

2_19_2013 FINAL minutes, Governance Committee

Voting members present: Nancy Stearns, Nancy Manning, Bob Kerns, Evelyn Bless, Sandra Harrington, Libbie Jae

Also present: Ken Tinkler, Tom Aderhold, Alan Preston, Kathy Sutton, John Miley

Chair: Nancy S., minutes: Evelyn

Called to order 1:32 p.m.

Purpose of this meeting: Ken Tinkler explained answers to questions we posed to him about irregularities in way we collected and disseminated ED reviews. His answers:

- ◆ HR protections apply to the staff that reports to Paul. But even then, only SS# is protected. The reviews are subject to public records requests because the Center is partially funded by the County, and there is only one budget—we don't separate out which part comes under public funds.
- ◆ Board activities are all under the Sunshine. This means noticed meetings, publicly posted records of the minutes, public forum. Because we act instead of the Parks Department, we inherit their Sunshine obligations.
- ◆ All documents collected in the ED review process are subject to public records requests. Documents become subject to public records requests when, among other possibilities, they are sent to another person or requested by a member of the public in meetings. Working notes that we make for ourselves in a meeting and that have not been shared with other people, if requested in a public meeting, may become subject to this.

Therefore, we should all be aware that anything written may be subject to public scrutiny at any time.

- ◆ The public records category includes all categories of ED review documents: 1) staff and non-Board reviews; 2) Board reviews 3) the final review document.
- ◆ Documents subject to public records requests should be kept under our document retention policy (authored by Alan, in Kathy Sutton's possession).
- ◆ Any meeting held by Board members to discuss the ED review must be noticed and minutes kept; anyone may attend.
- ◆ Verbal feedback may be used instead of written, as a way to get more spontaneity and avoid a proliferation of paper records. Verbal feedback may be collected from staff, volunteers; may be used in the final consensus review meeting. This is up to the Board.

The committee will reexamine the procedure and review form for 2013.

Meeting adjourned 2:34 p.m.

Note: March Board meeting is the Sunshine law review with Ken Tinkler.