

**X** INFORMATION

TAB SECTION: 2

\_\_\_ ACTION REQUIRED

DATE OF MEETING: 11/30/11

PREPARED BY: Lemonds/Lieberman DATE MATERIAL PREPARED: 11/8/11

---

**AGENDA ITEM: Discussion of Facilitation of Community Forum Break Out Groups and Note Taking**

**ENCLOSURES:** San Francisco Forum Flip Chart Notes

**OTHER MATERIAL RELATED TO ITEM:** None

---

**Issue:**

Flip-chart notes from the Community Forums, along with the written answers to the Forum questionnaires, will be the basis for summary forum reports posted on the Commission's website and forum reports to the MHSOAC. Staff will lead a discussion about ensuring flip-chart notes are organized so that they can be easily understood. Copies of the flip chart notes from the San Francisco Community Forum are enclosed for the Workgroup's review.