> KAUA'I PLANNING & ACTION ALLIANCE
> **Community Indicators Advisory Committee**
>
> **Process for 2006 Community Indicators Report**

Step One: Initial Selection of Indicators

(To be completed in advance of the February 14, 2006 Meeting)

Below is the process we will use to begin selecting indicators. On the following page, the five indicator categories (as revised at the January 17th meeting) are listed, along with the group members for each category, the lead person for this process preparing for the February meeting, and the various indicator topics to be reviewed by each group. In selecting indicators, also keep in mind the Vision for Kaua`i 2020 contained in the *General Plan Update 2000*, distributed at the first meeting.

1. Advisory Committee members who were not at the January 17th meeting will be contacted to see if they want to provide input into one of the groups. If they do, I will send them information and instructions, asking them to contact the group leader as soon as possible.

2. Each group member will be emailed the relevant indicators for his/her group (in MS Word table format). The leader is asked to take responsibility for the group's input. If the group has not completed the review of the indicators, the leader may want to contact group members and ask for their input to narrow down the list. The task is to: a) review the relevant indicators and delete from the table those indicators the group determines are not appropriate, and b) add to the list new indicators that may be needed to address Kaua`i's priority issues but that are not on the existing indicator lists.

    In suggesting new indicators, please keep in mind the indicator selection criteria we agreed to; the indicators should…
    - Reflect something fundamental to our specific priority and objective
    - Have existing data, or data that can be measured easily
    - Show change over time
    - Be important to the public and be easy to understand
    - Engage the media in increasing public awareness
    - Inspire action.

3. The five group leaders are asked to **return the revised indicators list (one per group) to Diane Zachary by January 27th.**

4. The revised lists of indicators will be compiled and distributed to all Advisory Committee members by early February. You will be asked to give your input on the

best indicators. Responses will be needed **before** our February 14th meeting. More details will be sent later on this.

Step Two: February – July 2006

Feb. 14 – Advisory Committee meets
- First ranking of potential indicators
  - A. Comments, concerns
  - B. Sub-Committees discuss and determine:
    - 1) Will the highest ranked indicators "tell the story"?
    - 2) What critical areas are not covered by indicators, if any?
    - 3) What are suggested indicators for these critical areas?
  - C. Sub-committees determine how to review rankings
  - D. Form community meeting sub-committee

Assignment 1: Sub-committees meet in person, by phone or email to consolidate indicators where needed, suggest additions, evaluate indicators by reviewing selection criteria, and finalize their suggestions for draft indicators for their group. Submit any additions or changes to Diane by **Friday, February 24.**

Assignment 2: Those interested in helping to plan community meetings meet with Diane before March 14.

February 27 – Carl/Roger/Diane
- Compile 2nd draft of indicators and email to Adv. Committee members to rank.

March 8 - Members
- Deadline to submit individual ranked response.

March 10 – Carl/Diane
- Ranking responses compiled and emailed to Adv. Committee.

March 14 – Advisory Committee meets
- Final draft presented to Adv. Committee
- Present and discuss plans for community meetings
- Form sub-committee for technical review of indicators
- Sub-groups determine data sources
- Form sub-committee to determine format for indicators report

Assignment 1:   Diane and others interested – Prior to April 11 meeting, conduct first technical review of indicators.

Assignment 2:   Those interested in working on report format meet with Diane prior to April 11 meeting.

April 2006 (date to be determined) – Technical Review Sub-Committee
- Critically review each indicator to be sure it is precise, understandable, and data can be secured

April 2006 (date to be determined) – Indicators Report Sub-Committee
- Review existing reports, suggest format for the report, discuss how report will be prepared

May 2006 – Community Input on Indicators (Diane and Advisory Committee members as possible)
- Meet with County and State department heads for input, if not already provided
- Make presentation on draft indicators to County Council
- Hold 3 or 4 community meeting in various areas of island for community input on draft indicators

June 2006 – Advisory Committee meets
- Discuss input from Community Meetings
- Make final changes or additions to indicators, if needed

Assignment 1:   Discuss how indicator data will be gathered
Assignment 2:   Determine which Advisory Committee members would like to assist with
                   Indicators Report

July-December 2006 – Work on Indicators Report (Diane, interested Advisory Committee members, consultant)
- Gather data
- Develop visual representation
- Write report, prepare draft for review

December 2006 - Advisory Committee meeting (date to be determined)
- Review draft report
- Finalize report

December 2006
- Publish report (hard copy, website)
- Promote report (newspaper, Council, copy to department heads, Chamber, Board of Realtors, etc.)
- Advisory Committee celebrates

Step Three: Finalize Indicators and Prepare Report (Revised Schedule)

A. Solicit Community Input (To be completed by May 20, 2006)

1. A series of three community meetings will be held to explain the community indicator project, provide background on how the indicators were selector and the rationale for each indicator, and to solicit feedback on the indicators.
2. The Advisory Committee will review feedback and determine if indicator revisions are needed.

B. Collect Indicator Data (To be completed by September 30, 2006)

1. Secure technical consultant to help secure, analyze and present data
2. KPAA staff and consultant work with departments and agencies to gather data.

C. Prepare Indicator Report (To be completed by December 31, 2006)

1. Secure writing consultant to prepare report
2. Secure graphic design consultant to design the layout of the report, for print, web-based and CD formats.
3. Complete preparation of indicator report.

Step Four: Disseminate Community Indicators Report

A. Prepare a Communications Plan for the Report (To be completed by July 31, 2006)

KPAA staff will prepare a communications plan for the KPAA Board of Directors, government and community leaders, and the general public.

B. Prepare Copies of the Report

KPAA staff will be responsible for printing copies of the report.

C. Prepare CDs of the Report

KPAA staff will work with the graphic designer to prepare CDs of the

D. Present the Report to Government and Community Leaders

E. Inform the Public of the Report

F. Post the Indicators Report on the Web

Secure web design consultant to prepare and post information on KPAA's website www.kauainetwork.org.