**Eastern Indiana Regional Planning Council Process Agenda**

**Materials Needed**: Process agenda, sign-in sheet, surveys to hand out, tape, flipcharts, easel, markers, power cord, laptop, projector, flash drive with PowerPoint, name badges/tents

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| Start Time | Minutes | Activity | Facilitator | Scribe | Notes |
| 8:00 | 5 | Ice Breaker | Melinda | Michael | Continental breakfast & drinks provided  **Q1:** “How long you have lived and/or worked in this county?“ |
| 8:05 | 10 | Introductory Questions | Melinda | Michael | **Q1:** “What would you say are the ONE to TWO things you like most about your county?”  **Q2:** “What would you say are ONE to TWO things that concern you most about your county?” |
| 8:15 | 10 | Short paper survey  \*\**could be done online or via polling* | Melinda | Michael | **Survey Questions**   * % of housing stock allocated * Community factors * Perceptions of housing by area |
| 8:25 | 20 | Transition Questions | Michael asks, as he prompts participants with data points from the data snapshot created for EIRPC | Melinda | **Q1**: “How would you describe the current availability of housing in your county? “  **Q2:** “Do you think there are adequate numbers of single family, multi-family and rental properties available for those who live in the county?”  **Q3**: How would you rate the quality of homes and rental properties in the area?  **Q4:** “How do you feel about the price for homes or the monthly cost to rent a home or apartment in the county? “  **Q5:** “Do you feel homes and rental properties are available for households from different income levels (i.e., such as higher, middle and lower income households)?” |
| 8:45 | 30 | Key Questions | Michael | Melinda, as she **posts** response cards on the sticky wall | **Q1**: “What strategies do you recommend be considered by local leaders in order to expand the quantity and quality of housing in your county for people of all income levels?” |
| 9:15 | 10 | Ending Questions | Michael | Melinda, as she **prioritizes** posted responses on the sticky wall | **Q1**: “What is the MOST IMPORTANT thing that you believe the county should do to provide a good mix of quality housing – single family, multi-family, and/or rental -- to current and future residents?” |
| 9:25 | 5 | Closing Remarks | Melinda | Michael | We’ll email synthesized notes to the whole group  We’ll let you know the results of the overall project (as it rolls out)  Thank you for your time and for your thoughtful contributions to this community engagement effort! |
| 9:30 | CONCLUDE |  |  |  |  |