

POLICY AND PROCEDURE COMMITTEE MEETING

AUGUST 14, 2019, 7:00PM Recreation Hall

I (Sharon) arrived about 15 minutes early. Shortly after I arrived, Mr and Mrs. Riga came in and proceeded to sit at the Committee table. (They are not members, but have been invited to be). I asked them to move to the seats set up for the public but Mr. Riga refused and Mrs. Riga stood beside of Mr. Riga and did not move. Mr. Riga told me that I was not going to chair this meeting that I was an ex-Facto member of the committee. I was no longer chairman so I could not chair the meeting. The Riga's were asked numerous times to take the appropriate seats, but refused until Trustee Watkins came in and ordered the Riga's to move. At that time they left the table but moved their chairs closer to the table. Mr. Riga then walked up and put his recorder in the committee space.

MEETING CALLED TO ORDER

Meeting called to order at 7:00PM by Chairman Trustee Denson, Committee member Gwen Norris present as well as Trustees, MCarthy, Zimmerly, Watkins, Baxter

Items to be aware of that are not on the agenda tonight but will be brought up in the near future.

- Recreation Committee Survey not in the record
- Swim Bash sponsored by ??? answer: HOA AND RECREATION COMMITTEE Not board approved, need to cure at next meeting. Terry will need the budget for next year for recreation to include in new budget.
- The Trustees need to knock off the out of the sunshine discussions
- Adding to the Agenda policy the specific cut off times for the submission of the agenda.

Mrs. Riga informed me that I was in violation of the Sunshine Laws for adding to agenda. She did not give any specific citation that I was violating.

SOCIAL MEDIA

Recreation Committee has a homebased Facebook page. Have tried to find a way to capture as a Public Record as required by law without success. You can purchase systems that will monitor and capture the Facebook records for a Government. No idea of cost or time. Terry stated that she thought we should just forget the Social Media for now. Belle said that she did not have much response to the website so would take it down. Note, everything on website would have to be printed and turned into the office. The Facebook page would have to be handled in the office on a computer, not in a Trustee's home.

PUBLIC RECORD POLICY 1034PR

- Reviewed the changes to the Public Record Policy discussed at the last meeting.
- Social Media removed from Policy
- Emails could be handled by the office in printing on a regular basis or provide a computer for a resident to use to read the emails.
- Discussed staff charges when we need to charge for time spent. Added that a receipt must be written for all funds received for a public record request.
- Discussed charges for fax (reviewed TE fee schedule)

- Bidding not included prior and added verbiage from Attorney General to cover Bids
- Removed the number of copies a club could have per month. Will monitor and if becomes a problem will address in the future.
- Can only charge staff time at the lowest paid staff's rate.
- No fee to be charged for requestor to view public records, but the records must remain in view of the Custodian or their designee.
- Reviewed public request policies from two other districts,
- Trustee has priority for records needed for their duties. The office questioned whether a request was a sunshine request. ANSWER: NO
- Reviewed Jodie's proposed policy that Jodie she copied from a Court Clerk policy, reviewed the referenced documents in the policy and the majority of the policy could not be used here. There were officers and officials that we do not have that were a part of the reporting chain. The references in the policy upon review were not pertinent to our office.

Mr. Riga was asked if his record was found he had requested. He refused to respond.

Mr. Riga complained that the Recreation Committee survey was picked up in the office and mailed to Michigan. It was explained to Mr. Riga that there was no cost to the district and where the computer sat to tabulate should not be of a concern to him or anyone else. Kathy stated that it was just to gather information so that the committee could plan recreation. The survey had been emailed to Belle sometime in late April or early May. Belle said she remembered getting some numbers but not the survey. The survey was handed to Belle and the first sheet was basically numbers. Belle was asked to contact her committee member and get another copy of the survey and to make sure it was put in the office. It is a public record.

Mr. Riga was asked to join the committee and participate in the work of the committee instead of just complaining. Mr. Riga continued to harass me (Sharon) about the survey after he has been repeatedly told at this meeting as well as others that it was a Recreation Committee document that I (Sharon) had nothing what-so-ever to do with, except to mail at my (Sharon) expense to be tabulated and stuffing the survey in the Banner for distribution.

Adjourned 8:10PM



A handwritten signature in blue ink, followed by the date 8/25/19.