**COMMITTEE:** PLANNING  
**DATE:** NOVEMBER 9, 2022  
**LOCATION:** Zoom

**PRESENT:** Chris Asimos, Girija Brilliant, Sybil Boutilier, Josaphine Buennagel, Teri Dowling, Luanne Mullin, Sara Robinson

**ABSENT:**

**RECORER:** Amy Dietz

**NEXT MEETING:** December 14, 2022 from 3-4:30, via ZOOM

<table>
<thead>
<tr>
<th>MINUTE SUMMARY</th>
<th>ACTION TAKEN/RESPONSIBLE PARTY</th>
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**Call to Order:**  
Commissioner Brilliant called the meeting to order at 3:05 p.m.

**Agenda Approval:**  
- Commissioner Dowling made a motion to approve the agenda.  
- Commissioner Buennagel seconded.  
- Motion carried 3-0.

**Minutes Approval:**  
- Commissioner Dowling made a motion to approve the Oct. minutes.  
- Commissioner Buennagel seconded.  
- Motion carried 3-0.

**Open Time for Public Expression:**  
- Luanne Mullin asked the difference between community members and commissioners.

**Chair’s report:**  
- Chair Brilliant will send a letter of appreciation to Jean Gunn for her role on the committee.

**Vice Chair’s Report:**
Vice-Chair Dowling explained that if three or more members of the committee attend a working group that constitutes a quorum. As such, there must be a notice given 72 hrs. prior. Decisions or matters requiring voting will be made during regularly scheduled committee meetings.

Meeting Schedule:
- The committee will meet on the second Wed. of the month from 3-4:30 pm.

Planning roles
- Discussed the part of the bylaws in which the Planning Committee would be responsible for reviewing other committee objectives. All committees should submit SMART objectives to the Planning Committee by May 1, 2022.

Age Forward Discussion
- There will be a MHSA 3-year Plan older adult meeting on Dec. 8.
- The committee reviewed data and limitations of funding.
- The committee will hold a special meeting on 11/28/22 to discuss talking points and develop a problem statement.

Meeting adjourned at 4:27

Next meeting: Dec. 14 from 3-4:30 pm