

Meeting of the OSAC Public Participation Guidelines Subcommittee
Monday 4/24/23
Microsoft Teams
Virtual meeting
1:00pm

ATTENDANCE:

Members/Designees: Shayn Ember, Dawn Niles, Tracey Hanson, Mayor Elinor Carbone

Visitors/Presenters: Katie Ramos

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Katie Ramos welcomed all in attendance	Noted
Purpose	Katie Ramos reviewed purpose of subcommittee; to have public participation guidelines for public input	Noted
Reviewed volunteer list	Katie Ramos reviewed volunteer list; members had no objections to Shayn Ember chairing	Approved
Committee discussion	Katie Ramos reviewed flow chart Process Subcommittee was working on. Explained to the group this was a working draft and revisions were being made. Explained role of the public participation guidelines, to include public input. Reviewed public participation guidelines draft, Shayn questioned if guidelines are different from portal, clarification provided, to have guidelines for public input including public comment during OSAC meeting. Will discuss time limited public portal at OSAC. Tracy Hanson questioned where public comment would be on the agenda and if there would be a time block, suggested having a block of time i.e., 15 minutes for public comment. Elinor Carbone and Dawn Niles also suggested having a designated time frame on the agenda for public comment and indicating that public comment would be in relation to an agenda item. All in agreement public comment would address agenda items discussed during the meeting.	Informational
Other business	Next meeting will be Monday 5/15/23 1:00pm-2:30pm via Teams. Revisions will be made to DRAFT guidelines	

NEXT MEETING – May 15th, 2023, 1:00pm-2:30pm via Microsoft Teams

ADJOURNMENT – Meeting adjourned at 1:37pm

Meeting of the OSAC Public Participation Guidelines Subcommittee

Monday 5/15/23

Microsoft Teams

Virtual meeting

1:00pm

ATTENDANCE

Members Present: Shayn Ember, Tracey Hanson, Mayor Elinor Carbone

Members Absent: Dawn Niles

Visitors/Presenters: Katie Ramos, Luiza Barnat

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Katie Ramos welcomed all in attendance	Noted
Review & Approval of Minutes	The minutes from the last Public Participation Guidelines Subcommittee meeting on 4/24/23 were approved and moved. First, Tracey, Second Elinor, all in favor of the approving the minutes	Approved
Review Draft Guidelines	Guidelines reviewed, feedback provided regarding adding timeframes for presentation (15 minutes) and public comment (3 minutes). All in agreement.	Noted
Other business	Public Participation Guidelines Draft will be presented to OSAC on July 11 th for approval. If OSAC has recommendations or revisions, Public Participation Guidelines Subcommittee will reconvene. No meeting scheduled at this time.	Noted

NEXT MEETING – No meeting scheduled at this time

ADJOURNMENT – Meeting adjourned at 1:24pm

Meeting of the OSAC Public Participation Guidelines Subcommittee

Monday 7/24/23

Microsoft Teams

Virtual meeting

2:00pm

ATTENDANCE

Members Present: Tracey Hanson, Mayor Elinor Carbone, Dawn Niles

Members Absent: Shayn Ember

Visitors/Presenters: Katie Ramos, Luiza Barnat

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Katie Ramos welcomed all in attendance	Noted
Review & Approval of Minutes	Minutes Approved, Dawn made motion to approve, Tracey seconded	Approved
Review Public Input Framework	Committee discussed developing framework for public input. Committee in agreement portal would be best option to receive recommendations vs email to ensure transparency and would be more efficient and consolidated to track and post recommendations. All in agreement with establishing the portal. Tracey provided information pertaining to an app that might be an option if the portal is not available. Committee also discussed duration of the portal and in agreement to have portal open for 30 days and to advertise when it launches.	Noted
Other business	Developed guidelines for public input and discuss at next meeting. Next meeting August 28 th 2-3pm via Teams	Noted

NEXT MEETING – Monday August 28th 2-3pm via Teams

ADJOURNMENT – 7/24/23 Meeting adjourned at 2:30 pm

Meeting of the OSAC Public Participation Guidelines Subcommittee
Monday August 28, 2023
Microsoft Teams
Virtual meeting
2:00pm

ATTENDANCE:

Members Present: Tracey Hanson, Mayor Elinor Carbone, Dawn Niles

Members Absent: Shayn Ember

Visitors/Presenters: Katie Ramos

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Katie Ramos welcomed all in attendance	Noted
Review & Approval of Minutes	Minutes Approved, Dawn made motion to approve, Tracey seconded	Approved
Review Public Input Framework	Committee discussed survey link for public input. Discussed opening link in October following the OSAC meeting and having the link remain open for 30 days. Committee in agreement with this time frame. Katie provided update on municipality reporting. Committee reviewed and discussed guidelines for public input and will present at next OSAC meeting 9/12. Dawn agreed to present update.	Noted
Other business	Developed guidelines for public input and discuss at next meeting. No further meeting scheduled	Noted

NEXT MEETING – No meeting scheduled.

ADJOURNMENT – August 28th Meeting adjourned at 2:28 pm