

## **Better Community Relations Action List**

**Letter** to community organizations about AC

### **Business cards**

Informative **flyer/brochure** with meeting dates, locations, how to get on agenda, etc that we all have on hand

Write an article about us and the other ACs in general for the Thursday **North Hawaii News**

**Email:** as members of a county agency they could give any of us an email address. e.g [Johnhoover@co.hawaii.hi.us](mailto:Johnhoover@co.hawaii.hi.us) or [chairpersonSKCDPAC@co.hawaii.hi.us](mailto:chairpersonSKCDPAC@co.hawaii.hi.us). or a general one for all of us [SKCDPAC@co.hawaii.hi.us](mailto:SKCDPAC@co.hawaii.hi.us). We could take turns monitoring it if necessary.

We should also have a **mailing address** at the County of Hawaii address attn. SKCDP Action Committee.

### **Create: a notification list for the SKCDPAC**

**Discussion:** Laws require County to notify anyone interested of SKCDPAC meetings, agendas, reports, notices, etc. At this time there is no list. Individuals from the public have called this to the Committee's attention.

**What:** Create an e-mail notification list.

**How:** Names can be added to the list, through a column on meeting sign-in sheet, requests made to Planning Department and Committee members.

Organizations can be placed on the list: e.g. Puako Community Association, etc. Staff is to update list as requests are made.

**Who:** Planning Dept Staff

**Monitoring:** A copy of the notification list to be reviewed by the AC at least once a year or when requested by the AC (by name of organization or individual instead of email address).

**When:** to be established and operational by February 15, 2013

**County Web Page** for SKCDPA needs major revision: some current links are blank, items need to be organized in user friendly and logical manner. Committee members and public individuals have complained they cannot find agendas, minutes, or other important materials that should be readily accessible. (RE: John's outline for improving county sight)

E. 2. Communications with the Public

A. Create: a notification list for the SKCDPAC

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B. Write and distribute a letter to SK Community Organizations to remind them they can request to be placed on notification list and are invited to meetings to give public testimony at AC meetings. Margaret Horwatt has agreed to do this.

Letter goes to:

When:

C. County Web Page for SKCDPA needs major revision: some current links are blank, items need to be organized in user friendly and logical manner. Committee members and public individuals have complained they cannot find agendas, minutes, or other important materials that should be readily accessible.

1. Committee Meetings should be listed in Calendar of the Planning Dept. webpage

2. The SKCDPAC webpage should be at least updated - e.g. Rosalind Newlon is not the Planning Department contact for the Committee, list of Committee members need to be updated,

3. Information should be easy to find through clearly labeled folders

4. Folders could represent the geographical areas of the Committee:

Waimea, Kawaihae, Puako, Waikoloa. Folders could be organized according to functions or tasks, organizational structure, relevance to committee members and public viewers

ACTION COMMITTEE:

1) bio list and service dates of each member (not length of term, e.g. January 2013 - December 2017 not 4 years)

2) committee application forms and procedures

- 3) up-to-date list of Committee officers, subcommittees, and other organizational information
- 3) Operation Guidelines
- 3) a subfolder containing at least the following: subcommittee project/report forms, guidelines/formats for committee annual reports, CIP requests, etc.
- 4) Meeting schedules, agendas, minutes,
- 5) -

#### SUBCOMMITTEES

- 1) SubCommittee reports, implementation matrix
- 2) -

#### LINKS

- 1) South Kohala groups/ committees, e.g. community groups, groups working on environmental, traffic, parks, public access, etc
- 2) -

#### RESOURCES (perhaps a drop box)

resources that might be helpful for implementing the CDP

- 1) SKCDP
- 2) General County Plan
- 3) Planning Documents e.g. Hapuna Recreational Area, Kawaihae Habor, etc., reef and ocean reports
- 4) -

#### PRESS and NEWS REPORTS

- 1) Press releases issued by Committee
- 2) News articles about Committee
- 3) News articles related to Committee projects or concerns
- 4) -

INFORMAL MEETING OF MEMBERS OF THE ACTION COMMITTEES OF PUNA COMMUNITY  
DEVELOPMENT PLAN AND SOUTH KOHALA COMMUNITY DEVELOPMENT PLAN

Solimene's Coffee Shop, Waimea Hawaii

Monday, January 7, 2013

11:00 - 12:30

**Present:** Dan Taylor, Patti Pinto (PCDPAC). Margaret Horwatt, John Hoover, Kit Roehrig, Mike Fischer (SKCDPAC)

This meeting was scheduled after several months of email communications. The goal was to share our work procedures, share our experience in dealing with the various obstacles of our work and to brainstorm ways we can continue to lend support to Action Committees, help us to more clearly understand our mandates and to be effective in implementing our CDPs according to the voices of our community members.

Topics discussed were:

The formats of our two CDPs: Different approaches to the work and resulting differences in how we are able to keep our communities active in implementing the CDP. South Kohala's CDP is community based (Waimea, Hawaikaie, Puako, Waikoloa) with its entire format divided by community. Puna's CDP is based on topic areas, each addressing the needs of the entire Puna District.

How to engage the Communities in working through the CDP Action Committee: Talking with representatives of the various community groups. Difficulty in identifying and contacting all of the community groups working in the South Kohala district. Puna AC reported a greater level of success in getting community groups to work for their goals through the PCDP Action Committee.

Developing CIP and General Budget requests: Successes and obstacles were discussed. The importance of having our Planning Department Manager as a mentor in the process; as well as assistance in getting our requests to the correct party. We discussed the efficacy of using assistance with budget requests as a way to connect with community interest groups.

Priority Lists: Puna members shared the Priority List. South Kohala members liked the concept. They reported that the priorities are all included within their document, but are not pulled out and highlighted for action in the way they would be if included in a Priority List. Dan shared that the Puna list was developed over two or three years of work. South Kohala members state that they would like to start work towards creating a Priority List.

What can we do to clarify our mandate with the County? We all shared our experiences of finding inconsistencies in the interpretation of our documents. All noted frustration with the current reality. We have established a goal of working with County Planning personnel and

our County Representatives to prepare the way for the next General Plan so that the Island's CDPs can dovetail into the General Plan. The hope is to make the entirety of Hawaii Island's General Plan consistent with all its parts, to remove the vague areas and make the Plan clear and leaving little room for interpretation. The CDPs are frequently strung out along a line between "mandate" and "wishful guideline". We hope that future work on the General Plan will clarify the CDP status.

Running effective meetings: We all shared experiences with testimonials out of control, how to effectively control testimony, agenda preparation and notification, keeping on topic. The issue of how Action Committee members are incorporated into the Committee, would more training be helpful? Mentoring?

We agreed that this meeting was very productive and sharing with each other has helped us to renew our commitment to our Committee work and energized our outlook. We decided to continue work between our two Action Committees and to look at including additional ACs in the future.

We scheduled our next meeting in Hilo on Monday, March 4<sup>th</sup> at 9:00am at Starbucks or another location if we can find a better spot.