

MINUTES FOR THE WEEKLY MEETING OF THE COMMUNITY PARTICIPATION TEAM (CPT) ON TUESDAY NOVEMBER 27, 2007 AT 4:00 PM IN BUILDING A CONFERENCE ROOM.

PARTICIPANTS:	<u>Staff</u>	<u>CPT Members</u>	<u>Absent CPT Members</u>
	Don Davis	Tom Fitzpatrick	Glendora James
	Tammy Rosario	Bob Keith	
	Leanne Reidenbach	Tony Obadal	
	Melissa Brown	Bill Spaller	<u>Planning Commission Rep</u>
	Terry Costello	Shereen Hughes	Jack Fraley
	Jess Mackow	Rich Krapf	
	Ruth Richey	Charlotte Hubbard Jones	
	Gene Canova	Vaughn Poller	
		Susan Sullivan-Tubach	

- ◆ Mr. Don Davis opened the meeting at 4:00 p.m. and welcomed the committee. Staff and CPT members introduced themselves. Mr. Jack Fraley spoke about the Planning Commission's appreciation for the work that the CPT was about to undertake.
- ◆ Ms. Tammy Rosario introduced the notion of communications going hand-in-hand with public outreach. She stated that there were plans for a website to allow public to get to know CPT members. She introduced Ms. Leanne Reidenbach as the communications liaison for the comprehensive plan process. She addressed needed information related to getting the communications plan underway including updated address and email information from members, revised biographies, and pictures to be posted on the county website.
- ◆ Ms. Ruth Richey took pictures of the CPT.
- ◆ Mr. Davis opened a discussion of the role and expectations of the CPT in the comprehensive plan update. He also described the role of the Steering Committee versus the CPT.
- ◆ Ms. Rosario then discussed the methodology and referenced the timeline for the first half of the process through June 2008. She stated that the goal was to have the Planning Commission and Board of Supervisors consider the update in June 2009.
- ◆ Mr. Obadal asked how a citizen would present an ideas or concerns what they may have.
- ◆ Ms. Rosario answered that a citizen did not necessarily have to wait for a public meeting to voice their concerns and that staff could be contacted at any time through email, phone, etc. In addition to those informal means, there will be formal opportunities such as the Listening Stations and Community Conversations.
- ◆ Ms. Reidenbach stated that staff is in the process of developing the website, which will also have a comment opportunity.
- ◆ Mr. Obadal inquired as to whether it was necessary for individual CPT members to get committee approval before sending or giving any information to the public, whether it is through newsletters or other means.

- ◆ Ms. Rosario said that prior approval by staff was not necessary as far as informal updates and items that the committee had already discussed. Mr. Davis stated that there would be more organized communications efforts brought through the CPT for official messages in the newspaper, etc.
- ◆ Mr. Krapf asked whether the CPT meetings were open to the public.
- ◆ Ms. Rosario stated that all meetings were open to the public and on all of the agendas there will be a time at the end to allow for public comment. Mr. Fraley did mention that CPT members may be contacted by the press for information and questions.
- ◆ Ms. Rosario discussed meeting times and what may be more convenient for members. It was decided that meetings will be held on Tuesdays at 3:00 p.m and will roughly be for one hour.
- ◆ Ms. Hughes suggested that members consider having proxies so that the committee would have some continuity. Mr. Krapf also mentioned that the expectation of the proxies would be that they would stay informed of everything pertaining to the committee but would not necessarily have to attend all meetings. Mr. Davis asked that each CPT member bring his or her proxy contact information to the meeting next week.
- ◆ Ms. Rosario stated that there might be some component of homework necessary for members to do outside of meetings such as informational readings, etc. She also stated that a chair will need to be elected for the committee.
- ◆ Ms. Reidenbach stated that staff will be working with communications staff to get public input as needed, and that the committee will need to develop a slogan. Ms. Reidenbach mentioned some slogans that were written prior to the meeting by staff, asked members to think about them, and hopefully vote on one or some variation of one at the next meeting. Mr. Gene Canova will also be developing a logo based on the slogan.
- ◆ Mr. Davis thanked the committee for attending and closed the meeting.

There being no further business, Mr. Davis adjourned the meeting at approximately 4:55 p.m. The next meeting of the Community Participation Team will be held on Tuesday, December 4, 2007 beginning at 3:00 PM in the Building A Conference Room.

Don Davis, Acting Chairperson