



**Program and Planning Committee  
February 1, 2010 Minutes  
9:00 a.m. to 10:00 a.m.**

**Meeting Location: 1700 S. El Camino Real, Suite 405, San Mateo, CA 94402**

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**Committee Members Present:** Jean Holbrook, Beverly Beasley Johnson, and Angel Barrios

**Public:** Mary Hansell

**Staff:** Debby Armstrong, Michelle Blakely

**Minutes:** David Fleishman

**9:03 am Meeting called to order**

**Item 1:** Agenda was reviewed and approved.

**Item 2:** Minutes from December 7, 2009 POP meeting approved. A clarification was made that both Chonne Sherman and Cynthia Alvarez perform administrative duties but no changes to the minutes were necessary.

**Item 3:** After clarification that the POP Committee had the authority to approve the no-cost extension, Commissioner Johnson motioned for approval, Commissioner Barrios seconded, and all approved. The motion passed and the no-cost extension was granted.

**Item 4:** Discussion of Bridges to Success took place, including the ITN vs. RFP process, the LOI forms and letters that were drafted, and the implications of a tight time-line, the purpose of a hiring a facilitator to aid in the planning process, and the pros and cons of having more than one lead agency. It was recommended that the ITN be released on the time of the information session.

**Item 5:** Updates were given on the State Budget situation. Debby Armstrong testified at the State Budget Committee. A Shelter Network update will be given at the next meeting. The Kit for New Parents RFP was released.

**10:05 am Meeting adjourned.**