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February 24, 2023

TO: The Kona CDP Action Committee

FROM: Zendo Kern, Planning Director

Aloha Kona Action Committee,

Mahalo for your letter and request for additional support for your committee. We understand your committee is requesting the Department contract a secretary to draft minutes for your meetings. Unfortunately, we are unable to meet this request, but staff support will increase as we fill vacant positions. The process for contracting is cumbersome and time consuming and would compete with time to support the Action Committees (AC), along with ongoing recruitments for new Action Committee members and to fill staff vacancies. In the meantime, we hope your committee will be working to establish a consistent meeting cadence and resume the Community Development Plan (CDP) implementation efforts.

The relationship between the Action Committee and the Department is supportive in nature. Action Committees are partners with the County, as we share the commitment and vision for our island communities as outlined and prescribed in the CDP's. The Planning Department staff are accountable to post agendas and minutes, ensure compliance with Sunshine Law, and help with meeting logistics. In addition, our staff collaborates closely with AC Chairs and Vice-Chairs to support the organization of AC meetings and various AC-led initiatives. This support also includes distributing AC updates and relevant community information through the CDP mailing lists. The AC members are community stewards and are effective at identifying grassroots actions that can empower and engage public participation to improve their respective communities. At the same time, the AC's provide valuable information, guidance, and feedback to County agencies regarding CDP priorities. We look forward to your next meeting and staff will continue to work closely with the Chair and Vice-Chair to support the AC to set goals or priorities for this year.

I hope this helps to answer your questions and we will be providing more comprehensive answers to those recently identified at the Joint AC meeting. We look forward to continued collaboration with you. If you have any questions, please reach out to me or our CDP Team at cdp@hawaiicounty.gov.

Sincerely,

A handwritten signature in blue ink, appearing to be "ZENDO KERN", with a long horizontal flourish extending to the right.

ZENDO KERN
Planning Director