

Executive Committee Meeting
Monday, August 9th, 2021
10:00 AM to 11:00 AM

Agenda

10:00 AM Members connect to ZOOM

10:05 AM Additions to the Agenda

10:10 AM Approval of Today's Agenda & Past Minutes

10:15 AM Agenda Items:

- **Discussion to finalize the Agenda for Full Council Meeting for 8/25/21 (See Attached draft agenda)**
 - Jim Kayer, Director of Office of Equal Opportunity (OEO) and team (Sandy List and Amy Sunnergren), requested 10:00 AM to 10:30 AM on the agenda and have asked members to describe talking points/questions in advance of the meeting.
- **Fiscal Report for last quarter (April, May June) and total spent for Year IV 2020-2021**
- **Recruitment – open categories and applicants**
 - **Sensory Disability** – Lynn Heitz
 - **Community Provider Survey** – Julia Barole
 - **Young Adult – no applicants**
- **Discussion to address concerns about PaRC committee meetings adherence to the Sunshine Act**
 - Liz Wagenseller, Executive Director of The Office of Open Records, provided us with the following statement in our correspondence to how the council currently conducts committee meetings;

“The Office of Open Records’ only legal authority is to offer training on the Sunshine Act, and any opinion we may offer is simply our view and not legal advice that can be used in any legal situation. Your solicitor is your best resource for questions such as the one you pose. Your

summary of our position on committee meetings is accurate. Your solicitor may want to review *Ristau v. Casey*, 647 A.2d 642, 167 Pa. Commw. Ct. 118 (1994).”

- If Full Council decides to have all committee meetings follow the requirement of giving public notice of each meeting the cost for each Public Notice posted in the Patriot News is \$126.00. For committees meeting once a month that would be an annual cost of \$1,512.00 and for committees meeting quarterly that would be an annual cost of \$504.00. Currently 4 committees have routinely met monthly and 2 have met quarterly. The total annual cost for Public Notice for all committees combined would then be approximately \$7,056.00. This cost is within your current budgetary constraints, however, would need to be updated on all committee goals and added into committee budgets.
- Some of the other considerations for members to explore if committees were to adhere to the provisions in the Sunshine Act:
 - The potential inability to re-schedule these meetings given their constraints for public notice and that cost.
 - Ensuring quorum will be met (and cannot change) for the meetings ahead of giving Public Notice.
 - Providing physical space for public to attend (another requirement of the Sunshine Act now that COVID restrictions have been cancelled).
 - Posting the committee meeting agenda online and at a physical location 24 hours in advance of the meeting and posting the committee meeting minutes within 24 hours following the meeting were there any changes to the agenda during the meeting.
 - Ensuring all committee meeting minutes, agendas, and recordings are posted on the PaRC website.
- Susan Tomasic’s recommendation as a parliamentarian: As for complying with the Sunshine Act, I would advise all meetings, both full council and committees, to be open to the public, at least for listening privileges. Your bylaws can dictate which meetings accept public comment and which ones only allow the members to have speaking privileges. When advertising the meetings, be sure to state whether or not nonmembers may speak.
- Potential restructuring of meetings/committees.
- Other options/considerations.

- **OVR Update / discussion OVR CSNA Provider Survey**
- **Discussion over concerns about returning to in person meeting in November**
- **Other Business**

10:55 AM **Schedule next meeting**

11:00 AM **Adjourn**