Information Technology (IT) Committee Minutes - 6.20.2024 Meeting, Zoom

Committee Members and Others Present:
Nancy Kail D9 (Chair), Clarence Hayes D4, Pam Kopack D3, David Rosenwaks D6, Town Clerk Jeff Dunkerton (JD). Matt Mandell D1 and Claudia Shaum D5 were absent

Agenda and Goal
Agenda: Continuing our RTM Communication Improvements work
Goal: Outline IT Com members' summer comms work/deliverables for review at our next IT Com mtg

Summary
The IT Committee held a meeting on 6.20.24 to continue our work improving communications. We welcomed new IT Committee member Claudia Shaum and noted several recent communications improvements within Town government. Next various IT Com members described their summer communications projects and received input from fellow committee members and others present.

Communications Improvements Work and Projects Discussion
Recognizing Various Communications Improvements
- Not only a new D5 & ongoing D9 newsletters but also a NEW 1st Selectwoman newsletter!
- Improved, updated RTM Meeting Information packets, also available as printable pdfs
- Archived RTM Meeting info packets with mtg video clips for each agenda item.
- Recorded and posted RTM <u>Committee Mtgs,</u> unique in state according to J Dunkerton
- Transcripts of all previous meetings will be available soon
- Awareness of and input on IT Com comms from several - P&R, RTM members, public
- 75th RTM anniversary compilation/celebration organized by Jack Klinge & Velma Heller

RTM IT Com Communications Work Ground Rules
- Focus on small/actionable RTM communications improvements items, avoid duplicating effort
- Adhere to applicable rules, coordinate w/ the Moderator & Town Clerk, be respectful of staff
- Understand how to get input w/out violating FOIA/similar rules. From Asst Town Attny E Flug:
    "Don't discuss the draft outside the meeting, whether by email or in person. A draft can be sent by the person owning the draft (let's call him or her the "drafting member") to everyone, but comments should be saved for the public meeting. If comments need to be sent to the drafting member by email because the commenting person won't be at the meeting, then it would be best for the commenting person to only send the comments to the drafting member, to avoid an email meeting of a quorum of the committee (or a subcommittee). All emails are subject to FOIA, of course.
    Members cannot work on a document remotely through Google Docs or otherwise, since that would be a nonpublic meeting of a quorum of either the IT Committee or a subcommittee of it."

IT Com Member Summer Work Project Commitments
Each RTM IT Com Committee member discussed their project and received member input, including other helpful people and resources to consult. Projects are below. To provide input email nkail@westportct.gov only.

- RTM section of Town website Improvements and Updates - Nancy Kail
- Town Budget and Process Guide/Orientation - Pam Kopak
- *RTM Work and Impact* Community Conversation - David Rosenwaks
- *How to RTM* - a Guide for members and the public - Claudia Shaum (presented by NK)
- Mechanisms for public feedback and input - Clarence Hayes

Next meeting: Sept 3 at 6:00 pm, Town Hall to provide project updates, determine next steps including any recommendations/reports to the full RTM.

submitted by Nancy Kail, July 9 2024