

PDR Discussion

August 9, 2017

Start time- 11:30 a.m.

Attendees: Commissioner Fund, Lara Seiler, Kim Amrine, Steve Wohld, and Paulette Young.

Also Present: Justyna Tomas

Recorder: Candace Hallom

Commissioner Fund asked where we are on a resolution regarding charging for public disclosure. Paulette Young stated we need more direction on where the payment will go. There will need to be a fee schedule. Payments can be taken in the Risk Office.

Steve Wohld recommended a QuickBooks system to collect the money. He does not feel that paying for GovQ&a to process payments.

Paulette stated we will have a resolution to move forward

Lara asked what the time frame of transitioning Kim. Paulette stated her plan is to begin the transition right away and by August 28th should be fully transitioned out.

Steve talked about the possibility of placing public records request on the website.

Paulette stated the Kim can work two hours a week. Kim Amrine said she could spend 4 hours a week.

Paulette stated we are going to get policies in place and get things moving forward.

The group discussed the need to designate Casey as the Public Disclosure Officer. Once delegation happens an email needs to be sent to Steve Wohld to update the website.

Meeting ended at 1:00 p.m.