

**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

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
<b>Welcome &amp; Introductions</b>	Katie Ramos welcomed all in attendance	Noted
<b>Purpose</b>	Katie Ramos reviewed purpose of subcommittee; to have public participation guidelines for public input	Noted
<b>Reviewed volunteer list</b>	Katie Ramos reviewed volunteer list; members had no objections to Shayn Ember chairing	Approved
<b>Committee discussion</b>	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
<b>Other business</b>	Next meeting will be Monday 5/15/23 1:00pm-2:30pm via Teams. Revisions will be made to DRAFT guidelines	

**NEXT MEETING** – May 15<sup>th</sup>, 2023, 1:00pm-2:30pm via Microsoft Teams

**ADJOURNMENT** – Meeting adjourned at 1:37pm