

**Action Plan for Master Plan Review and Update:  
Phase 1 (Review and Updating the Plan)**

<b>Review - Steps</b>	<b>Study</b>	<b>Edit Content and Organized into Meaningful Units</b>	<b>Reformat</b>	<b>Introduction</b>	<b>Putting it all together</b>
<b>Notes</b>	<p><b>All members</b> to read and familiarize themselves with the Master Plan.</p> <p>Each member to take on a one of the three key documents (Needs Assessment, Workforce Development Position Statement, Master Plan mandates Review) to become familiar with in preparation for incorporation into the new Master Plan.</p> <p><b>Wilma</b> = WFD Paper  <b>Sandy</b> = Mandates Review  <b>Carole/Hiranya</b> = Needs Assessment</p>	<p>Integrate recommendations from Workforce Development Position Statement, Needs Assessment and CCPC Mandates Review.</p> <p>Consider intention for this to be a document which puts child care on the agenda, helps us align our annual goals and will provide a community action plan.</p>	<p>Design new streamlined and easily accessible format for the plan.</p>	<p>Develop an introduction statement that spells out the state mandated reasons for developing a County Master Plan and clarifies the countywide nature of the document (that it is not meant to be a Planning Council plan alone).</p>	<p>Create a draft product including Executive Summary and revised principles/goals and separate section with strategies.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Acknowledgements</li> <li>• Introduction (rather than Executive Summary)</li> <li>• Development of Master Plan Update - how we did it</li> <li>• Assessments page</li> <li>• Summary/Consolidated version of principles and goals</li> <li>• Strategies listed afterwards.</li> </ul>
<b>Timeline</b>	----- <b>Fall, 2006</b> -----				
<b>Mtg Date</b>	<b>August 24, , 1:00-5:00</b>	<b>September 29, 1:00-5:00</b>	<b>October 20, 1:00-5:00</b>	<b>November 17, 1:00-5:00</b>	<b>December 15, 1:00-5:00</b>

**Phase 2 (Getting input from Council, Key Partners and Community)**

<b>Input Gathering Steps</b>	<b>Design instrument for receiving feedback</b>	<b>Present to Council and Community Partners.</b>	<b>Design instrument for finding out what community groups are doing that fulfill goals of the Master Plan.</b>	<b>Create an Assessment Page</b>	<b>Present plan to Community. Face-to-face data gathering of information.</b>
<b>Notes</b>	<p>Send Master Plan ahead and request people come prepared to share.</p> <p>At meeting: take feedback by projecting master plan on wall and documenting suggested edits which the Master Plan Committee will review.</p> <p>For additional suggestions, please email Hiranya with Principle, Goal and Strategy identified by number.</p> <p>Throughout year, members can “petition” the Master Plan Committee to amend the plan.</p>	<p>Present to the Council for review at the annual retreat.</p> <ul style="list-style-type: none"> <li>Ask CCPC members if there’s anyone else that should be included?</li> </ul> <p>Incorporate feedback of Council and present to partners in September, 2007 for review/feedback.</p> <p>Present to BOS and SOS for approval.</p> <p><b>Host gathering with partners:</b></p> <ul style="list-style-type: none"> <li>Does this plan make sense?</li> <li>Anybody else we should talk with in the community?</li> <li>Anything missing?</li> </ul> <p><b>Potential reviewers:</b> Marcia Meyer, Erric Hoffman, David Foster, Jim Marshall, Susan True, Shebreh Kalantari, Cecilia Espinola, Mary Lou Goeke.</p>	<ul style="list-style-type: none"> <li>To identify partners</li> <li>To provide resource document for community?</li> </ul>	<p>Develop a section to be included in the updated Master Plan that indicates how we are doing in meeting the goals of the Master Plan (ie. what are we and other organizations doing that is fulfilling the goals of the Plan and what might we be able to do better).</p>	
<b>Timeline</b>	----- <b>Spring thru Fall, 2007</b> -----				
<b>Mtg Date</b>		<b>At June retreat</b>	<b>To Be Determined</b>	<b>To Be Determined</b>	<b>To Be Determined</b>