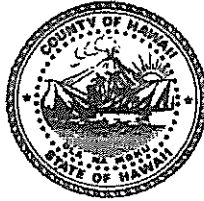


William P. Kenoi  
Mayor



BJ Leithead Todd  
Director

Margaret Masunaga  
Deputy Director

## County of Hawaii

### PLANNING DEPARTMENT

Aupuni Center • 101 Pauahi Street, Suite 3 • Hilo, Hawaii 96720  
Phone (808) 961-8288 • Fax (808) 961-8742

### NOTICE OF PUBLIC MEETING

### PUNA COMMUNITY DEVELOPMENT PLAN ACTION COMMITTEE

**DATE:** Friday, November 20, 2009  
**TIME:** 3:00 p.m. – 5:00 p.m.  
**PLACE:** Kea'au Community Center

2009 NOV 13 PM 12 37  
RECEIVED  
COUNTY CLERK  
COUNTY OF HAWAII

### AGENDA

#### CALL TO ORDER

#### PUBLIC TESTIMONY ON AGENDA ITEMS:

Testimony shall be limited to items on the agenda. Persons wishing to provide oral testimony are asked to submit a completed request form to the meeting Recorder prior to the completion of each Public Testimony portion of the meeting. Oral testimony shall be limited to three (3) minutes in length per agenda item, subject to the discretion of the Chair.

#### NEW BUSINESS: (90 min)

- 1. Welcome/Introductions:** Larry Brown, Puna CDP Project Manager to welcome Action Committee, BJ Leithead-Todd, Planning Director, Amy Self, Deputy Corporation Counsel, Rachelle Ley, Puna CDP Community Planning Assistant and Lahilahi Verschuur, PCDP AC Recorder. BJ Leithead-Todd, Planning Director to thank members for their service. Larry Brown to invite members to introduce themselves.
- 2. Oath of Office:** Deputy Corporation Council Amy Self to swear in members of the Action Committee.
- 3. Election of Officers:** The Action Committee will elect a Chair and Vice-Chair.
- 4. Adoption of Group Agreement:** The Action Committee will consider adopting the draft Group Agreement.

5. **Adoption of Operating Guidelines:** The Action Committee will consider adopting the draft Operating Guidelines of the Puna Community Development Plan Action Committee.
  - a. **Determine Regular Meeting Schedule:** The Action Committee will determine time and place of monthly meetings.
  - b. **Determine Public Testimony Procedure:** The Action Committee will determine procedure for receiving Public Testimony.
6. **Vision Statement, Mission Statement and Logo Adoption:** The Action Committee will decide whether or not they wish to create and adopt a vision statement, mission statement and/or logo, and decide on appropriate course of action to implement decisions made.
7. **Annual Report:** The Action Committee will determine when the annual report will be published.

**PUBLIC TESTIMONY ON AGENDA ITEMS:**

Testimony shall be limited to items on the agenda. Persons wishing to provide oral testimony are asked to submit a completed request form to the meeting Recorder prior to the completion of each Public Testimony portion of the meeting. Oral testimony shall be limited to three (3) minutes in length per agenda item, subject to the discretion of the Chair.

**AGENDA FOR NEXT MEETING: (15 min)**

Discuss what topics should be on the agenda for the next meeting.

**ANNOUNCEMENTS: (10 min)**

**ADJOURNMENT**

NOTE: Anyone who requires an auxiliary aid or service, other reasonable modification, or language interpretation to access this meeting please contact the Planning Department at 961-8288 as soon as possible, but no later than five working days prior to the meeting date, to arrange for accommodations. "Other reasonable modification" refers to communication methods or devices for people with disabilities who are mentally and/or physically challenged.

If you are a lobbyist, you must register with the Hawai'i County Clerk within five days of becoming a lobbyist. (Article 15, Section 2-91.3(b), Hawai'i County Code). A lobbyist means, "any individual engaged for pay or other consideration who spends more than five hours in any month or \$275 in any six-month period for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials." (Article 15, Section 2-91.3(a)(6), Hawai'i County Code). Registration forms and expenditure report documents are available at the Office of the County Clerk-Council 333 Kilauea Avenue (Ben Franklin Building, 2<sup>nd</sup> Floor), Hilo, Hawai'i 96720.

BJ Leithead Todd, Planning Director  
Planning Department