

DRAFT Puna Community Development Plan

Action Committee Fact Sheet

February 2011

Since its inaugural meeting on November 20, 2009 (more than 14 months after adoption of the PCDP), Action Committee members have met monthly as a whole and as Subcommittee members at scheduled meetings. **The AC appreciates suggestions for encouraging continued participation by individuals involved with implementing the Plan and to increase communication with others, including community associations and organizations in the most isolated communities.** The AC intends to augment County website postings, email blasts and the required annual report via additional communications, such as this Fact Sheet with those community groups.

We invite community organizations and individuals to help us implement the priorities we have identified (with mass transit at the top of the list for 2011) and to organize PCDP-related activities that we in turn can support. The AC is especially interested in identifying and facilitating community-initiated priorities by improving its process for implementing actions related to those priorities.

Action Committee Priorities, Accomplishments

1. At regularly scheduled meetings, the Action Committee reviews the priority list approved on September 16, 2010 and receives reports on the status of Work Plans being developed for the prioritized Actions.
2. The AC spent several months considering and developing community-based recommendations to the amendments proposed in Bill 194 that were introduced by the County Council and others proposed by the community.
3. Based on the three main themes of the PCDP, the AC has established three subcommittees to manage the implementation activities for prioritized Actions.
 - A. Malama I Ka 'Aina Subcommittee priorities include establishing waste water treatment facilities and creating the Biosphere Reserve Buffer Zone for the greater Volcano area
 - B. Managing Growth Subcommittee prioritized the development of an effective means of implementing the Village Center concept.
 - C. Transportation Subcommittee priorities include several Actions pertaining to the mass transit system and operations, including the preparation of a County-wide Transit Master Plan, and implementation of the PMAR, especially getting is on the STIP and funded for planning.

Community-Initiated Priorities

Community members and organization representatives are encouraged to attend AC meetings and provide testimony prior to AC consideration of an agenda item or during the period allotted for "Public Testimony." The AC also encourages community members and organizations to participate on subcommittees and specific Action Task Groups to make sure their individual issues and concerns are considered. In order for the implementation of any Action to be fully realized it is also important for community members and organizations to participate on the subcommittees and Action Task Groups in identifying and completing the necessary tasks.

Protocols for Implementation of Actions in the Puna CDP:

1. AC approves motions calling for implementation of a specific Action and assigns to the appropriate Subcommittee, which must include at least one AC Member. These motions are made by AC Members and may originate with community input via public testimony at AC meetings or public participation in subcommittees resulting in recommendations to the full AC.
2. Subcommittee members agree to develop and take responsibility for management of a Work Plan for the Action with the formation of an Action Task Group (ATG) for each Action.
3. The ATG develops a draft Work Plan and submits to its subcommittee for review and comment before submitting to the full AC for approval.
4. After AC approval of the draft Work Plan the ATG:
 - a. Completes those tasks that are assigned to individuals or groups;

- b. Reviews and updates the Work Plan at least monthly or as may be necessary to keep the community informed of the Action's status;
 - c. Edits the Work Plan as necessary to maintain an accurate inventory of tasks necessary to implement the Action;
 - d. Submits amended and updated Work Plans back to the AC through its subcommittee at least monthly, or as otherwise deemed necessary to maintain steady progress towards implementation and approval of updated Work Plans for posting on the PunaCDP.info website
5. Requests for information, formal communication or personal appearance by staff from other government agencies or private sector organizations or associations as representatives of the AC shall be in writing and submitted by the appropriate Subcommittee's AC representative for approval by the AC. Such requests approved by the AC shall be forwarded to the Planning Department's PCDP Project Manager for the Director's approval and appropriate action.

Action Task Force Activities for Work Plan Management

1. Identify tasks and timelines
2. Assign and follow through on tasks that can be completed by community members.
3. Identify appropriate stakeholders and organize community outreach.
4. Draft written requests and communications for needed information and/or collaboration to appropriate government agencies and private sector organizations for approval by the Subcommittee and AC.
5. Facilitate information flow between the Action Committee, Sub-Committee, and community outreach partners.
6. Maintain a record of challenges, referrals, progress, and accomplishments through regular updating of the Work Plan.

Sample Activities by Community Associations, Individuals

- Attend Action Committee meetings and network with other community attendees
- Seek input and participation with subdivision residents at association meetings, at social gathering, in local stores, etc.
- Place the PCDP AC on the agenda of community meetings (associations, "roads groups," neighborhood watch) to identify local Action priorities and implementation activities where assistance might be provided.
- Place informative items and solicit opinions related to PCDP AC priorities in newsletters, on websites, via list serves, electronic and physical bulletin boards, etc
- Report on PCDP and AC activities at general Puna or County meetings, such as Tobacco Free East Hawaii, Neighborhood Place Puna (Pahoa and Mountain View), social gatherings, etc
- Support legislation related to PCDP activities via email, website postings, written testimony to County Council and/or State Legislature

PCDP Action Committee Members

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Gregory Braun, Kapoho	Keikialoha Kekipi, Kaueleau	Daniel Taylor, Upper Puna
Frank Commendador, Upper Puna	Jeffrey Krepps, Hawaiian Acres	Tim Tunison, Volcano

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