Meeting Minute

1. Welcome and Attendance
   In Attendance Bonnie S, Angela D, Marissa H., Adeline B.

2. Reporting through SMARTS and status
   a. Addressed unanswered Qs 59, 4, 95, 53, 47, 91, 97
   b. Addressed some attachments for these items

3. Timeline updates
   a. Getting bylaws drafted by next meeting, getting letters out in time for December
   b. Action Item: By next Meeting have list of people to send letters to for workgroup contribution
   c. First Meeting in January – need to set dates with Management Council members in December for first January Meeting
   d. Action Item: Angela find Bonnie’s by-laws draft and send out to group for review for before the next meeting
   e. Action Item: Letter send out for Effectiveness explanation letter for Lakeport & Clearlake to include DONE ready for report

4. Status on letters & program factsheets
   a. Action Item: Angela send Betsey’s email to Bonnie to send draft PEOP / PIP factsheet for her review

5. Decision on submission of SMARTS – group will do final review and submit separate reports, and then each party will share reporting PDFs via email.

6. Open Forum

7. Next Meeting Thursday 21st, Nov – Zoom
   a. Invite sent out by Angela

8. Adjourn