

Boyd, John

From: Cummings, Teri
Sent: Saturday, June 16, 2018 12:22 PM
To: Boyd, John
Cc: Karie Oakes
Subject: Fw: Rules and training for minutes

Dear Mr. Boyd,
Please forward Ms. Oakes email below to CCI per her request.
Thank You,
Teri Cummings

From: Karie Oakes <karieokee@aol.com>
Sent: Saturday, June 16, 2018 10:11 AM
To: City Council; Planning Commission (Public)
Cc: Stein, Eileen; Boyd, John; kevinbryck@comcast.net; aalansmith57@gmail.com
Subject: Rules and training for minutes

Dear City Council and Planning Commission:

I think the rules for meeting minutes of each the City Council and Planning Commission need revision in order to better convey state requirements for minutes of public meetings. This came to my attention when reading the [PC meeting notes of May 16, 2018](#) where it states, "Kevin Bryck, Alan Smith, Vicki Handy and Don Kingsborough spoke."

I wondered, why the written record of these public testimonies for the hearing of the Parks Master Plan were reduced to this one sentence? It was after all, an important legislative hearing by a very experienced and highly respected citizen advisory group.

[ORS 192.650](#) requires, "the written minutes or recording must give a true reflection of the matters discussed at the meeting **and the views of the participants**". This statement is fundamental to understanding ORS 192.650 and the five pieces of information it requires for minutes, which are specified in both CC and PC rules. I suggest it be added to the [CC rules](#) and PC rules (I couldn't find PC rules online).

It stands to question if staff and the PC fully understand the purpose of and requirements for minutes.

CC revised its rule for minutes and in discussion at their [October 2, 2017 work session](#), it was agreed that staff and citizen advisory groups would be trained in requirements for minutes and practical application. This is an opportunity to evaluate the effectiveness of training through review of the meeting minutes of the CAGs (also known as meeting notes, summary notes). The inconsistency of nomenclature is another matter for discussion.

I appreciate the extensive discussion and effort CC took towards improving minutes. It's time to follow-up with the City Manager and ask staff and CAGs to provide a self-assessment on their minutes. Additionally, other efforts and ideas for improvement discussed on October 2 should be revisited.

In summary, the requirement in your rules for minutes stating, "(4) The substance of any discussion on any matter;" needs the context of "the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants" to be better understood.

Meeting minutes are integral to citizen participation and the democratic process. I know the CC, PC and the Committee for Citizen Involvement recognize the need to use layman's language for the benefit of citizens.

Please forward this email to the CCI, Vicki Handy and Don Kingsborough. Thank you.

Sincerely,

Karie Oakes

cc clarification: Committee for Citizen Involvement via John Boyd