

Minutes  
Community Outreach Committee Meeting

February 11, 2020

1. Call to Order:

The February 11, 2020 meeting was called to order at 6:50 p.m. by Director Cortez. In attendance were:

- Committee members: Director Cortez and Director Zefferman
- Staff: Keith Van Der Maaten and Paula Riso
- Public members: None

2. Public Comments on Any Item Not on the Agenda:

There was no public comment.

3. Approve the Draft Minutes of the January 22, 2020 Meeting:

On motion by Director Cortez, seconded by Director Zefferman, the minutes were unanimously approved.

4. Receive an Update on the Public Education and Outreach Efforts:

Mr. Van Der Maaten gave an update on the status of Public Education and Outreach Efforts:

- 2019 Year in Review Report – the revised draft 2019 Year in Review will be brought to the Board on February 25th.

5. Discuss Modifications to the Board Procedures Manual:

Mr. Van Der Maaten commented that in reviewing the Board Procedures Manual (BPM), he saw that there were really three categories that things fit in. He listed them as 1) Code of Conduct; 2) Procedural, e.g. how to vote in the President and Vice President; and, 3) reference material, e.g. laws and other outside guidance material. Mr. Van Der Maaten went over the items he thought belonged in the Code of Conduct, and the ones he thought belonged in the BPM. The Commission agreed that they wanted everything in one document with separate sections for the Code of Conduct and the Procedures, with the Reference section as an appendix. There was discussion on how to review the document annually for any changes. Mr. Van Der Maaten said he would prepare a document according to the comments received and provide it at the next meeting for discussion.

6. Identify Agenda Items for the Next Committee Meeting:

The same items will be discussed and updated. The next meeting is scheduled for March 10th at 6:30 p.m.

7. Committee Member Comments:

No comments were made.

8. Adjournment:

Meeting adjourned at 7:31 p.m.