

COMMITTEE: PLANNING	DATE: September 27, 2019	LOCATION: 10 N. San Pedro Rd., Suite 1025
PRESENT: Girija Brilliant, Teri Dowling, Jasmina Etemovic, Jean Gunn, Jody Timms		
ABSENT: Sybil Boutilier		
RECORDER: Amy Dietz		
NEXT MEETING: November 27 from 11a.m. – 12:30 p.m. at 10 N San Pedro, Rm 1025		

MINUTE SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p>Call to Order: Chair Brilliant called the meeting to order at 10:34 a.m.</p> <p>Agenda Approval: The agenda was approved as written.</p> <p>Meeting Minutes Approval: The minutes were approved as written.</p> <p>Open Time for Public Expression:</p> <ul style="list-style-type: none"> • N/A <p>Chair's Report:</p> <ul style="list-style-type: none"> • Commissioner Timms and Chair Brilliant attended the Volunteer Organizations Active in Disaster (VOAD) meeting at which there was good representation from many different Marin County non-profits and organizations. • Many towns and cities have a disaster council. Commissioner Timms sits on the Fairfax Council. Mill Valley also has a Fire Safe plan. 	

MINUTE SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p>Planning Committee Role and Objectives:</p> <ul style="list-style-type: none"> • Staff member Dietz brought the Committee Roles and Responsibilities document that is in the MCCOA commissioner binder. • There was discussion about revising the document and delineating committee vs. commissioner responsibilities. • The primary role of the Planning Committee is to aid in the development and publication of the Area Plan. • Chair Brilliant will bring this to the Executive Committee. • The Planning committee will meet the third Wednesday every month from 11 am – 12:30 p.m. beginning in November. <p>Area Plan Needs Assessment</p> <ul style="list-style-type: none"> • Staff member Dietz presented summary data from the randomized telephone survey. • Committee members made suggestions as to what data to highlight. • The committee discussed the importance of possible focus groups to add qualitative data to the quantitative data gathered. • The committee will review the final report from Davis Research and work with AAA staff to determine next steps in the assessment process. <p>Next Meeting: November 27 from 11 a.m. – 12:30 p.m.</p>	