

Puna Community Development Plan

Community Participation with Implementation of Actions and Projects

An Action Task Group (ATG) consists of community volunteers willing to work towards the implementation of specific Actions contained in the Puna CDP or Projects consistent with the Goals, Objectives and Actions of the Puna CDP. In order track progress and to easily identify what needs to be done to achieve implementation for each Action or Project, a Work Plan will be developed using the Work Plan templates previously approved by the Action Committee. It is the responsibility of each ATG to develop, amend and update the Work Plan for their respective Action or Project on a regular and timely basis as necessary to ensure that web-posted Work Plans reflect the current status of that Action or Project and to facilitate easy transition when the ATG membership changes for whatever reason. It is important to remember that some Actions and Projects may take many years to be completely implemented and that some community members may only become temporarily involved with a Work Plan due to particular talents or expertise they are willing to contribute towards completing specific tasks within that Work Plan.

Community members and organizations are encouraged to participate on the Action Task Groups (ATG) responsible for defining, updating and overall management of the Work Plans for the specific Actions and Action Committee supported Projects consistent with the Goals, Objectives and Actions of the Puna CDP. Each ATG is also responsible for the community-based implementation activities identified on their respective Work Plan and approved by the Action Committee.

Community members and organizations may also develop a Work Plan for other Actions or Projects consistent with the Goals, Objectives and Actions of the Puna CDP and petition the Action Committee for support and approval of the proposed Work Plan.

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 parent subcommittees (Mālama I Ka 'Āina, Managing Growth and Transportation), which are based on the three themes of the Puna CDP. The Action Committee has also formed additional subcommittees to address issues and concerns pertaining to Budget & Finance, Public Outreach and Amendments, which may also propose ATGs to develop Work Plans to address identified issues and concerns. Each of the subcommittees of the Action Committee must include at least one AC member, but not more than two. AC Members assigned to a subcommittee may participate in any of the ATGs under their subcommittee so long as not more than two AC Members are engaged in an ATG. An ATG does not require active participation by an AC Member, but is accountable to the AC through their assigned subcommittee.

Protocols for Implementation of Actions and Projects supported by the Puna CDP Action Committee:

1. The Action Committee (AC) entertains and approves a motion calling for implementation of a specific Action or Project at a duly noticed public meeting. 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. Approved Actions and Projects are then assigned to the appropriate subcommittee for ongoing AC oversight and coordination. Each subcommittee must include at least one AC Member.
2. Subcommittee members agree to develop and take responsibility for management of a Work Plan for the Action or Project with the formation of an Action Task Group (ATG) for each Action or Project.
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. For community-based initiated implementation of Actions or Project this step may be completed prior to petitioning of the full AC for approval.
4. After AC approval of the draft Work Plan the ATG:

- a. Assigns tasks that can be completed by individuals or groups and monitors progress to see to their completion;
 - b. Reviews and updates the Work Plan at least monthly or as may be necessary to ensure that web-posted Work Plans reflect the current status of the Action or Project;
 - c. Edits the Work Plan as necessary to maintain an accurate inventory of tasks necessary to implement the Action or Project;
 - 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 for AC approval of updated Work Plans for posting on the PunaCDP.info website
5. Requests for information, formal communication or personal appearance by staff from 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 Group Activities for Work Plan Management

1. Identify tasks and timelines for completion.
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, AC and Planning Director.
5. Facilitate information flow between the Action Committee, subcommittee and community outreach partners.
6. Maintain a record of challenges, referrals, progress, and accomplishments through regular updating of the Work Plan.

PCDP Action Committee Members

Member	Subcommittee(s)	ATGs and Projects
Barbara Bell	Managing Growth	Kapoho waste water
Gregory Braun	Managing Growth	
Frank Commendador	Managing Growth Amendments	Village Center Planning
Madie Greene	Managing Growth Budget & Finance	
Keikialoha Kekipi		
Jeffrey Krepps	Managing Growth Budget & Finance	
Wesley Owens	Transportation	Mass Transit
Daniel Taylor	Mālama I Ka 'Āina	Volcano BRBZ
Tim Tunison	Mālama I Ka 'Āina	Volcano BRBZ
Larry Brown (Planning Dept.)	Transportation	PMAR