



## Notes

### APA County Planning Division

November 17, 2022

10:00 AM PST / 11:00 AM MST / 12:00 PM CST / 1:00 PM EST

#### Welcome and Call to Order

1. Roll Call

- Robert Hill, Michelle Fuson, Stephanie Donahue, Adam Bradford, Chris O'Keefe, Alan Calder, Andrew Devereux, Jonathan Buono, A'ndrea Paxton, and Jacqui Kamp

2. Introduction of new member

- Stephanie Donahue

3. Approval of minutes: September 29, 2022 Annual Business Meeting

- Robert Hill made a motion, Adam Bradford seconded. All were in favor. Minutes were approved.

4. Chair Report

a. General Comments:

- All CPD positions are full.

b. Division Council Updates:

- APA approved the general work plan for the Divisions Council. Equity is current focus. If CPD members want to be involved check in with Michelle.

5. Finance Report – Robert Hill, Treasurer

- CPD has plenty of funds – typically use money for Chair travel and SWAG for conference
- NACP needs more discussion regarding shutting down account and the amounts in them. Executive team should discuss at next meeting.

**ACTION ITEM:**

- **Discussion of NACP budget during NACP meeting.**

6. Annual Work Plan review, input and final approval

Michelle reviewed the work plan and the team discussed.

**ACTION ITEMS:**

- **Start preparation for 2023 Awards and communication/outreach for application period.**
- **Michelle to put out a doodle poll on when to schedule reoccurring Leadership team meetings for every other month. We may schedule more frequent meetings with the Executive Committee, as needed.**
- **Up the membership retention budget to \$500**
- **Allan Calder will outreach to California County Directors to assist with CPD goal to expand collaborations with divisions and chapters for new partnership opportunities**
- **Focus on educational opportunity goals in 2023 – implement the**

mentorship program (Adam Bradford has experience with National mentorship program and is interested in assisting with effort)

- Robert Hill to check in with Tim Brown regarding the Ohio chapter webinar series – budget for line item will be updated as needed.

Robert Hill made a motion to approve, Chris O'Keefe seconded. All were in favor.

7. Other Business including any updates from leadership team

a. Newsletter – Jonathan Buono/Stephanie Donahue:

- New to role and looking for feedback from team on history of newsletter.
- Stephanie suggested topics such as emergency management and aging populations.
- Is there an option to pay a stipend for articles? Need to check with APA.
- A'ndrea Paxton briefed the group on the educational opportunity she is working on regarding emergency assistance/management. She informed the group that she is communicating with counties on a virtual conference to share concepts to develop an APA emergency rule and/or blueprint. Next step is APA marketing the event. It was suggested to reach out to the [Hazard Mitigation and Disaster Recovery Planning](#) division. Adam suggested also the topic of septic systems and reaching out to Health and Human Services regarding the equity approach. Reach out to A'ndrea with any other feedback.

**ACTION ITEMS: Jacqui Kamp and Robert Hill will provide Jonathan info from their stints as Newsletter editors**

b. Webinars – Tim Brown - None

c. Awards – Tim Brown - None

8. NACP meeting

- a. Open for business
- b. Finance Report
- c. Update from NACo representative – Jennifer Kuiper and Robert Hill
- d. Approval of Mike Kayes as an Emeritus member – nominated by Michelle Fuson
- e. Approval of Mike Harper as an Emeritus member – nominated by Robert Hill
- f. Other Business