

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

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