		X	X	X	X	X	X	X	X	X
10.	Review Quarterly PCS Utilization Report		X			X			X			X	
11.	Annual Part A Utilization Report & Recommendation(s)									X			
12.	Annual Part B Utilization Report & Recommendation(s)										X		
13.	Review Quality Management Report & Recommendation(s)	X			X		X			X			
14.	Leadership Evaluations				X			X			X		
15.	Annual Committee Report(s)												X
16.	Receive Integrated Plan Progress Updates & Make Recommendations				X						X		
17.	Approve Annual Implementation Plan for the Integrated Plan				X								
18.	Data Presentation												X

19.	Quarterly Membership Training				X				X				X
20.	Set Annual Service Priorities and Develop Directives to the Recipient												X
21.	Annual Resource Allocation												X
	Review Report on Recipient's Progress on Directives & Make Recommendations						X						X
22.													
23.	Approve Needs Assessment Process		X										
24.	Needs Assessment Results												X
25.	Review MOU											X	
26.	Review Revised Policies & Procedures						X						
27.	Approve AAM Report											X	
28.	Review Part A Recipient's Response to the AAM & CAP												X
29.	Approve Revised Service Standards (as needed)	X	X		X	X	X	X	X	X	X	X	X
30.	Approve Marketing Plan				X						X		
31.	Approve Recruitment Plan				X								
32.	Approve Activities for Annual Events (WAD & National Testing Day)		X					X	X				
33.	Part A & B Procurement Report							X					
35.	Review of Draft Grant Application from the Recipient												X
36.	Develop & Negotiate PC Budget Amount with Recipient											X	

