

Policy & Procedure Committee Meeting Minutes  
NWN, Albany

Meeting Minutes

Meeting Date: Wednesday April 12, 2017 (8:20am-8:50am)

Members in attendance: Joyce Nelsen, John Norrena, Kitty Davis, Jeff Daniels, Matt Wales, and John Sapp (others informally joined the meeting as they were assembling for the Board meeting).

John Sapp called the meeting to order at 8:20am.

Minutes from 3/8/17 were reviewed. Joyce motioned to approve, seconded by John N.; voted and approved.

Purpose: brief meeting to review previous meeting's action items and new business if time allows.

Old Business:

NOTE: Number in parenthesis are previous meeting minute's line number for reference. Highlighted areas are current action items.

1. (#3 & #4) Discussed the need to reformat and renumber the document, including "section" and "article" names for clarification AND the need to correct/update formatting; showed a simple sample to present to OUNC Board and seek approval to proceed (note: was presented and approved to proceed at Board Meeting). John S. will work on an updated/corrected copy and bring it back to the next committee meeting for review/approval.
2. (#8) Discussed the Training and Education Committee Statement of Purpose, still under review by that committee, wait for follow-up.
3. (#9) Discussed the OARS and Tariffs Statement of Purpose, still under review by that committee, wait for follow-up
4. (#15) Discussed the Enforcement Committee Statement of Purpose, still under review by that committee, wait for follow-up.
5. (#18) Discussed 2.1 "Zero Discrimination Policy", is current statement up-to-date? Doesn't seem to be. More involved and will require further research. John S will discuss with DAS/DOJ Attorney for advice and will forward info to John N. for further discussion.
6. (#19) previous meeting changed wording on 2.3 from "a Committee Chair" to "the OUNC Board"; JOHN S. discussed with committee members who agreed that was sufficient and was not necessary to present to Board (changes to the document were previously made).
7. (#20) Discussed changes to 3.5 #1 and #3; Discussed findings, agreed to remove second sentence of paragraph #3 ("...collection is made of a debt previously...").
8. (#22) Discussed 3.8 (C) "Delegation of authority, spending limits..." Kitty to check on spending limits (she replied in email on 3/9), I didn't have adequate information to discuss this subject; committee agreed to address this section at next committee meeting.
9. (#23) Section 4.2 "Acquisition Policy for Goods and Services": (from previous meeting: "this section needs to be re-worded and to ensure compliance with federal, state, and local laws"). Discussed with committee including recommendations by Joyce (and Shannon). Most members felt that the statement could remain as-is; John N. and John S. felt like to there should be some reference to DAS rules or similar. We agreed to discuss at next committee meeting.
10. (#24) Discussed 5.1 Records Management Policy, who establishes and maintains it? Still under review, John S to discuss with DAS/DOJ attorney for advice.

11. (#26) Discussed 5.4 Public Records Requests. Still under review. John S to discuss with DAS/DOJ attorney for advice.

New Business:

None

Next P&P Committee meeting to be held May 10 at Medford Inn at the Commons before the OUNC Board Meeting (8:15am-8:50am).

John N. motioned to adjourn, seconded by Joyce. Voted and approved at 8:50am.