



MINUTES POLICY AND PROCEDURE SUBCOMMITTEE

Tuesday, November 21, 2023 – 9:30 am

1. Roll Call
Meeting called to order at 9:35
Marie Pyznar, Bob Cressotti, Lori Unghire, Steve Bielenda, Mark Cerrato, Chris Bromson, Sheila Bailey.
2. Minutes from the July 20, 2023 meeting – Moved to next meeting
3. Attendance Policy Ordinance
Going over attendance policy for boards and commissions, it was decided that Atty Cerrato would go over any state statutes so we can comply with all regulations. Also discussed that new appointments would be given an orientation to go over expectations of the board/commission. Also, a signed agreement that new appointee understands said expectations. It will be up to the chair of board/commission to discuss absences with any member missing meetings
4. Restructure of Town Council Agenda
Attorney Report, and Items for discussion will be added to the agenda.
If TC knows staff will be at meeting for resolutions or explanations for financial transfer, consideration should be made to place them first on agenda.
Tabled items will carry over to next meeting, then drop off per Robert's Rules.
These items can be brought back when needed.
To streamline the minutes, Agenda will continue to read Agenda and minutes according to Robert's Rules
5. Any Other Business to Come Before the Committee - None
6. Next Meeting Date – November 28, 2023 at 9:30 am
7. Adjournment – Meeting adjourned at 10:06 am